



REQUEST FOR QUALIFICATIONS (RFQ) O-02221

JANITORIAL SERVICES

RFQ Issue Date: 12/13/2021

RFQ Response Due Date: 01/20/2022

RESPONSIBLE DEPARTMENT

Brian Pickard
Director of Operations & Engineering

PROCUREMENT DEPARTMENT

Man Le, PMP
Procurement Manager
1104 East Twiggs Street, Suite 300
Tampa, Florida 33602
Telephone Number: (813) 272-2307
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Exhibits

- A ~ Public Entity Crime
- B ~ Drug-Free Work Place
- C ~ Bid Proposal Form
- D ~ Conflict of Interest
- E ~ SBE Anticipated Participation Form
- F ~ Questionnaire
- G ~ Insurance Requirements

Attachments

Floor plans for:

- TMC 1st – 3rd floors
- East Toll Plaza

I. INTRODUCTION

The Tampa-Hillsborough County Expressway Authority (THEA) is issuing a solicitation for janitorial services at the Transportation Management Center (TMC), a 3-story building, 27,500 SF, located at 1104 East Twiggs Street, Tampa, Florida 33602.

This Request for Qualifications (RFQ) is available only to businesses who have at least two years' experience in performing janitorial services.

There will be a **“MANDATORY PRE-BID” SITE VISIT on January 07, 2022 @ 11:00 a.m.** in the THEA Board Room on the 1st Floor of the Transportation Management Center located at 1104 East Twiggs Street, Tampa, Florida 33602.

II. SCOPE OF SERVICES

This Scope of Services identifies the activities to be furnished by the selected contractor (the “Contractor”) for janitorial cleaning and maintenance services related to THEA's Transportation Management Center (TMC), 1104 East Twiggs Street, Tampa, Florida.

Building

- The building interior area to be maintained for this contract is approximately 27,500 square feet.
- Flooring materials and number of fixtures and facilities are as follows:
 - Carpet (1st, 2nd and 3rd floor offices, conference rooms, control room, computer and work stations)
 - Luxury vinyl tile (break rooms, hallways and kitchens)
 - Vinyl tile (storage/electrical rooms)
 - Porcelain tile (bathrooms and vicinity)
 - Slate tile (1st floor main lobby)
 - Sinks – 14
 - Toilets/Urinals – 18
 - Break rooms – 3
 - Number of employees – approximately 45 during normal daytime hours

Contractor Personnel Requirements

1. The Contractor and employees must be skilled in performing janitorial type work and will require satisfactory personnel references of all present and prospective employees. All employees must have a minimum of one-year janitorial experience.
2. A combination photo ID Badge/electronic key will be furnished by THEA for each Contractor personnel and the ID badge must be in plain view while working in the TMC.
3. The Contractor is responsible for verifying that its employees are U.S. Citizens or are authorized to work in the United States. The Contractor shall not schedule any employee to work in the TMC who has ever pled guilty or convicted of any crime.
4. Contractor personnel shall not be disorderly, careless, unobservant of instructions, or in any way a detriment to the satisfactory progress of the work. The Contractor shall be notified and asked to remove such employee(s) immediately from the job site.
5. Contractor personnel shall not open desk drawers, files or cabinets, or use electronic equipment or copiers.

6. Contractor personnel shall report fires, hazardous conditions, and items in need of repair (including inoperable lights, leaky faucets, toilet stoppages, etc.) to THEA.
7. Contractor and personnel's family members (adult or child) or friends are not permitted to be on the premises at any time.
8. Contractor personnel is responsible for understanding, reading and writing in English in the daily service log.
9. Contractor personnel is responsible for closing and locking doors, and turning off lights to conserve electricity.
10. The Contractor must keep all furnished supplies and equipment stored in a neat, orderly, and sanitary condition. Janitorial supplies and equipment will be stored only in designated areas.
11. The TMC is a smoke-free building and strictly enforced at all times.

Janitorial Equipment and Supplies

1. The Contractor shall furnish and maintain, in good repair, all equipment, including, but not limited to: mops, brooms, buffers, vacuums, ladders, and any other equipment necessary to perform the Scope of Services. Commercial grade cleaning and dusting materials, waxes, solvents, disinfectants and deodorant, rags, steel wool, plastic bags for trash containers and aluminum recycling, if applicable, are required. All equipment and supplies used are subject to approval by THEA.
2. The Contractor shall provide 2 ply toilet tissue, paper towels, disposable toilet seat covers, plastic trash can liners for various size receptacles, disposable liners for sanitary napkin cans, liquid hand soap, sand for ash trays and all other cleaning supplies/materials necessary to perform the requirements of the contract.
Supplies identified by the Contractor shall be of good quality acceptable in the janitorial profession and suitable to the needs of the building and compatible with existing facilities and dispensers and approved by THEA.
3. The Contractor will be assigned a closet in the building (hereinafter referred to as the "Janitorial Closet") for storage of all equipment, materials, and supplies that are used in the building. A back-up stock of cleaning supplies should also be stored in the Janitorial Closet for emergency use.

Management and Supervision

1. The Contractor shall employ, at all times, the quality of supervision necessary for the effective and efficient management of cleaning operations. Supervisor(s) shall be available and responsive to THEA during the hours of janitorial service. The Contractor should be aware of the nightly, weekly, monthly and quarterly requirements and various related cleaning tasks, equipment and materials used. Employees shall be, properly trained, and supervised in their individual tasks. The Contractor or Supervisor(s) will also be expected to maintain and control an effective inspection and follow-up program. Supervisor(s) shall be available by cell phone provided at the Contractor's expense. This cell number shall be available to THEA.
2. Within 10 days of the award of the contract, the Contractor will submit a schedule of cleaning activities. The Contractor must submit monthly status reports outlining the tasks performed for comparison with the contract requirements.

3. Cleaning of the facility shall be accomplished in accord with the following schedule:

FLOORS	
DAILY:	Carpeted Areas – Vacuum. Non-carpeted Areas – Dust, mop, remove gum and other materials. Spot damp mop to remove stains, skid marks or spots.
WEEKLY:	Non-Carpeted Areas – Damp mop and spray buff.
SEMI-ANNUALLY:	Machine clean carpets in hallways and high travel area. Other areas to be cleaned if their condition so dictates. Strip, reseal and wax all normally waxed floors.
ANNUALLY:	Machine clean all carpets throughout the facility.
WALLS, CEILINGS, INTERIOR DOORS, LEDGES, ETC.	
WEEKLY:	Spot Clean. Clean light switch plates and surrounding wall areas. Dust windowsills, ledges, fixtures, etc.
MONTHLY:	Dust or vacuum HVAC registers.
ANNUALLY:	Clean all light fixtures diffuse and dust light bulbs.
WINDOWS AND GLASS	
DAILY:	Spot clean entrances and vicinity glass both in and outside. Spot clean internal glass or windows
SEMI-ANNUALLY:	Clean inside windows.
WATER FOUNTAINS	
DAILY:	Clean and sanitize.
FURNISHINGS	
AS NEEDED, BUT AT LEAST WEEKLY:	Dust tables, chairs, desks, credenzas, file cabinets, bookcases, etc. Do not disturb any papers lying on desks or cabinets Dust and clean all ornamental wall decorations, picture, charts, chalkboards, etc. Dust draperies, venetian blinds, or curtains.
SEMI-ANNUALLY:	Vacuum all drapes, venetian blinds, or curtains.
TRASH AND REFUSE	
DAILY:	Empty and clean all trash receptacles. Receptacle liners are to be used. Change as necessary. Remove all collected trash to external dumpsters or trash containers. In conference rooms, reception areas, etc.,

	remove accumulated trash, i.e. paper cups, soda cans, etc.
OUTSIDE CIGARETTE URNS AND ASHTRAYS	
DAILY:	Empty and clean cigarette urns.
DATA:	There are two plastic (Smoker's Outpost) ashtrays. One is located at the main entrance and the other is located at the back entrance. Each contains ½ to a full pail of sand each.
ELEVATORS	
DAILY:	Dust mop, remove gum and other materials, spot damp mop to remove stains or spots. Clean hardware and control panels.
WEEKLY:	Vacuum door tracks. Damp mop floors and spray buff if not carpeted.
DATA:	There are two elevators in the TMC.
STAIRWELLS	
DAILY:	Remove accumulated trash. Spot sweep as required.
WEEKLY:	Sweep entirety of stairs. Dust mop to remove stains. Dust handrails, ledges, etc. Spot clean walls and doors.
DATA:	There are two full sets for stairwells in the TMC.
RESTROOMS	
DAILY:	Maintain in a clean and sanitary condition: floors, walls, doors, stalls, partitions, shelves, sinks, commodes, urinals, bath facilities, soap and towel dispensers. Clean and polish mirrors. Empty and sanitize trash and sanitary napkin receptacles. Replenish supplies of tissue, towels, and soap. Replace hand sanitizer in wall units. Check and replace, as necessary, deodorizer bars/room air freshener units.
MONTHLY:	Clean ceramic tile surfaces with a strong cleaner or bleach so that tile and grout have a uniform color.
DATA:	There are three men's and three ladies' restrooms, one of each located on each floor.
BREAK ROOMS AND/OR KITCHEN AREAS	
DAILY:	Clean and sanitize sinks and counter areas.

EXTERIOR	
DAILY:	Sweep outside area immediately adjacent to building entrances. Keep parking lot and surrounding grass areas free of trash
WEEKLY:	Sweep all exterior access areas, i.e. sidewalks, entry points, etc.

In addition: Service is to include 4 cleanings per year of the East Toll Plaza, (floor plan included). Service to consist of cleaning all floors, bathrooms and windows (inside and outside of the building). The East Toll Plaza building is approximately 2800 sq. ft. Site inspection upon request.

In providing any or all of the before mentioned services:

1. *Janitorial staff shall only use necessary lighting in the areas in which they are actually working and turn off unnecessary lighting. Air conditioning equipment is not to be turned on or adjusted for the exclusive use of the janitorial staff.*
2. *After cleaning has been completed, entry doors must be locked, and janitorial staff should not access or provide access into the facility to anyone.*
3. *Janitorial staff is to check exterior doors and hallways to ensure the facility is secure at the time of leaving the facility.*
4. *Perform such other services as are necessary to keep the facility clean and in a sanitary condition.*
5. *Quarterly meetings will be scheduled, as needed, with THEA to discuss updates and performance.*

[END OF SCOPE OF SERVICES]

III. INSTRUCTIONS TO BIDDERS

1. THEA must receive all submittals at the locations stated below, not later than 2:00 PM Eastern Standard Time on **01/20/2022**. Any submittal received after the stated time and date shall not be considered. It shall be the sole responsibility of the bidder to have its package delivered to THEA by U.S. Mail, hand delivery, or any other method available to them; however, facsimile or telegraphic submittals will not be accepted. Delay in delivery shall not be the responsibility of THEA. Submittals received after the deadline shall not be considered, and may be returned only at the bidder's expense.
2. There will be a Mandatory Pre-Bid Meeting for this RFQ. See Schedule of Events.
3. Each firm shall examine all documents and shall determine all matters relating to the interpretation of such documents.
4. The following forms are required by THEA to be submitted as part of the Bid Proposal Package:
 - A ~ Public Entity Crime
 - B ~ Drug-Free Work Place
 - C ~ Bid Proposal Form
 - D ~ Conflict of Interest
 - E ~ SBE Anticipated Participation Form
 - F ~ Questionnaire

Copy of bidder's certificate as an SBE/MBE...if applicable.

5. One (1) original sealed Bid Proposal form and required forms above must be delivered to THEA's Procurement Department in one package, clearly marked on the outside, "**Request for Qualifications O-02221 for the Tampa Hillsborough County Expressway Authority**" with date sent or delivered to:

Man Le ~ Procurement Manager
1104 East Twiggs Street, Suite 300
Tampa, FL 33602

6. THEA shall not be liable for any expenses incurred in the preparation of the bid proposals.
7. THEA reserves the right to accept or reject any or all bid proposals, to waive irregularities and technicalities, and to request resubmission or to re-advertise for all or any part of the work. THEA shall be the sole judge of the submittals and the resulting negotiated agreement that is in THEA's best interest, and THEA's decision shall be final.
8. The successful bidder shall be required to execute an agreement, in form and content acceptable to THEA, indemnifying and holding harmless THEA, its officials, officers, employees, and agents from all claims.
9. **Bidders, their agents, or associates shall refrain from contacting or soliciting any THEA staff or members of the Board directly or indirectly regarding this RFQ during the selection process. Failure to comply with this provision may result in the disqualification of the firm. All requests for clarification or additional information should be made in writing via email to: Man.Le@tampa-xway.com**

IV. QUALIFICATIONS:

1. The bidder must include with its proposal package all completed required forms as indicated in Section III Instructions to Bidders. Failure to submit all completed forms may be cause for rejection at the sole option of THEA.
2. All personnel shall be considered to be, at all times, the employees, or agents of the bidder and not employees or agents of THEA. Procedures shall be in place for prompt temporary replacement of absent employees and timely permanent replacement of staff vacancies.

V. SELECTION PROCESS

The selection process for this RFQ will consist of the following.

EVALUATION CRITERIA:

The Response Packages will be scored by the Evaluation Committee. The maximum points to be earned in the evaluation are one hundred (100) points per evaluator. THEA will determine the responsive and responsible firm, in its sole and absolute discretion, considering all relevant facts and information.

The Authority desires to select a respondent that demonstrates the ability to provide the highest quality of service. The following evaluation criteria will be used to determine the best qualified firm:

	EVALUATION CRITERIA	Maximum Point Value
1.	<u>Proposals and Experience of the Respondent (Firm/Team):</u> <input type="checkbox"/> Evaluation based on Respondent's Proposals of firm, history, size, experience, resources available, locations of firm resources, etc.	20
2.	<u>Proposals and Experience of Key Personnel:</u> <input type="checkbox"/> Evaluation (credentials/expertise/experience) of Supervisor to perform and/or oversee the work detailed in the Scope of Work and staff who will be directly assigned to perform on this Project.	20
3.	<u>Past Performance:</u> <input type="checkbox"/> Consideration of past performance and references <input type="checkbox"/> Consideration of past performance demonstrating ability to meet and adhere to project schedules and budgets.	30
4.	<u>SBE Utilization:</u> <input type="checkbox"/> Consideration of the SBE certification or utilization anticipated by Respondent on this contract.	10

5.	<u>Price Proposal:</u> <input type="checkbox"/> Points for Price based on percentage. Respondent's score shall be assigned based on the percentage difference of the Respondent's price from the lowest price.	20
	TOTAL:	100

FINAL SELECTION:

The ranking of firms based on the Evaluation Committee's evaluation will be presented to the THEA's Board for consideration and approval with a recommendation that the highest-ranked firm be selected per the Schedule of Events.

THEA's Board has the right to correct any errors in the evaluation and selection process that may have been made. THEA is not obligated to award the contract and THEA's Board may decide to reject all proposals.

VI. SCHEDULE OF EVENTS

EVENT	DATE/TIME
Release of RFQ	12/13/2021
Mandatory Pre-bid Conference & Site Visit at the TMC	01/07/2022 @ 11:00 a.m.
Deadline for Questions/Request for Clarification	01/13/2022
Deadline for THEA to respond to firm's questions	01/14/2022
Bid Proposal Package Due Date/Time (Deadline) <i>Location:</i> Transportation Management Center (TMC) 1104 East Twiggs Street, Suite 300 Tampa, FL 33602	01/20/2022 by 2 p.m. EST
Public Opening of Proposals at TMC <i>Bidders are not required to attend, however, this event is open to the public.</i>	
Post Notice of Intended Ranking to THEA's website and Demandstar.	01/21/2022
Board Approval of Final Ranking & Award of Contract @ TMC, Board Room	01/31/2022
Posting of Award of Contract to THEA's website and Demandstar.	02/01/2022

VII. TERMS AND CONDITIONS

THEA reserves the right to reject all proposals, any proposal not conforming to this Request for Quotes, and to waive any irregularity or informality with respect to any proposal. THEA further, reserves the right to request clarification of information submitted and to request additional information from one or more firms.

THEA requires that the firm selected will not discriminate under the contract against any person in accordance with federal, state, and local governments' regulations. THEA requires the firm selected make an affirmative statement to the effect that their retention shall not result in conflict of interests with respect to THEA.

THEA requires that the firm make an affirmative statement to the effect that they have not contacted, or attempted to contact, any member of the Board of Directors, or THEA staff, except as expressly permitted in the RFQ.

EXHIBIT A

**SWORN STATEMENT UNDER SECTION 287.133 (3)(a)
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

1. This sworn statement is submitted by _____ as
_____ of
_____ whose business address is
_____ and (if applicable) its
Federal Employer Identification Number (FEIN) is _____.
2. I understand that a “public entity crime” as defined in Section 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - A. A predecessor or successor of a person convicted of a public entity crime; or
 - B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a “person” as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in the management of _____, the entity, nor any affiliate of the entity have been convicted of a public entity crime subsequent to July 1, 1989.

By

Date

STATE OF
COUNTY OF

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ who is personally known to me or who produced a _____ as identification and who did take an oath.

Notary Public

My commission expires:

EXHIBIT B

DRUG-FREE WORKPLACE FORM

The undersigned firm, in accordance with Florida Status 287.087 hereby certifies that _____ does:

Name of Business

1. Publish a statement of notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employees will abide by the terms of a statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction of, or require the satisfactory participation in a drug abuse assistance or rehabilitation program is such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 thru 5.

As the person authorized to sign this statement, I certify that this firm complies with the above requirements.

Firm's Signature

Date

EXHIBIT C

BID PROPOSAL FORM ~ RFQ O-02221

(Print this page on bidder's letterhead)

Date: _____

TAMPA-HILLSBOROUGH EXPRESSWAY AUTHORITY (THEA)

Attention: Man Le

Procurement Manager

1104 East Twiggs Street, Suite 300

Tampa, FL 33602

Subject: JANITORIAL SERVICES FOR THE TRANSPORTATION MANAGEMENT CENTER~
RFQ O-02221

Please Print or Type Company Name:

The undersigned Bidder, hereby declares that we have carefully read this proposal or bid and the provisions, terms and conditions including but not limited to the (1) Schedule /TMC Janitorial Services and RFQ, (2) Scope of Services, (3) Bid Proposal Forms, (4) Insurance Requirements, (5) TMC Floor Plans and other requirements concerning the equipment, materials, supplies and services ("the Services"), and with full knowledge and understanding of the requirements and conditions, do hereby agree to provide the Services for the following price thereon as follows.

TMC Janitorial Services Contract Bid Summary (tentative dates)

Year 1: March 01, 2022 to February 28, 2023 \$ _____

Year 2: March 01, 2023 to February 28, 2024 \$ _____

Year 3: March 01, 2024 to February 28, 2025 \$ _____

TOTAL YEAR (1 – 3) BID: \$ _____

Options to renew:

Year 4: March 01, 2025 to February 28, 2026 \$ _____

Year 5: March 01, 2026 to February 28, 2027 \$ _____

Authorized Signature: _____ Date: _____

Print Name: _____

Title: _____

The undersigned firm agrees to keep this offer open for acceptance for One Hundred Twenty (120) days after date of opening the Price Proposals.

The signer of this Bid Proposal Form hereby declares that the only person, persons, company or parties interested in this Proposal as principals are named herein, that this Proposal is made without connection with any other person, persons, company or parties submitting a proposal; and that it is in all respects fair and in good faith, without collusion or fraud.

Name of Firm

Authorized Signature

Date

EXHIBIT D

CONFLICT OF INTEREST STATEMENT

Check one of the boxes below:

- To the best of our knowledge, the undersigned bidder has no potential conflict of interest due to any other clients, contracts, or property interest for this solicitation and project.

OR

- The undersigned bidder, by attachment to this form, submits information which **may** be a potential conflict of interest due to other clients, contracts or property interest for this solicitation and project.

BIDDER:

By: _____
Authorized Signature

Printed Name of Signer

Title of Signer

Date Signed

EXHIBIT E

ANTICIPATED SBE PARTICIPATION STATEMENT

FOR TAMPA-HILLSBOROUGH COUNT EXPRESSWAY AUTHORITY

RFQ Number: _____

Respondent: _____

Is the prime respondent an SBE as described in THEA's Policy?

(Yes _____) (No ___)

It is our intent to subcontract _____% of the contract dollars to SBE(s). Listed below are the proposed SBE sub-contractors _____ (to the extent known, please indicate whether the company holds, Minority, Women or Disadvantaged Business Enterprise Status.):

<u>SBE(s) Name</u>	<u>Type of Work/Specialty</u>	<u>Dollar /Percentage</u>	<u>SBE Status</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Submitted by: _____

Title: _____

E-mail Address: _____

Telephone number: _____

Date: _____

EXHIBIT F

QUESTIONNAIRE

Bidder shall complete this questionnaire, sign, date and submit with its bid.

1. **BUSINESS INFORMATION:**

1.1. Name of Respondent (Bidder): _____

1.2. Location of primary office which will handle this project:

1.3. Business Organization:

a. Number of years your firm (under any name) has been in business: _____

b. With same person in top management position _____

c. Under present name _____

d. Number of years in Florida _____

e. Total number of full-time staff _____

f. Additional Part-time Staff _____

g. States in which you have performed activities:

2. **MINIMUM PROPOSALS:**

2.1 **Minimum Requirements:**

This Project requires that the Respondent:

a. Have previous experience with similar projects and previous experience in providing services related to this RFQ.

b. Procures and maintains insurance of the types and limits as specified in Insurance Requirements, Coverages and Limits.

3. **EXPERIENCE AND REFERENCES:**

3.1 Experience:

3.1.1. State the total contract volume and value that your organization has been responsible for in the past five years in:

- a. Total Dollar value _____
- b. Number of Contracts _____

3.2 Provide information on at least three projects that Respondent has performed within the past five (5) years that were similar to this project. List chronologically, starting with the last project:

3.2.1 **Project # 1:**

- a. Date contract or project completed: _____
- b. Project Name: _____
- c. Owner Name: _____
- d. Owner Address: _____
- e. Owner Telephone: _____
- f. Name of Reference for this Project: _____
- g. Relationship of Reference to Owner: _____
- h. Title and Position Reference held for this Project:

- i. Firm name where Reference was employed for this Project:

- j. Reference's Telephone: _____
- k. Dollar Amount: _____
- l. List any other special criteria – i.e. specialized repair or equipment, etc. worked: _____

- m. Describe Your Specific Scope of Work: _____

- n. General Contract Amount: _____
- o. Your Participation was: _____
- p. Completion Date: _____
- q. If a D/W/MBE or Small Business Enterprise (SBE) percentage goal was required, indicate what the goal was and what success did your firm have in achieving the goal. _____

- r. Provide names and phone numbers of the D/W/MBE or SBE firms used on the project: _____

- s. Any other pertinent information? _____

[Use additional sheets as necessary.]

3.2.2 Project # 2:

- a. Date contract or project completed: _____
- b. Project Name: _____
- c. Owner Name: _____
- d. Owner Address: _____
- e. Owner Telephone: _____
- f. Name of Reference for this Project: _____
- g. Relationship of Reference to Owner: _____

- h. Title and Position Reference held for this Project:

- i. Firm name where Reference was employed for this Project:

- j. Reference's Telephone: _____
- k. Dollar Amount: _____
- l. List any other special criteria – i.e. specialized repair or equipment, etc. worked: _____
- m. Describe Your Specific Scope of Work: _____

- n. General Contract Amount: _____
- o. Your Participation was:

- p. Completion Date:

- q. If a D/W/MBE or Small Business Enterprise (SBE) percentage goal was required, indicate what the goal was and what success did your firm have in achieving the goal. _____

- r. Provide names and phone numbers of the D/W/MBE or SBE firms used on the project: _____

- s. Any other pertinent information? _____

[Use additional sheets as necessary.]

3.2.3 **Project # 3:**

- a. Date contract or project completed: _____
- b. Project Name: _____
- c. Owner Name: _____
- d. Owner Address: _____
- e. Owner Telephone: _____
- f. Name of Reference for this Project: _____
- g. Relationship of Reference to Owner: _____
- h. Title and Position Reference held for this Project:

- i. Firm name where Reference was employed for this Project:

- j. Reference's Telephone: _____
- k. Dollar Amount: _____
- l. List any other special criteria – i.e. specialized repair or equipment, etc. worked: _____
- m. Describe Your Specific Scope of Work: _____

- n. General Contract Amount: _____
- o. Your Participation was:

- p. Completion Date:

- q. If a D/W/MBE or Small Business Enterprise (SBE) percentage goal was required, indicate what the goal was and what success did your firm have in achieving the goal. _____
- r. Provide names and phone numbers of the D/W/MBE or SBE firms used on the project: _____
- s. Any other pertinent information? _____

[Use additional sheets as necessary.]

4. **STAFF:**

4.1 Provide information on Respondent's staff that will be assigned to this Project including name, years' experience, credentials and applicable professional licenses.

POSITION	EMPLOYEE NAME	CREDENTIALS & PROFESSIONAL	YEARS EXPERIENCE
Supervisor			
Other			

4.2. Provide a profile of your staff listing classification of personnel, number of personnel and combined years of experience.

Classification	Number of Personnel	Combined Years of Experience
Project Manager	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
Other	_____	_____

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

Exhibit G

INSURANCE REQUIREMENTS, COVERAGES and LIMITS for Tampa-Hillsborough County Expressway Authority

Consultants, Contractors and Vendors, hereinafter referred to collectively and individually as "Insured" conducting business with the Tampa-Hillsborough County Expressway, "THEA" are required to maintain adequate insurance coverage and provide insurance certification to THEA.

A. INSURANCE REQUIREMENTS:

- 1) All insurance shall be from responsible insurance companies eligible to do business in the State of Florida and having an AM Best rating of A- or better and a financial size category of VII or better. Utilization of non-rated companies or companies with AM Best ratings lower than A- or a financial size category lower than VII may be approved on a case by case basis. If the insurer does not meet these requirements, THEA retains the right to approve or disapprove the use of the insurer.
- 2) INSURED'S liability policies, other than the Workers' Compensation and Professional Liability, shall provide that THEA, its officials, officers and employees are additional named insureds as to the operations of the INSURED under this AGREEMENT.
- 3) INSURED'S liability policies, other than the Workers' Compensation and Professional Liability, shall provide the "Severability of Interest" provision (a/k/a "Separation of Insureds" provision).
- 4) The INSURED'S Certificate of Insurance(s) shall provide THEA as an additional certificate holder for all policies issued.
- 5) The INSURED'S Certificate of Insurance(s) shall state the description of the operations, i.e., "Name of Agreement" between THEA and "Name of Insured" and shall state the Contract Number assigned for the AGREEMENT between THEA and the INSURED.
- 6) The INSURED shall deliver to THEA, within ten (10) days from the receipt of a Notice of Award of this AGREEMENT, properly executed Certificate(s) of Insurance on insurance industry standard certificate of insurance form(s) (example: ACORD form) setting forth the insurance coverages and limits required herein. All of the required insurance coverages shall be issued as required by law and shall be endorsed, where necessary, to comply with the minimum requirements contained herein.
- 7) Except as otherwise specified in the AGREEMENT, the insurance will commence on or prior to the effective date of the AGREEMENT and will be maintained in force throughout the duration of the AGREEMENT. Three years' completed operations coverage may be required to be maintained on specific commercial general liability policies and/or professional liability policies effective on the date of substantial completion or the termination of the AGREEMENT, whichever is earlier.
- 8) Aggregate Policy Limits on policies required of INSURED shall apply exclusively for this AGREEMENT.
- 9) INSURED authorizes THEA to verify its insurance information with its insurance agents, brokers, surety, and insurance carriers. At THEA'S request, INSURED shall provide copies of the policies at no cost to THEA, subject to redaction by the INSURED of any proprietary information.

- 10) All insurance coverages of the INSURED shall be primary to any insurance or self-insurance programs carried by THEA; and any THEA insurance or coverages shall not be contributory to INSURED'S insurance requirements in this AGREEMENT.
- 11) The insurance coverages and limits required of the INSURED under this AGREEMENT are designed to meet the minimum requirements of THEA. They are not designed as a recommended insurance program for the INSURED. The INSURED alone shall be responsible for the sufficiency of its own insurance program.
- 12) All policies of insurance required herein will be specifically endorsed to require the insurer provide THEA with thirty (30) days notice prior to any cancellation, intent not to renew any policy and/or any change that will reduce the insurance coverages required in this AGREEMENT, except for the application of the Aggregate Limits Provisions.

The endorsement will specify that such notice will be sent to:

Tampa-Hillsborough County Expressway, (THEA)
Contracts & Procurement Manager
1104 East Twiggs St, Suite 300
Tampa, FL 33602

- 13) THEA accepts no responsibility for determining whether the INSURED'S insurance is in full compliance with the insurance required by the AGREEMENT. Neither the approval by THEA nor the failure to disapprove the insurance furnished by the INSURED will relieve the INSURED of their full responsibility to provide the insurance required by this AGREEMENT.
- 14) If the INSURED fails to provide or maintain the insurance coverages required in this AGREEMENT, THEA may terminate or suspend this AGREEMENT, or, at the THEA'S sole discretion, may obtain such coverages and invoice the INSURED and include a 15% administrative cost. If not paid within 45 days, the amount will be deducted from INSURED'S invoice. The decision of THEA to purchase such insurance coverages shall in no way be construed as a waiver of its rights under this AGREEMENT.
- 15) INSURED shall fully comply with the insurance requirements of this AGREEMENT unless excused in writing by THEA. Any deductible applicable to any claim shall be the responsibility of the INSURED.
- 16) Any liability insurance aggregate limits are to be confirmed in writing by the respective insurance company that to their knowledge, as of the date of the AGREEMENT, there are no pending claims or legal actions against the INSURED, which if resolved in favor of the claimant would impair the insurance company's ability to cover the minimum insurance limits stated herein.
- 17) Current Insurance Service Office (ISO) policies, forms, and endorsements or broader shall be used where applicable. Notwithstanding the foregoing, the wording of all policies, forms, and endorsements must be acceptable to THEA without restrictive endorsement.
- 18) The INSURED will not commence work, use or occupy THEA premises in connection with the AGREEMENT until the required insurance is in force, preliminary evidence of insurance acceptable to THEA has been provided to THEA and THEA has granted permission to the INSURED to commence work or use or occupy the premises in connection with the AGREEMENT.
- 19) Upon request, the INSURED shall promptly make available a certified, true and exact copy of the insurance policy and endorsements issued to the policy and any renewal

thereof for THEA'S review and inspection. In the event of cancellation or non-renewal of this insurance, the INSURED agrees to purchase the maximum "extended claims reporting period" permitted under the policy within the time allowed, unless replacement coverage is obtained with retroactive coverage applicable as of the date the INSURED services started under this AGREEMENT.

- 20) All insurance minimum coverage limits extend to any subcontractor and the Prime INSURED is responsible for all subcontractors.

B. INSURANCE COVERAGES and LIMITS:

For the term of this AGREEMENT the INSURED shall procure and maintain insurances of the types and limits specified herein.

- 1) **Workers' Compensation and Employers' Liability Insurance** - The minimum limits of Worker's Compensation/Employer's Liability Insurance (inclusive of any amount provided by an umbrella or excess policy) are:

Workers' Compensation	Florida Statutory Requirements
Employers' Liability	
Each Accident	\$500,000
Disease – Policy Limit	\$500,000
Disease - Each Employee	\$500,000

- 2) **Commercial General Liability Insurance** - The minimum limits of Commercial General Liability Insurance (inclusive of any amount provided by an umbrella or excess policy) are:

General Aggregate	\$1,000,000
Per Person	\$1,000,000
Each Occurrence	\$2,000,000
Personal Injury	\$1,000,000
Property Damage	\$1,000,000
Products & Completed Operations	\$1,000,000

The General Aggregate Limit must be specifically applicable to the AGREEMENT between THEA and the INSURED.

The Certificate must reflect whether the policy is "claims made" or "occurrence".

Products & Completed Operations coverage to be maintained for three (3) years after final completion of the work under this AGREEMENT.

- 3) **Business Automobile Liability Insurance** - The minimum limits of Business Automobile Liability Insurance (inclusive of any amount provided by an umbrella or excess policy) covering ownership, maintenance, use, loading and unloading of all its owned, non-owned, leased or hired vehicles are:

Bodily Injury	
Each Person	\$1,000,000
Each Accident	\$1,000,000
Property Damage	\$1,000,000
Bodily Injury & Property Damage Combined	\$1,000,000

- 4) **Umbrella Liability Insurance or Excess Liability Insurance** – Umbrella Liability Insurance or Excess Liability Insurance must provide the same coverages as required for the underlying Commercial General, Business Automobile and Employers' Liability Coverages with no gaps in continuity of coverages or limits.

Bodily Injury & Property Damage Combined	
Each Occurrence	\$2,000,000
Aggregate (specific to this AGREEMENT)	\$2,000,000
Aggregate (not specific to this AGREEMENT)	\$1,000,000

- 5) **Professional Liability Insurance, also known as “Errors and Omissions”**. The minimum limits of Professional Liability Insurance covering all work of the INSURED without any exclusions unless approved in writing by THEA are:

Professional Liability	
Each Claim	\$1,000,000
Aggregate	\$1,000,000

Any deductible applicable to any claim shall be the responsibility of the INSURED and shall not be greater than \$100,000 unless approved by THEA in writing. This coverage shall be maintained by the INSURED for a period of not less than three (3) years from the date the INSURED has completed and THEA has accepted the services under this AGREEMENT.

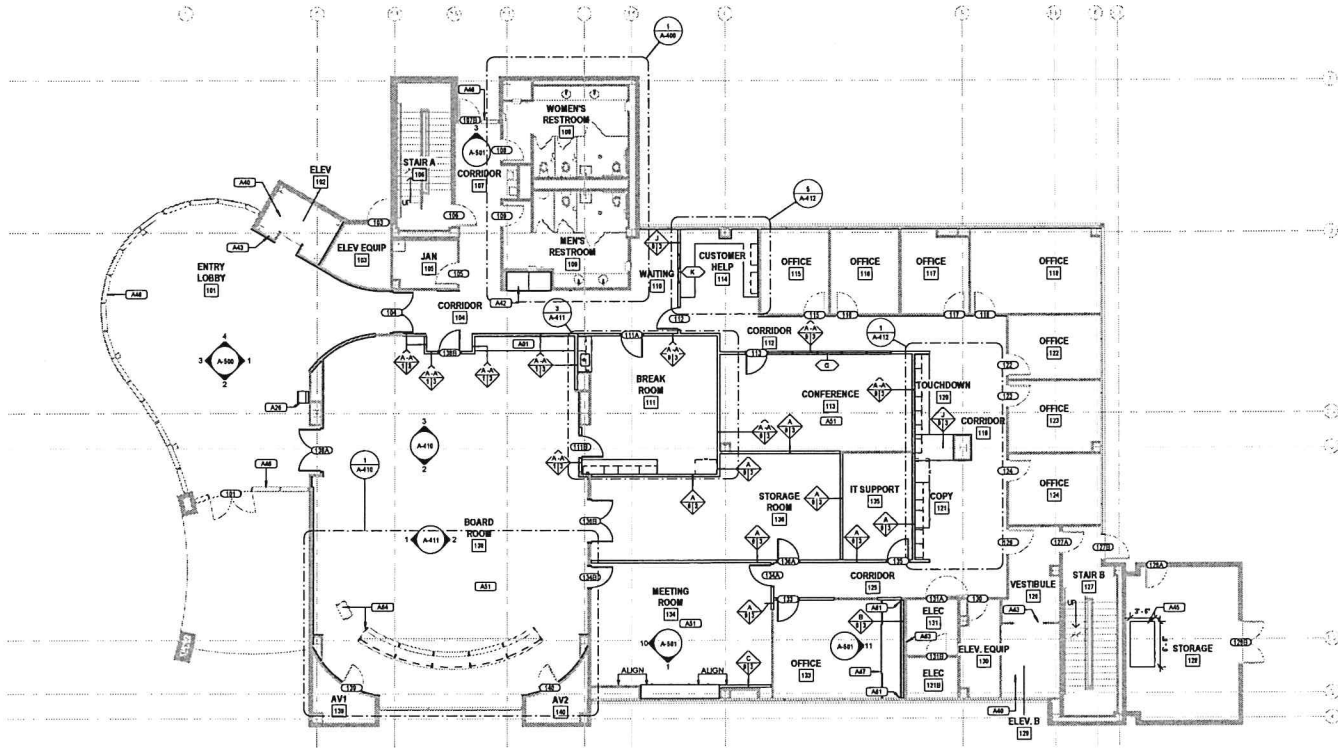
- 6) **Environmental Impairment (Pollution) Liability, (if required)** – Environmental Impairment (Pollution) Liability insurance is required **only** if specifically stated in the Instructions and Submittal Documents package.

If required, the minimum limits of Environmental Impairment (Pollution) Liability insurance coverage (inclusive of any amount provided by an umbrella or excess policy) for liability resulting from pollution or other environmental impairment in connection with operations performed by or on behalf of INSURED under this AGREEMENT or the use or occupancy of THEA premises by or on behalf of the INSURED are:

Each Occurrence	\$1,000,000
Annual Aggregate	\$1,000,000

[END OF INSURANCE REQUIREMENTS, COVERAGES AND LIMITS]

TMC 1st FLOOR



GENERAL NOTES

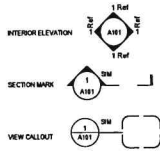
1. PROVIDE SUPPORT FOR WALL MOUNTED CABINETS AND PLUMBING FIXTURES. STEEL STUDS SUPPORTING WALL MOUNTED FIXTURES TO BE DOUBLE AT 16 O.C. OR NOT LESS THAN 2x GAUGE PER IRC 2313.1.1.
2. COMBUSTIBLE MATERIALS IN TYPES I & II CONSTRUCTION TO COMPLY WITH IRC R101.1 FIRE RESISTANT-TREATED WOOD) AND R101.2 R101.3.
3. PROVIDE CEMENTITIOUS BACKER BOARD IN PLACE OF GYP AT ALL LOCATIONS FINISHING CERAMIC OR PORCELAIN TILE FINISH.
4. PROVIDE ACOUSTICAL BATT INSULATION WHERE SPECIFIED.
5. REFER TO ID SERIES FOR FINISH PLANS, FURNITURE PLANS, AND EQUIPMENT PLANS AND SCHEDULES.
6. REFER TO SHEET A-400 SERIES FOR PLAN DETAIL CALLOUTS.
7. REFER TO SHEET A-400 SERIES FOR PARTITION TYPE DETAILS.
8. REFER TO SHEET A-100 SERIES FOR DIMENSION PLANS.
9. REFER TO SHEET A-100 SERIES FOR DOOR SCHEDULES.
10. ALL WALL OUTLETS THAT ARE ON AN ACCENT WALL SHALL BE PROVIDED WITH COVERS THAT MATCH THE COLOR OF THE WALL.
11. DIMENSIONS SHOWN ON THE DRAWINGS SHALL INDICATE THE REQUIRED RISE, CLEARANCE, AND DIMENSIONAL RELATIONSHIP BETWEEN PROJECT SYSTEMS AND COMPONENTS. DIMENSIONS SHALL NOT BE DETERMINED BY SCALING THE DRAWINGS.

TAG LEGEND

ELEMENT TAGS

- ROOM TAG: [111]
- DOOR TAG: [3210]
- STOREFRONT TAG: [3220]
- WALL TAG: [210]
- SPECIALTY EQUIPMENT TAG: [300]
- FLOOR TAG: [11]

VIEW TAGS



ANNOTATION TAGS

- ALIGNMENT TAG: [ALIGN]
- KEYNOTE TAG: [KEYNOTE]
- SPECIFIC NOTE TAG: [3000]
- LEVEL HEAD: [Name Elevation]
- SPOT ELEVATION MARK: [11" AFF]
- NEW CONSTRUCTION: [Solid line]
- EXISTING: [Dashed line]

NUMBER	SPECIFIC KEYNOTES - PLANS	TEXT
A01	MILLWORK REFER TO MILLWORK DETAILS.	
A02	BUILT IN DASH REFER TO MILLWORK DETAILS. PROVIDE POWER AND DATA AS REQUIRED. SEE ELECTRICAL.	
A03	VIRTUAL RECEPTION REFER TO A-MIT AND ELECTRICAL.	
A07	FILE CABINETS WITH HORIZONTAL STORAGE SHOVE FOR MEMORANDA DISPLAY.	
A08	FRAMBLESS LOCKABLE PASS-THRU WINDOW REFER TO STOREFRONT ELEVATIONS.	
A09	NEW ELEVATOR CAB FINISHES REFER TO FINISH LEGEND.	
A10	MEMORANDA DISPLAY CABINETS SEE MILLWORK.	
A10	PROVIDE CARD READER FOR EXISTING ELEVATOR.	
A15	24 HOUR KEEPING PAD.	
A16	ALL GLAZING TO RECEIVE SHIMURA PRESTIGE SERIES UPSPUSH WITH 3M WET GLAZE, AND 3M IMPACT PROTECTION ATTACHMENT SYSTEM REFER TO SPECIFICATIONS.	
A17	STYVUS SLIDING CLOSET DOORS SEE MILLWORK.	
A21	PROVIDE FLOOR BOSS WITH POWER, CDM, TEL, & DATA. COORDINATE WITH FURNITURE. REFER TO ELECTRICAL, AND A-MIT.	
A21	GREEN GLAZE ACOUSTICAL CALLINGS AROUND ENTIRE PERIMETER OF WALL.	
A22	PATCH AND REPAIR ANY FINE TEXTURES IN WALL FROM CONSTRUCTION.	
A24	EXISTING DASH AND FLOORING TO BE REFRESHED. VERIFY DIMENSIONS AND LOCATION IN FIELD. COORDINATE DATA AND ELECTRICAL CONNECTIONS.	
A25	COORDINATE WITH OWNER ANY EQUIPMENT TO BE REMOVED PRIOR TO ANY WORK.	
A27	OFF HOLDER. SEE MILLWORK.	

THEA TMC OFFICE RENOVATION

Project number
1924

DISTRIBUTION

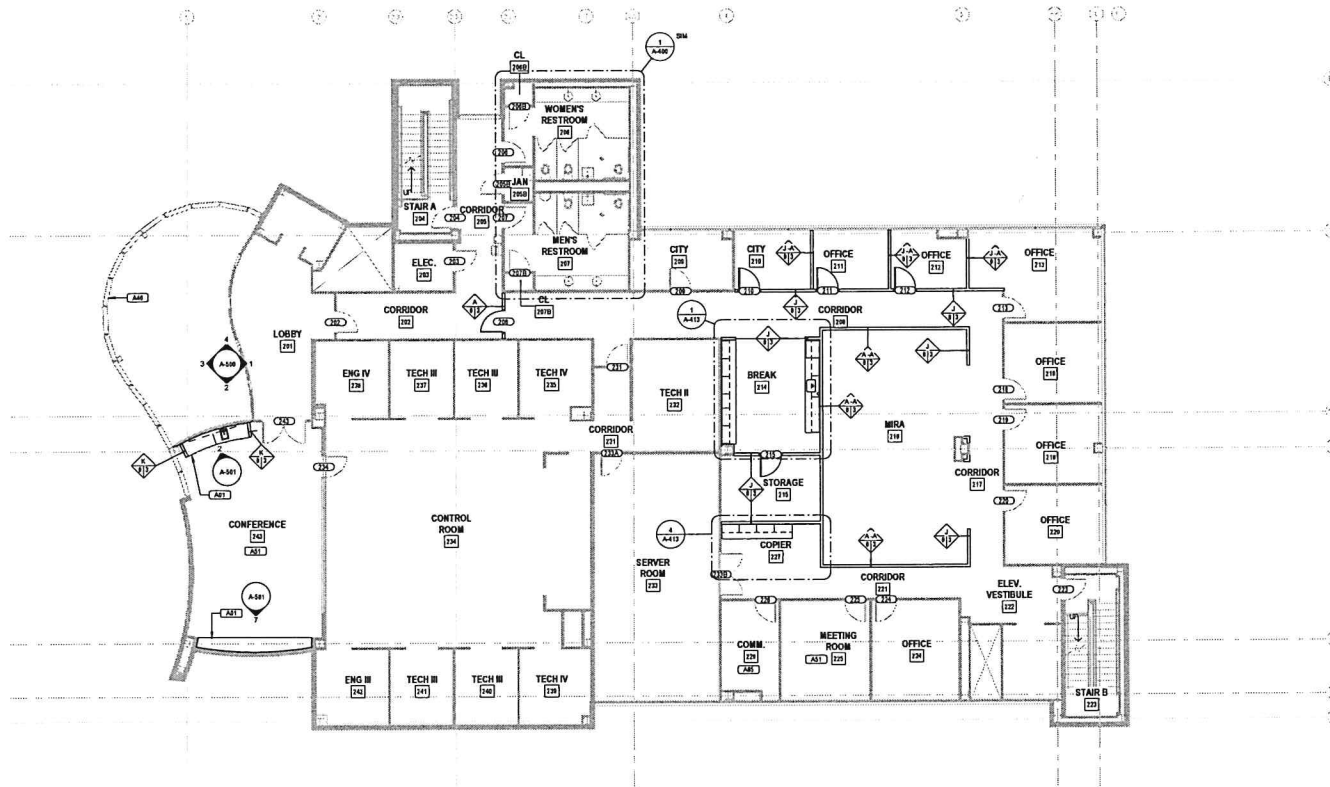
MILESTONE	DATE
PERMITS SET	11/29/20
REV 1	02/20/21

LEVEL 1 - FLOOR PLAN

Wannemacher Jensen Architects, Inc.
150 Mirror Lake Drive North
Tampa, FL 33614
(772) 822-5556 Fax: (772) 822-5475
www.wja.com
A0002277
©Wannemacher Jensen Architects, Inc.

THEA TMC OFFICE RENOVATION
114 E TWIGGSS ST. TAMPA, FL 33602

TMC 2nd FLOOR



GENERAL NOTES

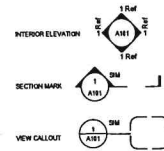
- PROVIDE SUPPORT FOR WALL MOUNTED CANNETS AND PLUMBING FIXTURES. STEEL STUDS SUPPORTING WALL MOUNTED FIXTURES TO BE DOUBLED AT 18 O.C. OR NOT LESS THAN 2# GAUGE PER FBC 2013 5.1.1
- COMBUSTIBLE MATERIALS IN TYPES I & II CONSTRUCTION TO COMPLY WITH FBC 603.1 PIPE REINFORCEMENT - TREATED WOOD) AND 603.1.1.1.1
- PROVIDE CEMENTITIOUS BACKER BOARD IN PLACE OF GWS AT ALL LOCATIONS SHOWING CERAMIC OR PORCELAIN TILE FINISH
- PROVIDE ACOUSTICAL BATT INSULATION WHERE DEPICTED
- REFER TO ID SERIES FOR FINISH PLANS, FURNITURE PLANS, AND EQUIPMENT PLANS AND SCHEDULES
- REFER TO SHEET A-408 SERIES FOR PLAN DETAIL CALLOUTS
- REFER TO SHEET A-408 SERIES FOR PARTITION TYPE DETAILS
- REFER TO SHEET A-128 SERIES FOR DIMENSION PLANS
- REFER TO SHEET A-118 SERIES FOR DOOR SCHEDULES
- ALL WALL OUTLETS THAT ARE ON AN ACCENT WALL SHALL BE PROVIDED WITH COVERS THAT MATCH THE COLOR OF THE WALL
- DIMENSIONS SHOWN ON THE DRAWINGS SHALL INDICATE THE REQUIRED BRCE, CLEARANCE, AND DIMENSIONAL RELATIONSHIP BETWEEN PROJECT SYSTEM AND COMPONENTS. DIMENSIONS SHALL NOT BE DETERMINED BY SCALING THE DRAWINGS.

TAG LEGEND

ELEMENT TAGS

Room Name	ROOM TAG
DOOR	DOOR TAG
STAIR	STAIR TAG
WALL	WALL TAG
SPECIALTY EQUIPMENT	SPECIALTY EQUIPMENT TAG
FLOOR	FLOOR TAG

VIEW TAGS



ANNOTATION TAGS

ALIGNMENT TAG	ALIGN	SPOT ELEVATION MARK	11' 0" A.F.F.
KEYNOTE TAG	KEYNOTE	NEW CONSTRUCTION	---
SPECIFIC NOTE TAG	NOTE	EXISTING	---
LEVEL HEAD	Level Elevation		

SPECIFIC KEYNOTES - PLANS	
NUMBER	TEXT
A01	MILLWORK, REFER TO MILLWORK DETAILS
A02	BUILT AN CASI, REFER TO MILLWORK DETAILS, PROVIDE POWER AND DATA AS REQUIRED. SEE ELECTRICAL
A03	VIRTUAL RECEPTION, REFER TO AUNT AND ELECTRICAL
A07	FILE CABINETS WITH WORKTOP AND STORAGE ABOVE FOR MEMORABILIA DISPLAY
A08	FRAMELESS LOCKABLE PASS-THRU WINDOW, REFER TO STOREFRONT ELEVATIONS
A09	NEW ELEVATOR CAB FINISHES, REFER TO FINISH LEGEND
A10	MEMORABILIA DISPLAY CABINET, SEE MILLWORK
A11	PROVIDE CARD READER FOR EXISTING ELEVATOR
A12	24 HOUR KEEPING PAD
A13	ALL GLAZING TO RECEIVE MULLA TRAP/PRESTIGE SERIES LUPROX WITH 3M "WET GLAZE", AND 3M IMPACT PROTECTION ATTACHMENT SYSTEM, REFER TO SPECIFICATIONS
A14	BYPASS SLIDING CLOSET DOORS, SEE MILLWORK
A15	PROVIDE FLOOR BOX WITH POWER, DATA, COORDINATE WITH FURNITURE, REFER TO ELECTRICAL AND A/E/T
A16	GREEN BLUE ACOUSTICAL, CALLING AROUND OTHER PERIMETER OF WALL
A17	PATCH AND REPAIR ANY PENETRATIONS IN WALL FROM DEMOLITION
A18	EXISTING DMS AND PROGRAM TO BE REFINISHED, VERIFY DIMENSIONS AND LOCATION IN FIELD, COORDINATE DATA AND ELECTRICAL CONNECTIONS
A19	COORDINATE WITH OWNER ANY EQUIPMENT TO BE REMOVED PRIOR TO ANY WORK
A20	CPD HOLDERS, SEE MILLWORK

Wannemacher Jensen Architects, Inc.
 180 Mirror Lake Drive North, Suite 2014
 Tallahassee, Florida 32310
 (904) 832-5555 Fax (904) 832-5475
 www.wja-inc.com
 AIA000227

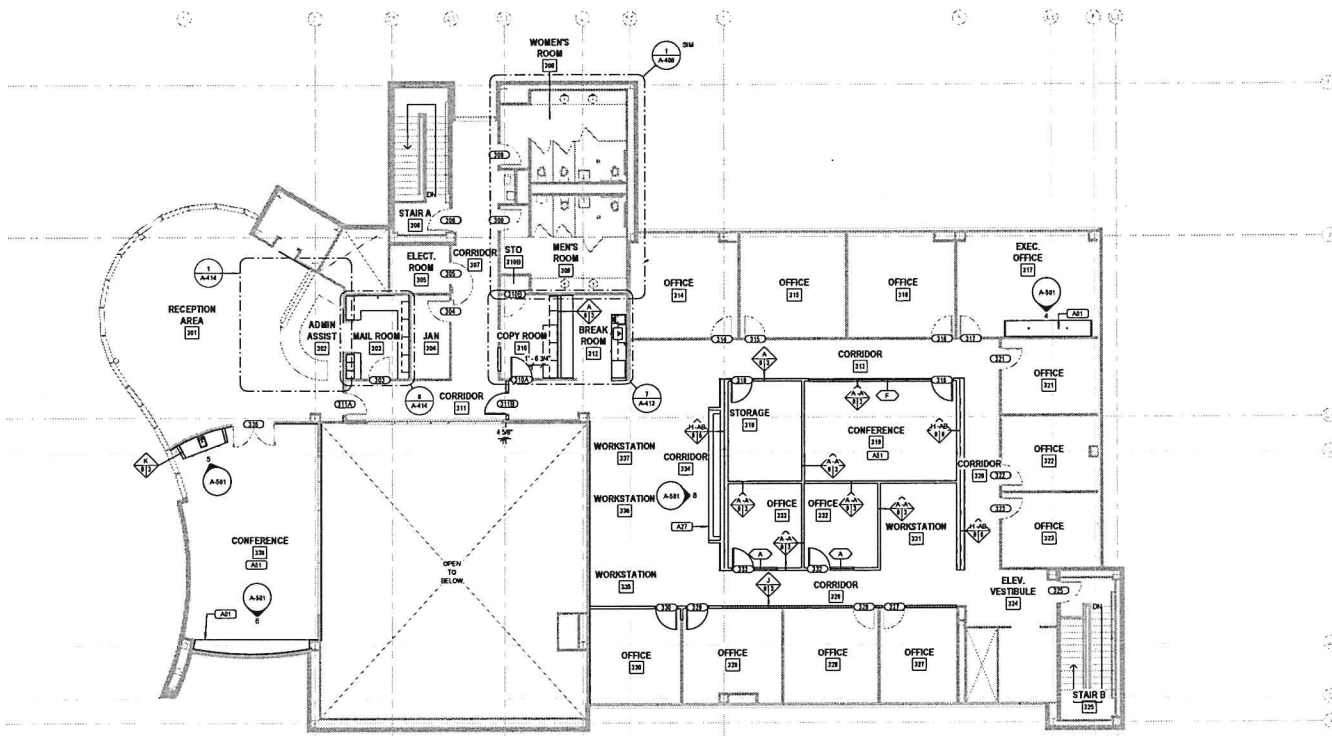
THEA TMC OFFICE RENOVATION

Project Number
1924
 DISTRIBUTION
 MILESTONE DATE
 PERMIT SET 3-1-2018
 REV 1 8-7-2018

LEVEL 2 - FLOOR PLAN

A-102

TMC 3rd FLOOR



GENERAL NOTES

1. PROVIDE SUPPORT FOR WALL MOUNTED CABINETS AND PLUMBING FIXTURES. STEEL STUDS SUPPORTING WALL MOUNTED FIXTURES TO BE DOUBLED AT 16" O.C. OR NOT LESS THAN 16 GAUGE PER FBC 3101.4.1.1.
2. COMBUSTIBLE MATERIALS IN TYPES I & II CONSTRUCTION TO COMPLY WITH FBC 803.1 (FIRE RETARDANT - TREATED WOOD) AND 803.1.4 (FIR 1).
3. PROVIDE CELESTIALS BACKER BOARD IN PLACE OF GIBD AT ALL LOCATIONS SHOWING CERAMIC OR PORCELAIN TILE FINISH.
4. PROVIDE ACOUSTICAL BATT INSULATION WHERE DEPICTED.
5. REFER TO SERIES F FOR FINISH PLANS, FURNITURE PLANS, AND EQUIPMENT PLANS AND SCHEDULES.
6. REFER TO SHEET A-488 SERIES FOR PLAN DETAIL CALLOUTS.
7. REFER TO SHEET A-488 SERIES FOR PARTITION TYPE DETAILS.
8. REFER TO SHEET A-128 SERIES FOR DIMENSION PLANS.
9. REFER TO SHEET A-119 SERIES FOR DOOR SCHEDULES.
10. ALL WALL OUTLETS THAT ARE ON AN ACCEL WALL SHALL BE PROVIDED WITH COVERS THAT MATCH THE COLOR OF THE WALL.
11. DIMENSIONS SHOWN ON THE DRAWINGS SHALL INDICATE THE REQUIRED SIZE, CLEARANCE, AND DIMENSIONAL RELATIONSHIP BETWEEN PROJECT SYSTEMS AND COMPONENTS. DIMENSIONS SHALL NOT BE DETERMINED BY ISOLATING THE DRAWINGS.

TAG LEGEND

ELEMENT TAGS

- Room Name: [101] ROOM TAG
- DOOR TAG: [C102]
- STOREFRONT TAG: [S102]
- WALL TAG: [W102]
- SPECIALTY EQUIPMENT TAG: [E102]
- FLOOR TAG: [F102]

VIEW TAGS

- INTERIOR ELEVATION: [1 Ref] [A101]
- SECTION MARK: [1 Ref] [A101]
- VIEW CALLOUT: [1 Ref] [A101]

ANNOTATION TAGS

- ALIGNMENT TAG: [ALIGN]
- KEYNOTE TAG: [K101]
- SPECIFIC NOTE TAG: [N101]
- LEVEL HEAD: [Name] [Elevation]
- SPOT ELEVATION MARK: [1'-0" AFF]
- NEW CONSTRUCTION: [---]
- EXISTING: [---]

SPECIFIC KEYNOTES - PLANS	
NUMBER	TEXT
A01	MILL WORK. REFER TO MILLWORK DETAILS.
A02	BUILT-IN GAS. REFER TO MILLWORK DETAILS. PROVIDE POWER AND DATA AS REQUIRED. SEE ELECTRICAL.
A03	VIRTUAL RECEPTION REFER TO AWT AND ELECTRICAL.
A07	FILE CABINETS WITH WORKTOP AND STORAGE ABOVE FOR MEMORABILIA DISPLAY.
A08	FRAMELESS LOCKABLE PASS-THRU WINDOW REFER TO STOREFRONT ELEVATIONS.
A09	NEW ELEVATOR CAR FINISHES REFER TO FINISH LEGEND.
A10	MEMORABILIA DISPLAY CABINET. SEE MILLWORK.
A11	PROVIDE CARD READER FOR EXISTING ELEVATOR.
A12	BY THESE KEEPINGS.
A16	ALL GLAZING TO RECEIVE 3M ULTRA PRESTIGE SERIES UP1500 WITH 3M "VET GLAZE", AND 3M IMPACT PROTECTION ATTACHMENT SYSTEM REFER TO SPECIFICATIONS.
A17	BYPASS SLIDING CLOSET DOORS. SEE MILLWORK.
A18	PROVIDE FLOOR BOSS WITH POWER, DATA, AND TELEPHONE. COORDINATE WITH FURNITURE. REFER TO ELECTRICAL AND AWT.
A19	GREEN GLAZE ADDITIONAL CALLING WORKING IN THE PERIMETER OF WALL.
A20	PATCH AND REPAIR ANY PENETRATIONS IN WALL FROM DEMOLITION.
A24	EXISTING GAS AND PIPING TO BE REFINISHED. VERIFY DIMENSIONS AND LOCATION IN FIELD. COORDINATE DATA AND ELECTRICAL CONNECTIONS.
A26	COORDINATE WITH OWNER ANY EQUIPMENT TO BE REMOVED PRIOR TO ANY WORK.
A27	GPU HOLDER. SEE MILLWORK.

Wannemacher-Jensen Architects, Inc.
 180 Mirror Lake Drive North
 St. Petersburg, Florida 33701-5044
 Tel: (771) 702-0474
 Fax: (771) 702-0475
 www.wja.com
 AAO00277
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THEA TMC OFFICE RENOVATION

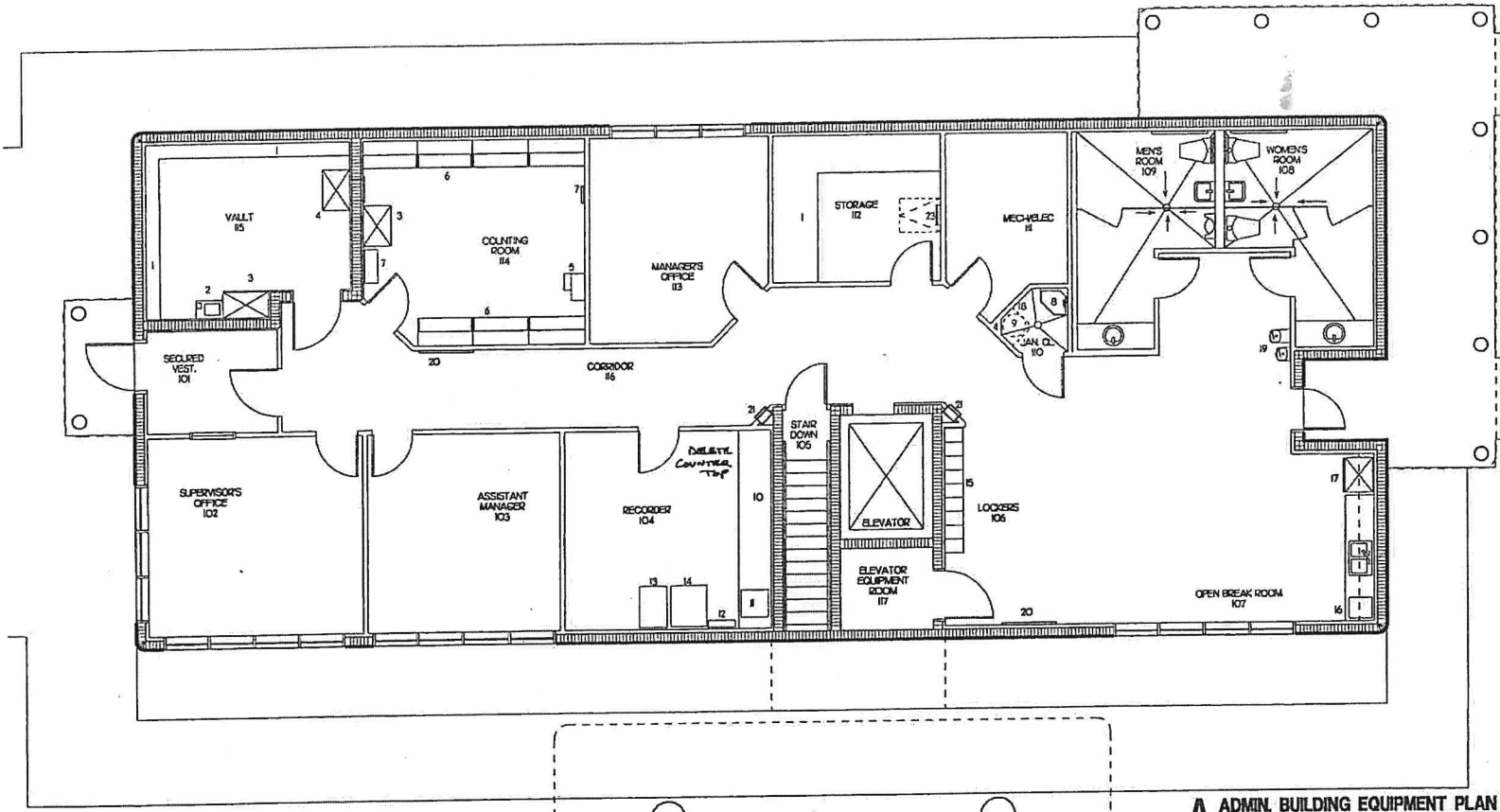
1104 E. TWIGGS ST., TAMPA, FL 33602

Project Number: 1924
 DISTRIBUTION
 MEETING DATE: 5-7-2020
 PERMIT SET DATE: 8-7-2020
 REV 1

LEVEL 3 - FLOOR PLAN

A-103

FINANCIAL PROJECT NUMBER	STATE PROJECT NUMBER	SHEET NUMBER
190352-1-52-01	10002-0000	404



A ADMIN. BUILDING EQUIPMENT PLAN
 SCALE 1/4" = 1'-0"
 0 4 8 12

EQUIPMENT NOTES

- | | | |
|----------------------------|------------------------------|----------------------------------|
| 1. PLYWOOD S-SHELVING | 9. ELECTRIC WATER HEATER | 16. MICROWAVE |
| 2. SCALE BY FOOT | 10. PLASTIC LAMINATE ON 3/4" | 17. REFRIGERATOR |
| 3. CASH LOCKER | 11. PLYWOOD SUBSTRATE | 18. WATER HEATER SHELF |
| 4. DEPOSITORY UNIT | 12. C.A. CPU BY F.D.O.T. | 19. WATER COOLER |
| 5. COW COUNTER BY FOOT | 13. PANEL | 20. TACK BOARD |
| 6. STAINLESS STEEL COUNTER | 14. FUTURE COMPUTER NIC | 21. RECESSED P.E. AND CABINET |
| 7. NET BOX | 15. FUTURE UPS/BATTERIES NIC | 22. SURFACE MOUNTED P.E. ON HOOK |
| 8. JANITOR SINK | 16. DOUBLE TIER LOCKERS | 23. WALL LADDER |

Edward A. Caldwell
 02/24/00

NOTE: UNLESS INDICATED OTHERWISE, ALL ITEMS SHALL APPLY TO BOTH BIDS * 725-68 TOLL PLAZA MODIFY EXISTING * AND * 770-104-06 BUILDING *. ITEMS INDICATED * TECH SHOP * SHALL APPLY TO * 770-104-06 BUILDING * ONLY.

REVISIONS							
DATE	BY	DESCRIPTION	DATE	BY	DESCRIPTION	DATE	BY

DESIGNED BY	DATE	DRAWN BY	DATE
EAC	02/24/00	EJM	02/24/00
CHECKED BY	DATE	DATE	DATE
EAC	02/24/00		

SUPPRESSED BY: EDWARD A. CALDWELL, AIA

VOLKERT
 ARCHITECTS, INC.
 1000 N. W. 10th St., Suite 1000
 Ft. Lauderdale, FL 33304

ADMIN. BUILDING EQUIPMENT FLOOR PLAN

East Toll Plaza