

Facility Rqts

	Type	Category	Request or Confirmation
1	Req	Facility Usage	A central Project Site Facility (PSF) for the CalSAWS M&O Project shall house CalSAWS application and infrastructure activities, Consortium staff and vendor staff providing services on other Consortium CalSAWS related contracts. Contractor shall provide and maintain, subject to the Counties Executive Director Acceptance, a PSF within the greater Sacramento area or in the adjoining areas for the CalSAWS M&O Project throughout the Term of the Agreement. The PSF shall be established for the sole purpose of housing staff on the CalSAWS Project.
2	Req	Facility Usage	In addition to housing the project staff, the PSF also serves as a meeting place for various committees related to the management of the systems.
3	Req	Safety	Safety, health and welfare of all staff housed at the PSF are important considerations. The Contractor shall ensure that the PSF is maintained as a healthy work environment and provide sufficient security measures for the safety of people and equipment and security of information.
4	Req	Safety	The PSF shall meet any and all local regulations required by the governing body with jurisdiction over the structure housing the PSF including, but not limited to: applicable building codes, fire codes and other regulations related to accessibility and sustainability measures.
5	Req	Facility Usage	The PSF shall house Consortium Project Staff and CalSAWS Vendor Staff to consist of 272 persons at capacity. The capacity of 272 equates to planned cubicle and office locations and is not inclusive of the capacity of the planned conference rooms.
6	Req	Facility Usage	The PSF shall provide for parking spaces adjacent to the building structure on one-to-one ratio for all staff housed at the PSF.
7	Req	Services	The PSF shall include building maintenance, housekeeping services and supplies, office management, and HVAC. The PSF shall include sufficient rest rooms as per current applicable building codes. The Contractor shall be responsible for all costs related to the rental and operation of the PSF, including, but not limited to: a) Leasehold improvement; b) Utilities; c) Security; d) Telephone; e) Local Area Network (LAN); f) Office Equipment; g) Supplies; h) Janitorial services; i) Parking;
8	Req	Safety	The PSF shall conform to the Requirement(s) of the Americans with Disability Act (ADA) and all applicable Federal, State, and local laws, rules, regulations, ordinances, guidelines, directives, policies, and procedures regarding facility accessibility. (Refer to <a href="http://www.resd.dgs.ca.gov/Branches/PSB/LeaseRequirements.htm">http://www.resd.dgs.ca.gov/Branches/PSB/LeaseRequirements.htm</a> )
9	Req	Safety	The PSF shall meet applicable building code Requirement(s) as outlined in Title 24 of the California Code of Regulations and shall meet the State's minimum lease Requirement(s) as outlined in the State's Lease Requirement(s). (Refer to <a href="http://www.resd.dgs.ca.gov/Branches/PSB/LeaseRequirements.htm">http://www.resd.dgs.ca.gov/Branches/PSB/LeaseRequirements.htm</a> )
10	Req	Safety	The PSF shall conform to State Fire Marshall's inspection and Acceptance prior to occupancy and through the term of the Agreement. (Refer to <a href="http://osfm.fire.ca.gov/">http://osfm.fire.ca.gov/</a> ) The PSF shall include emergency lighting of hallways, exit paths, and conference rooms and marking of exit routes as per State Fire Marshall guidelines.
11	Req	Safety	The PSF shall also include periodic testing of all emergency alert systems and fire drills as part of the emergency evacuation plan.
12	Req	Safety	The PSF shall conform to the State's No Smoking Policy as outlined in the State Administrative Manual (SAM) Section 1330.5 and shall include designated areas for smokers and appropriate signage. Refer to <a href="http://www.dgs.ca.gov">http://www.dgs.ca.gov</a> for additional information.
13	Req	Security	The Contractor shall ensure adequate security of staff and Equipment by providing the following as a minimum, subject to the Acceptance of Consortium Executive Director: a) Electronic security identification badges to be worn by authorized Contractor employees, Consortium Project Staff, and other CalSAWS Vendors; b) Electronic badge readers at all points of entry to control access; c) Appropriate security access to rooms that contain Consortium storage or technical equipment such as servers, laptops, kiosks, etc.; d) Management reporting capabilities logging all access to the PSF; e) Centrally monitored alarms at all points of entry and exit indicating when doors are unlocked or open; f) Reception areas open to the public during normal business hours for guests/visitors to sign-in and receive guest/visitor badges; g) Emergency evacuation plan that includes clearly identified and illuminated emergency exits, exit routes and assembly areas; and h) Trained security patrol between 6:00 p.m. and 6:00 a.m. on weekdays and twenty four (24) hours per day on weekends and holidays. Security patrol shall be instructed to walk staff to their cars when requested after dark or under special circumstances.

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14	Req	Furniture	All workspaces including the private offices shall be designed ergonomically and meet Cal-OSHA workspace ergonomics standards. Prior to purchase and/or lease of Office Equipment, the Contractor shall obtain the Consortium Executive Director Acceptance of the following: a) Sample of ergonomic chair; b) Sample of ergonomic desk; c) Sample of conference table; d) Sample of side chairs; e) Sample(s) of paint; f) Sample of conference chair; and g) Swatch(es) of fabric to be used within office.
15	Req	Conference Rooms	The PSF shall have eight medium conference rooms with capacity of 30 each. At least, one medium conference room shall be designated for Consortium use, with each containing the following: a) Two white boards; b) Ceiling mounted integrated overhead projection devices paired with a six feet or larger dropdown screen which are controlled from a handheld remote device or a monitor; c) The tables shall include electrical outlets and connectivity access to the Internet for laptops; d) Conference call Equipment (such as a Polycom or similar phone system); e) Adequate tables based on the designated capacity of the conference room; f) Upholstered Chairs.
16	Req	Collaboration Space	The PSF shall have eight breakout/focus areas, for the purpose of having ad-hoc meetings, with a capacity of four each. Each breakout/focus area shall contain the following unless converted to an office space at the Consortium's discretion: a) One white board; b) Table; and c) Chairs. In the event the breakout/focus area is converted to additional office space, each will contain the following: a) One ergonomic desk; b) One ergonomic chair with arms; c) One bookcase; and d) One four drawer locking file cabinet or its equivalent.
17	Req	Offices	At a minimum seven offices, not including the Consortium Executive Director's office, shall have separate secure and private offices with locking capability for Consortium or Consortium dedicated staff. Contractor may also retain the secure, private Contractor's Executive Office space. All work spaces shall be appropriately sized to be equipped, at a minimum, with the following: a) One ergonomic desk; b) One ergonomic chair with arms; c) One bookcase; d) One four drawer locking file cabinet or its equivalent; e) Four side chairs; f) One small round table; and
18	Req	Offices	The Consortium Executive Director shall have a separate secure and private office with locking capability. The work space shall be equipped, at a minimum, with the following: a) One ergonomic desk; b) One ergonomic chair with arms; c) One color laser printer; d) Two bookcases; e) Two four drawer locking file cabinet or its equivalent; f) Eight side chairs; g) One medium round table; and h) One conference call Equipment (such as a Polycom or similar phone system).
19	Req	Furniture	The remainder of the Consortium Project Staff shall have, at a minimum, separate, partitioned modular 6'x8'x6' sized work space unless otherwise Accepted by the Consortium Executive Director. All work space shall be equipped, at a minimum, with the following: a) One ergonomic desk; b) One ergonomic chair with arms; c) Two four drawer locking file cabinet or its equivalent; d) Locking overhead cabinets; and
20	Req	Technical Support	Within the PSF, the Contractor shall designate a work and storage space for CalSAWS M&O technical support. The technical support area(s) shall have keycard access at the entry door to the space.

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21	Req	Break Room	The PSF shall include a break room. The break room shall be equipped at a minimum with the following: a) Two refrigerators each of which shall be at least 17.5 cubic feet; b) Icemaker; c) Vending machines; d) Six microwaves; e) Sink with hot and cold water and garbage disposal; f) Drinking water service with hot and cold water dispenser; g) Coffee and tea service and recyclable cups; h) Sugar and cream; i) Two toasters; j) Rolling cart; and k) First aid kit.
22	Req	Safety	The First aid kit shall be inventoried and contents replaced on a quarterly basis.
23	Req	Break Room	The break room shall be sufficiently equipped with electrical outlets and ventilation to support the capacity of the required Equipment.
24	Req	Storage	The PSF shall include a library/storage room to house project Deliverables, project records and documents. The library/storage shall have sufficient locking filing cabinets for safe storage of project documentation. The library/storage area shall have keycard access at the entry door to the space.
25	Req	Wellness	The PSF shall include a wellness room, which shall be separate and apart from a restroom. This shall include the following: a) Electrical; b) Lighting; c) Table and chair; d) Privacy curtain; and e) Small refrigerator.
26	Req	Equipment	The Contractor shall be responsible for providing all maintenance for all office Contractor-supplied equipment.
27	Req	Equipment	The Contractor shall provide for Consortium Project Staff printers in the ratio of one printer to each six PSF staff.
28	Req	Equipment	The Contractor shall provide for Consortium Project Staff printers that have duplex capability.
29	Req	Equipment	One of these printers shall be a high speed color printer.
30	Req	Equipment	The Contractor shall provide printers that are widely used in the market place and current model at the time of installation.
31	Req	Equipment	The Contractor shall supply the toner cartridges, cleaning kits, and maintenance service support for the Constractor-supplied PSF printers.
32	Req	Services	The Contractor shall update the CalSAWS electronic calendaring system to allow scheduling of conference rooms.
33	Req	Audio/visual	The Contractor shall provide audio/visual conferencing services for the PSF. The audio/visual conferencing services supports meeting facilitation by sharing documents within meetings to meeting participants in other locations. The Consortium currently use Microsoft Teams services.
34	Req	Copiers	The duplicating machines shall be located in a separate room to minimize noise disturbance from the machines.
35	Req	Copiers	The Contractor shall provide yearly maintenance services and/or upon any technical issues for the duplicating machines.
36	Req	Copiers	The Contractor shall provide at a minimum three duplicating machines with the following: a) High speed machine with Networking capability; b) Color duplication capability; c) Stapling capability; d) Capability to hold multiple types of paper; e) Equipped with scanning capability; and f) Faxing capability.
37	Req	Network	The Contractor shall equip the PSF or an alternative facility with other Equipment such as switches, hubs and other networking equipment as required to provide Local Area Network connectivity within the PSF and Local Area Network connectivity between the CalSAWS Network and PSF Network.
38	Req	Services	The Contractor shall provide training/orientation to all Consortium Project Staff on Contractor-supplied PSF Equipment and procedures, including when new Consortium Project Staff start working on the CalSAWS M&O Project.
39	Req	Supplies	The PSF shall be equipped with sufficient office supplies to meet the needs of Consortium staff housed at the PSF.
40	Req	Supplies	An in-house store room shall be maintained by the Contractor to keep stock at hand.

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41	Req	Supplies	The Contractor shall supply all specific office supplies as requested by the Consortium Executive Director within one week of request or as soon as reasonably possible depending on the supplies requested.
42	Req	Facility Usage	The PSF shall have a glass trophy case that has locking capability, located in the front lobby for the CalSAWS awards.
43	Req	Services	The PSF shall include trash services and recycling services, which includes paper, plastic, and aluminum.
44	Req	Services	The PSF shall include a secure shredding service for confidential documents.
45	Req	Services	The Contractor shall clean carpets, at a minimum, twice a year unless accepted by the Consortium Executive Director.
46	Req	Services	The Contractor shall clean the interior and exterior windows, at a minimum, twice a year unless accepted by the Consortium Executive Director.
47	Req	Services	The Contractor shall be responsible for providing technical support personnel to troubleshoot, fix and support Contractor-supplied PSF Equipment.
48	Req	Services	The PSF shall include sufficient clerical support to perform duties including managing the break room, supply room, photocopying, mail services, and general office management for all staff housed at the PSF between 8:00 a.m. and 5:00 p.m. PT Monday through Friday.
49	Req	Network	The Contractor shall supply and support wireless Networking connectivity while at the PSF.
50	Req	Security	The Contractor shall ensure all Gainwell-provided printers, Gainwell-provided computer systems, and Gainwell-provided networking equipment models are supported by the manufacturer/vendor and replace any end of life/support devices with supported equipment.
51	Req	Security	The Contractor shall implement all requirements of the PSF to comply with all CalSAWS security policies and standards unless an exception is approved by the CalSAWS Executive Director. Changes to CalSAWS security policies following initial implementation of a PSF requirement will be subject to the Change Request process.
52	Req	Security	The Contractor shall annually update and maintain the Central Print System Security Plan document to incorporate the PSF scope into the NIST 800-53 control responses.
53	Req	Deliverable	On an annual basis, the Contractor shall deliver a PSF Maintenance Review Deliverable, which shall describe the following: a) Project Site Facility building maintenance inspection; b) Electrical repairs needed and date to complete; c) Plumbing repairs needed and date to complete; d) Paint needed and date to complete; e) Carpet cleaning needed and date to complete; f) Building and office furniture repair/replacement needed and date to complete; g) Office Equipment repair/replacement needed and date to complete; h) Duplicating Equipment maintenance service needed and date to complete; i) Replacement of air filters at a minimum on a quarterly basis; j) Fully stocked first aid kits; k) Inventory and end of life/support status of all Gainwell-provided printers, Gainwell-provided computer systems, and Gainwell-provided networking equipment.
54	Req	Deliverable	The Contractor shall deliver the PSF Maintenance Review Complete Deliverable following the successful completion of all repairs, replacements, and/or cleanings identified within the PSF Maintenance Review Deliverable. The PSF Complete Deliverable shall describe the activities conducted, modifications made to the PSF and future recommendations.