

ATTACHMENT 1 TO GSA FORM 3626 MINIMUM LEASE SECURITY STANDARDS

1.1. DOORS: HARDWARE (NOV 2005)

Doors shall have door handles or door pulls with heavy-weight hinges. All doors shall have corresponding door stops (wall- or floor-mounted) and silencers. All door entrances leading into the Government-demised area from public corridors, and exterior doors shall have automatic door closers. Doors designated by the Government shall be equipped with 5-pin, tumbler cylinder locks, and strike plates. All locks shall be master keyed. The Government shall be furnished with at least 2 master keys for each lock. Any exterior entrance shall have a high security lock, with appropriate key control procedures, as determined by government specifications. Hinge pins and hasps shall be secured against unauthorized removal by using spot welds or peened mounting bolts. The exterior side of the door shall have a lock guard or astragal to prevent jimmying of the latch hardware. Doors used for egress only should not have any operable exterior hardware. All security-locking arrangements on doors used for egress shall comply with requirements of NFPA 101.

1.2. LIGHTING: PARKING AREAS (NOV 2005)

- A. Exterior parking areas, vehicle driveways, pedestrian walkways, and building perimeter shall have 5 foot-candles for doorway areas, 3 foot-candles for transition areas (including stairwells), and at least 1 foot-candle overlapping throughout the lot, except where local codes conflict. Illumination shall be designed based on Illuminating Engineering Society of North America (IESNA) standards. Indoor parking shall have a minimum of 10 foot-candles and shall be designed based on IESNA standards. The intent is to provide adequate lighting at entrances/exits, garages, parking lots, or other adjacent areas to the building to discourage crimes against persons. If necessary, additional lighting may be requested to accommodate security monitoring (i.e., closed circuit television camera).
- B. Exterior building lighting shall possess emergency power backup to provide for safe evacuation of the building in case of natural disaster, power outage, or criminal/terrorist activity.

1.3. OCCUPANCY EMERGENCY PLANS (NOV 2005)

The Lessor shall be required to participate in the development and implementation of the Government Occupancy Emergency Plan. The Occupant Emergency Plan shall include procedures for notifying the Lessor's building engineer or manager, building security, local emergency personnel, and GSA personnel for possible shutdown of the air-handling units.

1.4. LEASE SECURITY: STANDARDS (NOV 2005)

A. Overview of Lease Security Standards:

1. The Government will determine security standards for facilities and agency space requirements. Security standards are assessed based upon tenant agency mix, size of space requirement, number of employees, use of the space, location of the facility, configuration of the site and lot, and public access into and around the facility. The Government will designate a security level for each space requirement from Level I to Level IV. The GSA Contracting Officer (or the Contracting Officer's designated representative) will provide the security level designation as part of the space requirement. A copy of the Government's security standards is available at www.oca.gsa.gov.
2. A security level designation may be determined by the individual space requirement or by the assessed, cumulative tenant agency mix within a given facility. If an Offeror is offering space in a facility currently housing a federal agency, the security level designation of the facility may be increased and the Offeror may be required to adhere to a higher security standard than other Offerors competing for the same space requirement. If two or more federal space requirements are being competed at the same time, an Offeror submitting on both or more space requirements may be subject to a higher security standard if the Offeror is determined to be the successful Offeror on more than one space requirement. It is incumbent upon the Offeror to prepare the proposal accordingly.

B. Deterrence to Unauthorized Entry:

The Lessor shall provide a level of security that reasonably prevents unauthorized entry to the space during non-duty hours and deters loitering or disruptive acts in and around the space leased. The Lessor shall ensure that security cameras and lighting are not obstructed.

C. Prevent Unauthorized Access to Utility Areas:

Utility areas shall be secure, and only authorized personnel shall have access.

D. Provide Emergency Power to Critical Systems (Alarm Systems, Radio Communications, Computer Facilities, Etc.):

All alarm systems, CCTV monitoring devices, fire detection systems, entry control devices, lighting, etc., and special security requirements requiring power, as identified elsewhere in the Solicitation for Offers (SFO), must have emergency power sources.

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- E. Prevent Public Access to Mechanical Areas and Building Roofs:
Keyed locks, keycards, or similar security measures shall strictly control access to mechanical areas. Additional controls for access to keys, keycards, and key codes shall be strictly maintained. The Lessor shall develop and maintain accurate HVAC diagrams and HVAC system labeling within mechanical areas. Roofs with HVAC systems shall also be secured. Fencing or other barriers may be required to restrict access from adjacent roofs based on a Government Building Security Assessment. Roof access shall be strictly controlled through keyed locks, keycards, or similar measures. Fire and life safety egress shall be carefully reviewed when restricting roof access.
- F. Restrict Access to Building Information:
Building Information—including mechanical, electrical, vertical transport, fire and life safety, security system plans and schematics, computer automation systems, and emergency operations procedures—shall be strictly controlled. Such information shall be released to authorized personnel only, approved by the Government, preferably by the development of an access list and controlled copy numbering. At the direction of the Contracting Officer, the names and locations of Government tenants may not be disclosed within any publicly accessed document or record. If Government tenants will not be disclosed, the Government may request that such information not be posted in the building directory.
- G. Posting of Government Rules and Regulations:
The Government will post applicable Government rules and regulations at the entrance to any Government-occupied space for such things as, but not limited to, barring the unauthorized possession of firearms and dangerous weapons. The Government shall coordinate with the Lessor to ensure signage is consistent with the Lessor's standards.
- H. Development, Implementation and Periodic Review of Occupant Emergency Plans:
Building owners and managers shall cooperate and participate in the development of an Occupant Emergency Plan (OEP) and if necessary, a supplemental Sheltering-in Place (SIP) Plan. Periodically, the Government may request that the building owners and managers assist in reviewing and revising the OEP and SIP plan(s).
- I. Building Security Plan:
The Offeror shall provide a pre-lease building security plan with its offer that addresses compliance with the lease security standards, described in this SFO and its attachments.
- J. Background Security Checks for Contract Service Personnel:
1. The Government will conduct background checks on contractors with routine access to Government leased space.
 2. The Lessor shall submit completed fingerprint charts and personal history statements for each employee of the Lessor as well as employees of the Lessor's contractors or subcontractors who will provide building operating services requiring routine access to the Government's leased space. The Government may also require this information for employees of the Lessor, the Lessor's contractors, or subcontractors who will be engaged to perform alterations or emergency repairs in the Government's space. For the purpose of this requirement, routine access shall be any period beyond 30 calendar days.
 3. The Contracting Officer will furnish the Lessor with Form FD-258, Fingerprint Chart, and Form 176, Statement of Personal History, to be completed by each person and returned by the Lessor to the Contracting Officer (or the Contracting Officer's designated representative) within 10 working days from receipt of the forms. Based on the information furnished, the Government will conduct security checks of the employees. The Contracting Officer will advise the Lessor in writing if an employee fails the check, and effective immediately, such employee will no longer be allowed to work or be assigned to work in the Government's space.
 4. Throughout the life of the lease, the Lessor shall provide the same data for any new employee(s), contractors, or subcontractors who will be assigned to the Government's space. In the event the Lessor's contractor/subcontractor is subsequently replaced, the new contractor/subcontractor is not required to submit another set of these forms for employees who were cleared through this process while employed by the former contractor/subcontractor. The Lessor shall resubmit Form FD-258 and Form 176 for every employee covered by this paragraph on a 3-year basis.

**NOT REQUIRED FOR LEVEL 1 PROCUREMENTS.
IF BUILT-TO-SUIT, USE "NEW CONSTRUCTION" SECTION BELOW**

- K. Shatter-Resistant Window Protection:
1. The Lessor shall provide and install wet-glazed or mechanically attached, shatter-resistant material not less than 0.18 millimeters (7 mil) thick on all exterior windows in Government-occupied space. The Offeror shall provide a description of the shatter-resistant window system in the attached "Pre-Lease Building Security Plan" for evaluation by the Government. Alternatively,
 2. The Lessor shall provide certification from a licensed professional engineer that the window system conforms to a minimum glazing performance condition of "3B" for a high protection level and a low hazard level. Window systems shall be certified as prescribed by WINGARD 4.1 or later or WINLAC 4.3 software to have satisfied the specified performance condition using the test methods provided in the *US General Services Administration Standard Test Method for Glazing and Window Systems Subject to Dynamic Overpressure Loadings* or ASTM F1642-04 *Standard Test Method for Glazing and Glazing Systems Subject to Airblast Loadings*.

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INSERT BASED ON SECURITY ASSESSMENT (TYPICALLY WHEN AN IDS IS NOT APPROPRIATE)

- L. Peepholes:
Peepholes are required in all doors to the Government-occupied space as an effective visual recognition system for small offices. This system shall comply with the Architectural Barriers Act, section F230.1.

INSERT BASED ON SECURITY ASSESSMENT

- M. Intercom:
An intercom system is required and will be used in conjunction with a peephole system. This system shall comply with the Architectural Barriers Act, section F230.0.

INSERT BASED ON SECURITY ASSESSMENT

- N. Entry Control with CCTV and Door Strikes:
An entry control system is required that will allow employees to view and communicate remotely with visitors before allowing access. This system shall comply with the Architectural Barriers Act, section F230.0.
- O. Airborne Hazards:
Air-handling units must be able to be shut down in response to a threat. Procedures shall be in place for notifying the Lessor's building engineer or manager, building security guard desk, local emergency personnel, GSA personnel, and Contracting Officer for possible shut-down of the air handling units serving the mailroom and/or any other possibly affected areas of the building to minimize possible contamination, as deemed appropriate to the hazard. A Government-approved Occupant Emergency Plan shall provide for the evacuation of the building or sheltering-in-place procedures.

INSERT BASED ON SECURITY ASSESSMENT

- P. CCTV Surveillance Cameras with Time Lapse Video Recording:
Twenty-four hour CCTV coverage and recording are required. The Government's Building Security Assessment of the building will determine the exact number of cameras and locations. Time-lapse video recordings (digital storage) are also required as a source of evidence and investigative leads. The Government will centrally monitor the CCTV Surveillance. Government specifications are available from the Contracting Officer.
- Q. Post Signs Advising of 24-hour Video Surveillance:
When video surveillance is installed, warning signs advising of 24-hour surveillance shall be posted.
- R. Temporary Security Upgrade Due to Immediate Threat:
The Government reserves the right, at its own expense and with its own personnel, to temporarily (generally not to exceed 120 days, but a longer duration could be required due to a national emergency) heighten security in the building under lease during heightened security conditions due to emergency situations such as terrorist attacks, natural disaster, and civil unrest.
- S. Additional Security Measures as Determined by the Government:
The Government reserves the right, prior to the submission of final revised proposals, to require additional security measures to meet specific tenant occupancy requirements, as may be determined by the Government's building security assessment or any type of Government risk assessment evaluation of the proposed building, location, and tenant mix.

SECURITY FOR NEW CONSTRUCTION

THIS WILL BE INSERTED FOR BUILT-TO-SUIT- PROCUREMENTS ONLY

1.5. SECURITY FOR NEW CONSTRUCTION (NOV 2005)

The requirements of this SFO can only be satisfied through the construction of a new building that fully complies with the lease security standards described in this SFO and its attachments.

NOT REQUIRED FOR LEVEL 1 PROCUREMENTS.

- A. Shatter-Resistant Window Protection Requirements:
The Offeror shall provide a written certification from a licensed professional engineer that the building(s) conforms to a minimum window glazing performance condition of _____ as prescribed by WINGARD 4.1 or later or WINLAC 4.3 software to have satisfied the specified performance conditions '3b' using the test methods provided in the US General Services Administration Standard Test Method for Glazing and Window Systems Subject to Dynamic Overpressure Loadings or F1642-04 Standard Test Method for Glazing and Glazing Systems Subject to Airblast Loadings - ASTM International.

NOT REQUIRED FOR LEVEL 1 PROCUREMENTS.

- B. Facade Protection:
The Lessor shall provide a facade protection level of _____ as prescribed by WINGARD 4.1 or later or WINLAC 4.3 software.

NOT REQUIRED FOR LEVEL 1 PROCUREMENTS.

- C. Setback:
The Lessor shall provide a setback distance of 20 feet, 0 inches as specified from the face of the building's exterior to the protected/defended perimeter (i.e., any potential point of explosion). This means the distance from the building to

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the curb or other boundary protected by bollards, planters, or other street furniture. Such potential points of explosion may be, but not limited to, such areas that could be accessible by any motorized vehicle (i.e., street, alley, sidewalk, driveway, parking lot).

D Pre-Lease Security Plan

The Offeror shall provide a Pre-Lease Building Security Plan (BSP) with its offer that addresses its compliance with the lease security standards, as described in this SFO and its attachments

E. Design and Engineering Documents:

The Offeror shall provide the Government with all design and engineering documents, including structural engineering calculations.