



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

November 10, 2009

13 NOVEMBER 10, 2009

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012


SACHIE A. HAMAI
EXECUTIVE OFFICER

Dear Supervisors:

TEN-YEAR LEASE - PUBLIC LIBRARY 16921 EAST AVENUE "O," LAKE LOS ANGELES (FIFTH DISTRICT) (3 VOTES)

SUBJECT

The recommendation is for a ten-year lease and authorization to construct Tenant Improvements (TI) for the expansion of the Lake Los Angeles Library.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Chairman to sign the ten-year lease with Billy W. Simmons and Margit Simmons, Trustees for the Simmons Family Trust, and Kenneth Berglund and Gaylyn Berglund, (Landlord), for the occupancy of 4,250 rentable square feet of space for the Public Library (Library), at 16921 East Avenue "O," Lake Los Angeles, for a maximum first year rental amount of \$476,900, which includes \$51,900 for the annual base rent and approximately \$425,000 of reimbursable cost for additional TI and change order allowance. Ten-year lease will commence upon completion of the improvements by the Landlord and acceptance of the improvements by the County.
2. Authorize the Landlord and/or Director of Internal Services Department (ISD), at the discretion of the Chief Executive Officer or his designee (CEO), to acquire telephone, data, and low-voltage systems for the library at a cost not to exceed \$100,000. These systems will be paid from the Library's operating budget.

"To Enrich Lives Through Effective And Caring Service"

*Please Conserve Paper - This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only*

3. Find that this Lease is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Class 1, of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, and Section 15301 of the State CEQA Guidelines.
4. Approve the Lake Los Angeles Library Expansion project at a total cost of \$611,500, which includes funding for tenant improvement construction, and the acquisition and installation of telephone, data and low-voltage systems, furniture, fixtures and equipment (FF&E).
5. Approve the appropriation adjustment transferring \$569,000 into the Library's Operating Budget (Fund B06), Services and Supplies account, which is currently in the Lake Los Angeles Library Capital Project (Capital Project No. 77451) (\$465,000) and in the Library's Developer Fee Planning Area 2 budget (Fund BM2) (\$104,000), to the library expansion. The remaining \$42,500 will be provided by the Landlord as base TI allowance.
6. Approve the Lake Los Angeles Library Expansion project and authorize the CEO, Library, and ISD to implement the project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The current population in the community of Lake Los Angeles, as well as future growth projections, indicate that an expansion of the existing community library is needed in the area to provide library services to local residents. The current library is at its service limits and has maximized its current capacity to serve these residents.

The expansion of the current library in Lake Los Angeles is consistent with the Library's long-range facility planning and will meet the service needs of the local population. Construction of a new library in Lake Los Angeles is not feasible at the present time due to cost constraints, and therefore, the decision was made to expand the current community library in the existing leased facility.

The proposed ten-year lease will increase the facility space for the Lake Los Angeles Library from 3,245 square feet to 4,250 square feet. The term of the lease will commence upon the completion of additional TI by the Landlord and acceptance of the improvements by the County.

The Honorable Board of Supervisors
November 10, 2009
Page 3

The Lake Los Angeles Library Expansion Project will involve TI, and the acquisition of telephone, data and low voltage systems, and FF&E. The TI will be completed by the Landlord. The scope of work for the TI includes new carpet, tile, paint, and demolition and construction of a bathroom and staff area, installation of electrical outlets, lighting and heating, ventilation, and air conditioning (HVAC) modifications. The Library will work with the Landlord, in conjunction with CEO, to ensure that the facility requirements of the Library are met.

The acquisition and installation of FF&E will be implemented by the Library. It includes, but is not limited to, self-checkout units, circulation and reference desks, shelving, and modular work stations.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The Countywide Strategic Plan directs that we provide organizational effectiveness and ensure that service delivery systems are efficient, effective, and goal oriented (Goal 1) and that we improve the quality of life for the residents of the County's unincorporated communities by offering access to cultural, recreational and lifelong learning facilities programs (Goal 3). The CEO, in conjunction with the Library, will establish a library in leased space to ensure compliance with the Strategic Asset Management principals as further outlined in Attachment A.

FISCAL IMPACT/FINANCING

The annual base rent for the proposed facility will initially be \$51,900, which includes approximately \$42,500 in base TI allowance provided at the sole cost of the Landlord. The Landlord will also provide an additional TI and change order allowance of approximately \$425,000.

The lease requires the County to reimburse the Landlord in a lump sum for the cost of additional TI and change order allowance within 60 days after acceptance of the improvements by the County.

The County is responsible for electricity, filter exchange and preventive maintenance on the HVAC system, general interior maintenance, and supplies.

16921 EAST AVENUE LAKE LOS AGNELES	EXISTING LEASE	PROPOSED TEN-YEAR LEASE	CHANGE
Area (Square feet)	3,245	4,250	+1,005
Term	Three years (10/01/07-09/30/10)	Ten years (Commencing 30 days after acceptance of the improvements by the County)	+ 10 Years
Annual Base Rent	\$36,804/\$11.34/sq.ft.	\$51,900*/\$12.21/sq.ft. (includes \$42,500 in base TI provided by Landlord)	+\$15,096 annually
Additional TI	None	\$425,000 (funds for TI construction which will be reimbursed in lump sum by the County within 60 days of acceptance of the improvements by the County)	+\$425,000
Parking Included in Rent	12 spaces reserved	12 spaces reserved	None
Cancellation	Anytime after 24 th month, upon 120 days notice	Anytime after the 96 th month, on 120 days notice	Anytime after the 96 th month, on 120 days notice
Option to Renew	None	2 five-year options	+2 five-year options
Rental Adjustment	2.5 Percent annual increase	Base Rent will remain flat during the ten year term	Base Rent will remain flat during the ten year term

*The proposed rental rate is a 6.5 percent blended increase over the previous year's rental rate but remains flat during the ten-year term.

The total cost of the Lake Los Angeles Library Expansion Project is \$611,500. The project is funded with \$465,000 of Fifth District net County cost currently in the Lake Los Angeles Library Capital Project Budget (C.P. No. 77451), \$104,000 of developer fee revenues currently in the Library's Developer Fee Planning Area 2 Budget, and \$42,500 of base TI allowance that will be provided at the sole cost of the Landlord.

The attached appropriation adjustment will transfer \$569,000 into the Library's Operating Budget (Fund BM2). Upon your Board's approval, sufficient appropriation in the Library's Operating budget will be available to complete the expansion of the Lake Los Angeles Library.

Operating Budget Impact

The additional cost for the expansion of the Lake Los Angeles Library is limited to rent utilities, insurance, and interior building maintenance wherein the cost is funded by the Library's operating budget. No additional staffing will be required as a result of your Board's approval of the proposed expansion.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The proposed lease provides 4,250 rentable square feet of library space and 12 off-street parking spaces. The lease contains the following provisions:

- The ten-year term of the lease begins after completion of improvements by the Landlord and acceptance of the improvements by the County.
- An annual base rent of \$51,900 or \$4,325 monthly. A base TI allowance of \$10.00 per square foot or \$42,500 is included in the base rental rate.
- Total funding of \$425,000 is available for additional TI and change order allowance. Any amount utilized for additional TI will be reimbursed to the Landlord in a lump sum payment within 60 days of acceptance of the improvements by the County.
- The Landlord will provide 12 parking spaces for the exclusive use of the Library, which are included in the rental rate and shared use of all other available parking spaces.
- The lease is on a split-service basis whereby the Landlord will be responsible for concealed interior and exterior maintenance costs. The County is responsible for electricity, monthly filter exchange and preventive maintenance on the HVAC system, general interior maintenance, janitorial services, and supplies.
- A cancellation provision is provided in the lease which allows the County to cancel anytime after the 96th month with 120 days prior written notice.
- The County has two five-year options to renew the lease.

CEO Real Estate staff surveyed Lake Los Angeles, Palmdale, and the surrounding area to determine the market rate of comparable sites. Based upon said survey, staff has established that the base rental range including parking and TI for similar property is between \$12.21 and \$22.00 per square foot per year modified full-service. Thus, the base annual rent of \$12.21 per square foot for the base rent cost is the lower end of the market rate for this area. Attachment B shows County-owned and leased facilities within the search area for these programs and none are available to house these programs.

The Honorable Board of Supervisors
November 10, 2009
Page 6

The proposed lease was submitted for review to your Board's appointed Real Estate Management Commission (Commission) on September 16, 2009. After careful review, the Commission approved the proposed lease. The Department of Public Works previously inspected this facility and it meets current standards for the County's occupancy. The lease was approved as to form by County Counsel.

NEGATIVE DECLARATION/ENVIRONMENTAL IMPACT REPORT

The CEO has made an initial study of environmental factors and has concluded that this project is exempt from CEQA as specified in Class 1, of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, and Section 15301 of the State CEQA Guidelines.

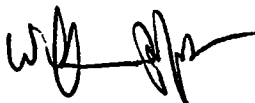
IMPACT ON CURRENT SERVICES (OR PROJECTS)

The proposed lease will provide the necessary space to continue use of the existing library to serve this unincorporated area of the County. The Library concurs with this recommendation in accordance with your Board's policy on the housing of any County offices or activities.

CONCLUSION

It is requested that the Executive Officer, Board of Supervisors return four originals of the executed lease, two certified copies of the Minute Order and the adopted, stamped Board letter to the CEO, Real Estate Division at 222 South Hill Street, 4th Floor, Los Angeles, CA 90012 for further processing.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:SK:WLD
CEM:TS:hd

Attachments (3)

c: Acting County Counsel
Auditor-Controller
Public Library
Internal Services Department

**PUBLIC LIBRARY
16921 EAST AVENUE "O" LAKE LOS ANGELES**

Asset Management Principles Compliance Form¹

1.	<u>Occupancy</u>	Yes	No	N/A
A	Does lease consolidate administrative functions? ²			X
B	Does lease co-locate with other functions to better serve clients? ²			X
C	Does this lease centralize business support functions? ²			X
D	Does this lease meet the guideline of 200 sq. ft of space per person? ² This guideline is for office space use and a library requires large areas for public use and flow.			X
2.	<u>Capital</u>			
A	Is it a substantial net County cost program? No NCC , all Special District Funding.		X	
B	Is this a long term County program?	X		
C	If yes to 2 A or B; is it a capital lease or an operating lease with an option to buy?		X	
D	If no, are there any suitable County-owned facilities available?		X	
E	If yes, why is lease being recommended over occupancy in County-owned space?			X
F	Is Building Description Report attached as Attachment B?	X		
G	Was build-to-suit or capital project considered? Construction of a new library in Lake Los Angeles is not feasible at present time due to cost constraints.			X
3.	<u>Portfolio Management</u>			
A	Did department utilize CEO Space Request Evaluation (SRE)?		X	
B	Was the space need justified?		X	
C	If a renewal lease, was co-location with other County departments considered?			X
D	Why was this program not co-located?			
	1. ___ The program clientele requires a "stand alone" facility.			
	2. <u>X</u> No suitable County occupied properties in project area.			
	3. <u>X</u> No County-owned facilities available for the project.			
	4. ___ Could not get City clearance or approval.			
	5. ___ The Program is being co-located.			
E	Is lease a full service lease? ² No, County pays for its metered electricity consumption and janitorial for the Premises area, as Landlord was unwilling to offer these services in the negotiations of the Lease.		X	
F	Has growth projection been considered in space request?			X
G	Has the Dept. of Public Works completed seismic review/approval?	X		
	¹ As approved by the Board of Supervisors 11/17/98			
	² If not, why not?			

Attachment B

**SPACE SEARCH – WITHIN LAKE LOS ANGELES AREA
16921 EAST AVENUE “O” LAKE LOS ANGELES
PUBLIC LIBRARY**

A125	Lake Los Angeles Clinic	16921E Avenue O, Lake LA	2,457	2,211	Leased	None
A114	Sheriff Lake LA Sub Station	40235 170 th Street, Lake LA	675	643	Leased	None

COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. No. 461

DEPARTMENT OF PUBLIC LIBRARY

20 09

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FISCAL YEAR 2009-10

3 - Votes

Financing Sources

CAPITAL PROJECTS - PUBLIC LIBRARY

Lake of Los Angeles Library
A01-CP-6014-65044-77451 \$ 465,000
Buildings & Improvements
DECREASE APPROPRIATION

PUBLIC LIBRARY

Lake of Los Angeles Library
B06-PL-96-9911-41200 \$ 569,000
Operating Transfer In
INCREASE REVENUE

DEVELOPER FEE AREA #2- PUBLIC LIBRARY

BM2-PL-2000-55382
Services & Supplies \$ 104,000
DECREASE APPROPRIATION

Financing Uses

PROJECT AND FACILITY DEVELOPMENT

A01^{CF}-6100-10190 \$ 465,000
Other Financing Uses
INCREASE APPROPRIATION

PUBLIC LIBRARY

Lake of Los Angeles Library
B06-PL-2000-41200 \$ 569,000
Services & Supplies
INCREASE APPROPRIATION

DEVELOPER FEE AREA #2- PUBLIC LIBRARY

BM2-PL-6100-55382
Operating Transfer Out \$ 104,000
INCREASE APPROPRIATION

To transfer funds to the Operating Budget to support the expansion cost of the Lake Los Angeles Library, including tenant improvements, and the acquisition and installation of furniture, fixtures, equipment, and systems.

Yolanda De Ramus
Yolanda De Ramus, Head, Fiscal Services

CHIEF ADMINISTRATIVE OFFICER'S REPORT

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

13

NOV 10 2009

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

REFERRED TO THE CHIEF ADMINISTRATIVE OFFICER FOR—

ACTION

APPROVED AS REQUESTED

AS REVISED

RECOMMENDATION

Sept 28 2009

2009

[Signature]
CHIEF ADMINISTRATIVE OFFICER

AUDITOR-CONTROLLER BY

Karin Stukema

APPROVED (AS REVISED):
BOARD OF SUPERVISORS

20

No. *024*

Sept 24 20 09

BY

DEPUTY COUNTY CLERK

SEND 6 COPIES TO THE AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES
CHIEF EXECUTIVE OFFICE
LEASE AGREEMENT**

DEPARTMENT: PUBLIC LIBRARY, as Tenant

**LANDLORD: Billy W. Simmons and Margit Simmons, Trustee of the
Simmons family trust and Kenneth Berglund and Gaylyn Berglund,**

16921 EAST AVENUE "O", LAKE LOS ANGELES (PALMDALE)

27169

TABLE OF CONTENTS

	<u>Page</u>
1. BASIC LEASE INFORMATION	1
(a) <u>Landlord's Address for Notice</u> :.....	1
(b) <u>Tenant's Address for Notice</u> :.....	1
(c) <u>Premises</u> :.....	1
(d) <u>Building</u> :.....	1
(e) <u>Term</u> :	1
(f) <u>Projected Commencement Date</u> :.....	2
(g) <u>Commencement Date</u> :	2
(h) <u>Irrevocable Offer Expiration Date</u> :	2
(i) <u>Basic Rent</u> :	2
(j) <u>Early Termination Notice Date</u> :	2
(k) <u>Rentable Square Feet in the Premises</u> :	2
(l) <u>Use</u> :	2
(m) <u>Initial Departmental Use</u> :	2
(n) <u>Parking Spaces</u> :	2
(o) <u>Normal Working Hours</u> :.....	2
(p) <u>Asbestos Report</u> :	3
1.2 <u>Defined Terms Relating to Landlord's Work Letter</u>	3
(a) <u>Base Tenant Improvement Allowance</u>	3
(b) <u>Additional Tenant Improvement Allowance</u>	3
(c) <u>Maximum Change Order Allowance</u>	3
(d) <u>Additional Tenant Improvement and Change Order Amortization Rate</u> :.....	3

(e) <u>Basic Rent Reduction</u>	3
(f) <u>Tenant's Work Letter Representative</u>	3
(g) <u>Landlord's Work Letter Representative</u>	3
(h) <u>Landlord's Address for Work Letter Notice</u>	3
(i) <u>Tenant's Address for Workletter Notice</u>	3
1.3 <u>Exhibits to Lease:</u>	4
1.4 <u>Landlord's Work Letter:</u>	4
1.5 <u>Supplemental Lease Documents:</u>	4
2. PREMISES	4
3. COMMON AREAS	5
4. COMMENCEMENT AND EXPIRATION DATES	5
5. RENT	6
6. USES	6
7. HOLDOVER	7
8. COMPLIANCE WITH LAW	7
9. DAMAGE OR DESTRUCTION	7
10. REPAIRS AND MAINTENANCE	8
11. SERVICES AND UTILITIES	10
(a) <u>HVAC</u>	10
(b) <u>Electricity</u>	10
(c) <u>Elevators</u>	11
(d) <u>Water</u>	11
(e) <u>Janitorial</u>	11
(f) <u>Access</u>	11
12. LANDLORD ACCESS	11

13.	TENANT DEFAULT	11
14.	LANDLORD DEFAULT	12
	(a) Remedies	12
	(b) Waiver	13
	(c) Emergency	13
15.	ASSIGNMENT AND SUBLETTING	13
16.	ALTERATIONS AND ADDITIONS.....	13
17.	CONDEMNATION.....	13
18.	INDEMNIFICATION.....	15
19.	INSURANCE.....	15
20.	PARKING.....	17
21.	ENVIRONMENTAL MATTERS	17
22.	ESTOPPEL CERTIFICATES	18
23.	TENANT IMPROVEMENTS	19
24.	LIENS	19
25.	SUBORDINATION AND MORTGAGES	19
26.	SURRENDER OF POSSESSION	19
27.	SIGNAGE	19
28.	QUIET ENJOYMENT.....	20
29.	GENERAL.....	20
30.	AUTHORITY	22
31.	ACKNOWLEDGEMENT BY LANDLORD.....	22
32.	OPTION TO EXTEND.....	19
33.	IRREVOCABLE OFFER	251

COUNTY OF LOS ANGELES
CHIEF EXECUTIVE OFFICE
LEASE AGREEMENT

THIS LEASE AND AGREEMENT, made and entered into as of the 10th day of NOVEMBER 2009 by and between Billy W. Simmons and Margit Simmons, Trustee of the Simmons family trust and Kenneth Berglund and Gaylyn Berglund, ("Landlord"), and COUNTY OF LOS ANGELES, a body politic and corporate ("Tenant").

Landlord and Tenant agree:

1. BASIC LEASE INFORMATION. The following terms as used herein shall have the meanings provided in this Section 1, unless otherwise specifically modified by provisions of this Lease:

(a) Landlord's Address for Notice:

BW Simmons and Margit Simmons,
Trustee of Simmons Family Trust
PO Box 376
Calimessa, CA 92320

(b) Tenant's Address for Notice:

Board of Supervisors
Kenneth Hahn Hall of Administration,
Room 383
500 West Temple Street
Los Angeles, California 90012
Fax Number: (213)830-0927

With a copy to:
Chief Executive Office
Real Estate Division
222 South Hill Street, 3rd Floor
Los Angeles, California 90012
Attention: Director of Real Estate

(c) Premises:

Approximately 4,250 rentable square feet in the Building (defined below) as shown on Exhibit A attached hereto.

(d) Building:

The building located at 16921 East Avenue "O" Suite A, Lake Los Angeles (Palmdale) which is located upon the real property described more particularly in Exhibit B attached hereto (the "Property");

(e) Term:

Ten (10) years commencing upon Tenant's Acceptance of the Premises as defined in

Section 4(a) (the "Commencement Date"); and terminating at midnight on the day before the 11th anniversary of the Commencement Date (the "Termination Date"), subject to earlier termination by Tenant as provided herein. The phrase "Term of this Lease" or "the Term hereof" as used in this Lease, or words of similar import, shall refer to the initial Term of this Lease together with any additional Extension Term for which an option has been validly exercised.

- (f) Projected Commencement Date: November 30, 2009
- (g) Commencement Date: Upon acceptance of improvements by County
- (h) Irrevocable Offer Expiration Date: November 30, 2009
- (i) Basic Rent: \$ 4,325 per month (which is based upon a rental rate of \$1.017 per rentable square foot) adjustable only as provided in Section 2(b) hereof.
- (j) Early Termination Notice Date: Anytime after eighth year upon 120 days prior written notice
- (k) Rentable Square Feet in the Premises: 4,250
- (l) Use: Public Library use or for any other lawful purposes not incompatible with other uses in the Building.
- (m) Initial Departmental Use: Public Library
- (n) Parking Spaces: 12 spaces
- (o) Normal Working Hours: 7:00 a.m. to 9:00 p.m., Monday through Saturday and 9:00 a.m. to 6:00 p.m. Sunday, except New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day (on the days such holidays are generally

observed) and such other holidays as are generally recognized by the County of Los Angeles, California.

(p) Asbestos Report: A report dated _____ prepared by _____, a licensed California Asbestos contractor.

1.2 Defined Terms Relating to Landlord's Work Letter

- (a) Base Tenant Improvement Allowance \$10.00 per square foot or \$42,500.00.
- (b) Additional Tenant Improvement Allowance \$95.00 per square foot or \$403,750. Payable in a lump sum payment within sixty (60) days after the Commencement Date; provided a finalized accounting of all Tenant Improvements have been provided by Landlord and reviewed and accepted by the County.
- (c) Maximum Change Order Allowance \$5.00 per square foot or \$21,250. Payable in a lump sum payment within sixty (60) days after the Commencement Date; provided a finalized accounting of all Tenant Improvements have been provided by Landlord and reviewed and accepted by the County.
- (d) Additional Tenant Improvement and Change Order Amortization Rate: None
- (e) Basic Rent Reduction ___ and ___ /100 Dollars (\$ ___) per month
- (f) Tenant's Work Letter Representative Thomas Shepos or an assigned staff person of the Chief Administrative Office-Real Estate Division.
- (g) Landlord's Work Letter Representative Billy Simmons
- (h) Landlord's Address for Work Letter Notice Simmons Family Trust
PO Box 376
Calimessa, CA 92320
- (i) Tenant's Address for Workletter Notice Board of Supervisors
Kenneth Hahn Hall of Administration,
Room 383
500 West Temple Street

Los Angeles, California 90012
With a copy to:
Chief Executive Office
Real Estate Division
222 South Hill Street, 3rd Floor
Los Angeles, California 90012
Attention: Director of Real Estate

1.3 Exhibits to Lease:

Exhibit A - Floor Plan of Premises
Exhibit B- Legal Description of Property
Exhibit C - Commencement Date
Memorandum and Confirmation of Lease
Terms

Exhibit D - HVAC Standards
Exhibit E - Cleaning and Maintenance
Schedule

1.4 Landlord's Work Letter:
(executed concurrently with this Lease and
made a part hereof by this reference):

Landlord's Work Letter
Addendum A: Base Building
Improvements

Addendum B: Tenant Improvements
Addendum C: Form of Budget
Addendum D: Costs of Tenant
Improvements

1.5 Supplemental Lease
Documents: (delivered to Landlord and
made a part hereof by this reference):

Document I: Subordination, Non-
disturbance and Attornment Agreement
Document II: Tenant Estoppel Certificate
Document III: Community Business
Enterprises Form
Document IV: Memorandum of Lease
Document V: Request for Notice

2. PREMISES

(a) Landlord does hereby lease to Tenant, and Tenant does hereby lease from Landlord, upon the terms and conditions herein set forth, the Premises described in Section 1 and Exhibit A attached hereto.

(b) Tenant shall have the right within ninety (90) days of approval of this Lease by the Board of Supervisors of the County of Los Angeles ("Board of Supervisors") to field-measure and verify the exact footage of the Premises and/or the Building All measurements shall be taken in accordance with the methods of measuring rentable/usable area as described in the Standard Method for Measuring Floor Area in Office Buildings, ANSI Z65.1-1996, as promulgated by the Building Owners and Management Association ("BOMA")

International except that no penthouse mechanical room space shall be included in the measurement. Should this measurement be less than the square footage stated above, Tenant shall have the right to adjust such square footage and reduce the Basic Rent in Section 1 accomplished by the mutual execution of a memorandum of understanding between the Landlord and the Tenant. Landlord acknowledges the space has been marketed at the above-indicated rental amount and in the event of subsequent physical measurements, Landlord agrees there will be no adjustment made to either the square footage or the Basic Rent in the event the measured square footage exceeds the amount represented by Landlord. Should Landlord and Tenant not agree with respect to the results of the measurement conducted pursuant to this subsection (b) Landlord shall appoint an independent firm or person who is experienced in making such measurements whose determination with respect which measurement is correct shall be final and binding upon the parties. Landlord and Tenant shall share equally in the fees of such firm.

3. COMMON AREAS. Tenant may use the following areas ("Common Areas") in common with Landlord and other tenants of the Building: the entrances, lobbies and other public areas of the Building, walkways, landscaped areas, driveways necessary for access to the Premises, parking areas and other common facilities designated by Landlord from time to time for common use of all tenants of the Building. Tenant shall comply with all reasonable, non-discriminatory rules and regulations regarding the use of the Common Areas established by Landlord.

4. COMMENCEMENT AND EXPIRATION DATES

(a) Term. The term of this Lease shall commence upon the Commencement Date and terminate on the Termination Date. Within thirty (30) days of determining the Commencement Date, Landlord and Tenant shall acknowledge in writing the Commencement Date by executing the Commencement Date Memorandum and Confirmation of Lease Terms attached as Exhibit C. The Commencement Date shall begin after Tenant's Acceptance of the Premises. The term "Tenant's Acceptance of the Premises" as used in this Lease shall mean the date upon which the Premises are Substantially Complete, Tenant has inspected the Premises and Tenant has accepted the Premises. The term "Substantially Complete" or "Substantial Completion" as used in this Lease shall mean compliance with all of the following: (1) the shell and core of the Building are complete and in compliance with all applicable laws and codes, and all of the building systems are operational to the extent necessary to service the Premises; (2) Landlord has sufficiently completed all the work required to be performed by Landlord in accordance with this Lease, including the installation of modular furniture systems, if so required (except minor punch list items which Landlord shall thereafter promptly complete), such that Tenant can conduct normal business operations from the Premises; (3) Landlord has obtained a certificate of occupancy for the Building, or a temporary certificate of occupancy for that portion of the Building that includes all of the Premises, or its equivalent;

(4) Tenant has been provided with the number of parking privileges and spaces to which it is entitled under this Lease; and (5) if Landlord is responsible for the installation of telecommunication systems, then such systems shall be completely operational.

(b) Termination Right. If the Commencement Date has not occurred within sixty (60) days from the Projected Commencement Date, subject to Tenant Delays or Force Majeure Delays as provided in Landlord's Work Letter, which has been executed concurrently herewith, Tenant may thereafter, at any time before the Commencement Date occurs, terminate this Lease effective upon the giving of written notice to Landlord and the parties shall have no further obligations to one another hereunder.

(c) Early Possession. Tenant shall be entitled to possession of the Premises not less than thirty (30) days prior to the Commencement Date for the purpose of installing Tenant's furniture, fixtures and equipment in the Premises. Such early occupancy shall be subject to all provisions hereof but shall not advance the Termination Date, and Tenant shall not pay Basic Rent for such early occupancy period.

(d) Early Termination. Tenant shall have the right to terminate this Lease at any time after the Early Termination Notice Date, as defined in Section 1, by giving Landlord not less than sixty (60) days prior written notice executed by the Chief Executive Officer of Tenant.

5. RENT. Tenant shall pay Landlord the Basic Rent stated in Section 1 of this Lease during the Term hereof provided Landlord files a payment voucher therefore prior to the Commencement Date and thereafter annually during the month of June with the Auditor of the County of Los Angeles (the "County"). Basic Rent for any partial month shall be prorated in proportion to the number of days in such month.

6. USES. The Premises are to be used only for the uses set forth in Section 1 and for no other business or purpose; however, Landlord shall not unreasonably withhold its consent to a change of use.

7. HOLDOVER. If Tenant remains in possession of the Premises or any part thereof after the expiration of the Term of this Lease, such occupancy shall be a tenancy which is terminable only upon ninety (90) days written notice from Landlord or thirty (30) days written notice from the Chief Administrative Officer of Tenant at the last monthly Basic Rent payable under this Lease (as such Basic Rent may be adjusted from time to time in accordance with this Lease) plus all other charges payable under this Lease, and subject to all of the terms, covenants and conditions of this Lease.

8. COMPLIANCE WITH LAW. Tenant shall, at Tenant's expense, comply promptly with all applicable statutes, ordinances, rules, regulations, orders and

requirements in effect during the term hereof, regulating the use, occupancy or improvement of the Premises by Tenant. Landlord, not Tenant, shall, at its sole cost, at all times cause the Premises and the Building to comply with all applicable statutes, ordinances, rules, regulations, orders and requirements in effect and binding upon Tenant or Landlord during the term hereof, including without limitation, the Americans with Disabilities Act, except to the extent such compliance is made necessary as a result of Tenant's particular use of or alterations or improvements to the Premises.

9. DAMAGE OR DESTRUCTION.

(a) Damage. In the event any portion of the Premises is damaged by fire or any other cause rendering the Premises totally or partially inaccessible or unusable and the Premises may be restored to a complete architectural unit of the same value, condition and character that existed immediately prior to such casualty in less than one hundred eighty (180) days, then Landlord shall promptly, at Landlord's expense, repair such damage and this Lease shall continue in full force and effect. If all or any portion of the Premises shall be made untenable by fire or other casualty, Landlord shall immediately secure the area to prevent injury to persons and/or vandalism to the improvements. Landlord shall promptly, but in any event within ten (10) days, cause an architect or general contractor selected by Landlord to provide Landlord and Tenant with a written estimate of the amount of time required to substantially complete the repair and restoration of the Premises and make the Premises tenantable again using standard working methods. The failure to do so shall be a material Default hereunder. Basic Rent shall abate to the extent that the Premises are unusable by Tenant. Tenant waives the provisions of California Civil Code Sections 1932(2) and 1933(4) with respect to any partial or total destruction of the Premises.

(b) Tenant Termination Right. In the event any portion of the Premises is damaged by fire or any other cause rendering the Premises totally or partially inaccessible or unusable and the Premises will not be restored to a complete architectural unit of the same value, condition and character that existed immediately prior to such casualty in less than one hundred eighty (180) days for any reason, then Tenant may terminate this Lease by giving written notice within ten (10) days after notice from Landlord specifying such time period of repair; and this Lease shall terminate and the Basic Rent shall be abated from the date the Premises became untenable. In the event that Tenant does not elect to terminate this Lease, Landlord shall promptly commence and diligently prosecute to completion the repairs to the Building or Premises, provided insurance proceeds are available to repair the damages.

(c) Damage In Last Year. Notwithstanding the foregoing provisions, if any material destruction to the Premises occurs during the last year of the Term, either Landlord or Tenant may terminate this Lease by giving notice to the other not more than thirty (30) days after such destruction, in which case

(a) Landlord shall have no obligation to restore the Premises, (b) Landlord may retain all insurance proceeds relating to such destruction, and (c) this Lease shall terminate as of the date which is thirty (30) days after such written notice of termination..

(d) Default By Landlord. If Landlord is required to repair and restore the Premises as provided for in this Section and Landlord should fail to thereafter pursue said repair and restoration work with reasonable diligence to completion, Tenant may (a) declare a default hereunder or (b) perform or cause to be performed the restoration work and deduct the cost thereof plus interest thereon at ten percent (10%) per annum, from the Basic Rent next due as a charge against the Landlord.

10. REPAIRS AND MAINTENANCE.

(a) Landlord Representations. Landlord represents to Tenant that (i) the Premises, the Building and all Common Areas (including electrical, heating, ventilating and air conditioning ("HVAC"), mechanical, plumbing, gas and fire/life safety systems in the Building and similar building service systems) comply with all current laws, codes, and ordinances, including use the Americans With Disabilities Act; and are in reasonable good working order and condition; (ii) the Building and Premises comply with all covenants, conditions, restrictions and underwriter's requirements; and (iii) the Premises, Building and Common Areas are free of the presence of any Hazardous Materials (as hereinafter defined) and (iv) Landlord has not received any notice from any governmental agency that the Building or the Premises are in violation of any law or regulation. Landlord represents, based upon a professional inspection of the Premises and the Building and the Asbestos Report that the Premises and the Building contain no asbestos containing materials (other than as may be reflected in the Asbestos Report). Landlord shall, prior to Tenant's occupancy, abate, at Landlord's sole cost and expense, all asbestos containing materials to the extent required by law and provide Tenant with an updated report from a licensed California Asbestos contractor to that effect.

(b) Landlord Obligations. Landlord shall keep and maintain in good repair and working order and promptly make repairs to and perform maintenance upon and replace as needed: (i) the structural elements of the Building, including without limitation, all permanent exterior and interior walls, floors and ceilings, roof, concealed plumbing, stairways, concealed electrical systems and telephone intrabuilding network cable (ii) mechanical (including HVAC), electrical, plumbing and fire/life safety systems serving the Building (iii) the Common Areas; (iv) exterior windows of the Building; and (v) elevators serving the Building. Landlord, at its sole cost and expense, shall also perform all maintenance and repairs to the Premises, and shall keep the Premises in good condition and repair, reasonable wear and tear excepted. Landlord's repair obligations include, without limitation, repairs to: (1) the floor covering (if such floor covering is

carpeting it shall be replaced as needed but not less often than after ten (10) years of use); (2) interior partitions; (3) exterior doors and windows.

(c) Tenant Obligations. Tenant agrees to keep in good repair and maintain at its own expense: fire extinguishers, lamps, tubes, exposed plumbing, low voltage phone and data systems, interior doors, interior painting, window coverings, janitorial services and supplies, filter replacement on the HVAC systems and other repairs of a nonstructural nature.

Tenant shall, at Tenant's sole expense, be responsible for the cost of repairing any area damaged by Tenant or Tenant's agents, employees, invitees and visitors and the repair of low voltage electronic, phone and data cabling and related equipment that is installed by or for the exclusive benefit of Tenant. All repairs and replacements shall: (a) be made and performed by contractors or mechanics approved by Tenant, which consent shall not be unreasonably withheld or delayed, (b) be at least equal in quality, value and utility to the original work or installation, (c) be in accordance with all laws.

(d) Tenant's Right to Repair. If Tenant provides written notice (or oral notice in the event of an emergency such as damage or destruction to or of any portion of the Building structure and/or the Building systems and/or anything that could cause material disruption to Tenant's business) to Landlord of an event or circumstance which requires the action of Landlord with respect to repair and/or maintenance, and Landlord fails to provide such action within a reasonable period of time, given the circumstances, after the giving of such notice, but in any event not later than five (5) days after the giving of such notice, then Tenant may proceed to take the required action (provided, however, that no such notice shall be required in the event of an emergency which threatens life or where there is imminent danger to property or a possibility that a failure to take immediate action could cause a material disruption in Tenant's normal and customary business activities). Tenant shall have access to the Building to the extent necessary to perform the work contemplated by this provision. If such action was required under the terms of this Lease to have been taken by Landlord and was not taken by Landlord within such period (unless such notice was not required as provided above), and Tenant took such required action, then Tenant shall be entitled to prompt reimbursement by Landlord of Tenant's reasonable costs and expenses in having taken such action plus interest thereon at ten percent (10%) per annum. If not reimbursed by Landlord within ten (10) days, Tenant shall be entitled to deduct from Basic Rent payable by Tenant under this Lease the amount set forth in its invoice for such work. The remedies provided in this Section are in addition to the remedies provided in Section 14.

11. SERVICES AND UTILITIES.

Landlord shall furnish the following services and utilities to the Premises:

(a) HVAC. Landlord shall furnish heating, ventilation and air conditioning ("HVAC"), during Normal Working Hours in amounts required for the use and occupancy of the Premises for normal office purposes to a standard comparable to other first-class buildings.

(b) Electricity. Landlord shall furnish to the Premises the amount of electric current provided for in the Working Drawings but in any event not less than seven (7) watts of electric current (connected load) per square foot of Rentable Square Feet in the Premises, for power and lighting and electric current for HVAC, and Landlord shall provide the existing or new transformers or subpanels on each floor of the Premises necessary for Tenant to utilize such capacity in the Premises.

(c) Elevators. Not Applicable.

(d) Water. Landlord shall make available water for normal lavatory and potable water meeting all applicable governmental standards for drinking purposes in the Premises.

(e) Janitorial. Tenant shall provide its own janitorial service and supplies.

(f) Access. Landlord shall furnish to Tenant's employees and agents access to the Building, Premises and Common Areas on a seven (7) day per week, twenty-four (24) hour per day basis, subject to compliance with such reasonable security measures as shall from time to time be in effect for the Building.

Notwithstanding the above, Tenant agrees to pay when due all charges for the consumption of the electricity, in connection with the Premises during the term of this Lease or renewal, extension, or holdover thereof, provided the utilities are measured by separate meter, which shall be installed at the sole cost of the Landlord.

12. LANDLORD ACCESS. Tenant shall permit Landlord and its agents to enter the Premises upon prior written notice for the purpose of inspecting the Premises for any reasonable purpose. If Landlord temporarily closes any portion of the Building or Premises, Basic Rent shall be prorated based upon the percentage of the Premises or Building rendered untenable and not used by Tenant. Landlord shall have the right at any and all times to enter the Premises in the event of an emergency.

13. TENANT DEFAULT.

(a) Default. The occurrence of any one or more of the following events (a "Default") shall constitute a material default and breach of this Lease by Tenant:

(i) the failure by Tenant to make any payment of Basic Rent or any other payment required to be made by Tenant hereunder (except to the extent an offset is expressly permitted hereunder), as and when due and if the failure continues for a period of ten (10) days after written notice to Tenant;

(ii) the failure by Tenant to observe or perform any of the other covenants, conditions or provisions of this Lease, where such failure shall continue for a period of thirty (30) days after written notice from Landlord specifying in detail the nature of the default; provided, however, if more than thirty (30) days are reasonably required for its cure then Tenant shall not be deemed to be in default if Tenant commences such cure within said 30-day period and thereafter diligently prosecutes such cure to completion.

(b) Termination. Tenant agrees that if a Default should occur and should not be cured within the time periods set forth above, it shall be lawful for Landlord to terminate this Lease upon the giving of written notice to Tenant. In addition thereto, Landlord shall have such other rights or remedies as may be provided by law.

(c) No Effect on Indemnity. Nothing in this Article shall be deemed to affect either Landlord or Tenant's right to indemnification under any indemnification clause or clauses set forth in this Lease.

14. LANDLORD DEFAULT.

(a) Remedies. In addition to the provisions for Landlord's default provided by Sections 9(d), 10(c) 19 and 20(b), Landlord shall be in default in the performance of any obligation required to be performed by Landlord under this Lease if Landlord has failed to perform such obligation within five (5) days after the giving of written notice with respect thereto by Tenant (which notice shall be, if appropriate, the same notice given under Section 10(c)) ; provided, however, that if the nature of such default is such that the same cannot reasonably be cured within such five (5) day period, Landlord shall not be deemed to be in default if Landlord shall within such period commence such cure and thereafter diligently prosecute the same to completion. If the default by Landlord ("Landlord Default") is of such a nature that it materially and substantially interferes with Tenant's occupancy and use of the Premises and if such Landlord Default is not cured within the foregoing cure period, then Tenant shall have the right, at its option, with or without further notice or demand of any kind to Landlord or any other person, to any one or more of the following described remedies in addition to all other rights and remedies provided at law or

in equity or elsewhere herein: (i) to remedy such default or breach and deduct the costs thereof (including but not limited to attorneys' fees) plus interest at the rate of ten (10%) per annum from the installments of Basic Rent next falling due; (ii) to pursue the remedy of specific performance; (iii) to seek money damages for loss arising from Landlord's failure to discharge its obligations under this Lease or offset such damages against Basic Rent next coming due; or (iv) to terminate this Lease.

(b) Waiver. Nothing herein contained shall relieve Landlord from its duty to effect the repair, replacement, correction or maintenance required to restore any affected services, or to perform any other obligations to the standard prescribed in this Lease, nor shall this Section be construed to obligate Tenant to undertake any such work.

(c) Emergency. Notwithstanding the foregoing cure period, Tenant may cure any default without notice where the failure promptly to cure such default would, in the reasonable opinion of Tenant, create or allow to persist an emergency condition or materially and adversely affect the operation of Tenant's business in the Premises.

15. ASSIGNMENT AND SUBLETTING. Tenant may assign, mortgage, encumber or otherwise transfer this Lease or sublet the whole or any part of the Premises without first obtaining Landlord's prior consent: provided, however, no such assignment, subletting or other transfer shall relieve Tenant of any liability under this Lease unless Landlord has given its written consent thereto, which Landlord shall not unreasonably withhold if the assignee has a financial condition which is reasonably sufficient for it to be responsible for all future obligations under this Lease.

16. ALTERATIONS AND ADDITIONS.

(a) Landlord Consent. Tenant shall not make any structural alterations, improvements, additions, or utility installations in or about the Premises (collectively, "Alterations") without first obtaining the written consent of Landlord, which consent shall not be unreasonably withheld, conditioned or delayed. If Landlord fails to respond in writing within thirty (30) days of such request, Landlord shall be deemed to approve the Alterations.

(b) End of Term. Any Alterations not removed by Tenant shall become the property of Landlord and remain upon and be surrendered with the Premises at the expiration of the Term.

17. CONDEMNATION.

(a) Controlling Terms. If during the Term, or during the period of time between the execution of this Lease and the Commencement Date, there is any taking of all or any part of the Premises or any interest in this Lease by Condemnation (as defined below), this Section shall determine the rights and

obligations of Tenant and Landlord. "Condemnation" shall mean the exercise of any governmental power to take title to any portion of the Premises, whether by legal proceedings or otherwise, by a Condemnor (as defined below) or a voluntary sale or transfer by Landlord to any Condemnor, either under threat of a Condemnor's exercise of such power or while legal proceedings are pending for the exercise of such power. "Condemnor" shall mean any public or quasi-public authority, or private corporation or individual, having the power of Condemnation.

(b) Total Taking. If the Premises are totally taken by Condemnation, this Lease shall terminate on the date the Condemnor has a right to possession of the Premises (the "Date of Taking").

(c) Partial Taking. If any portion, but not all, of the Premises is taken by Condemnation, this Lease shall remain in effect, except that Tenant may elect to terminate this Lease if, in Tenant's reasonable judgment, the remaining portion of the Premises (including the space available for parking) is rendered unsuitable for Tenant's continued use of the Premises. If Tenant elects to so terminate this Lease, Tenant must exercise its right to terminate by giving notice to Landlord within thirty (30) days after the date that the nature and the extent of the Condemnation have been determined (the "Determination Date"), which notice shall set forth the date of termination. Such termination date shall not be earlier than thirty (30) days nor later than ninety (90) days after Tenant has notified Landlord of its election to terminate; except that this Lease shall terminate on the Date of Taking if the Date of Taking falls on a date before the date of termination as designated by Tenant. If Tenant does not so notify Landlord within thirty (30) days after the Determination Date, all obligations of Tenant under this Lease shall remain in effect, except that Basic Rent shall be equitably abated.

(d) Restoration. Notwithstanding the preceding paragraph, if, within thirty (30) days after the Determination Date, Landlord notifies Tenant that Landlord at its cost will add to the remaining Premises so that the area of the Premises and the space available for parking, will be substantially the same after the Date of Taking as they were before the Date of Taking, and Landlord commences the restoration promptly and, subject to reasonable allowance for delays that are not caused by Landlord, completes it within ninety (90) days after Landlord so notifies Tenant, this Lease shall continue in effect. All obligations of Tenant under this Lease shall remain in effect, except that Basic Rent shall be equitably abated or reduced during the period from the Date of Taking until the completion of such restoration.

(e) Award. The Award (as defined below) shall be divided between Landlord and Tenant as their respective interests may appear. "Award" shall mean all compensation, sums or anything of value awarded, paid or received on a total or partial Condemnation of the Premises.

(f) Waiver of Statute Landlord and Tenant hereby waive the provision of California Code of Civil Procedure Section 1265.130 allowing Landlord or Tenant to petition the superior court to terminate this Lease in the event of a partial taking of the Premises.

18. INDEMNIFICATION.

(a) Tenant's Indemnity. Tenant shall indemnify, defend and hold Landlord harmless from and against all loss, cost and expense, including attorneys' fees, arising from any injury or damage to any person or property, occurring in or about the Building or Premises as a result of any negligent act or omission or willful misconduct of Tenant or its employees or arising from any breach or default under this Lease by Tenant. The foregoing provisions shall not be construed to make Tenant responsible for loss, damage, liability or expense resulting from injuries to third parties caused by the negligence or willful misconduct of Landlord, or its officers, contractors, licensees, agents, employees or invitees.

(b) Landlord's Indemnity. Landlord shall indemnify, defend and hold Tenant harmless from and against all loss, cost and expense, including attorneys' fees, arising from any injury or damage to any person or property, occurring in or about the Building or Premises as a result of any negligent act, omission or willful misconduct of Landlord, or its officers, contractors, licensees, agents, employees, guests, or visitors or arising from any breach or default under this Lease by Landlord. The foregoing provisions shall not be construed to make Landlord responsible for loss, damage, liability or expense resulting from injuries to third parties caused by the negligence or willful misconduct of Tenant, or its officers, contractors, licensees, agents, employees or invitees.

19. INSURANCE.

(a) Landlord's Insurance. During the term of this Lease, Landlord shall maintain the following insurance:

(i) Commercial property insurance which shall (1) cover damage to Landlord's property, including improvements and betterments, from perils covered by the causes-of-loss special form (ISO form CP 10 30), and include ordinance or law coverage (and coverage against acts of terrorism to the extent such coverage is reasonably available and priced at commercially reasonable rates) and (2) be written for full replacement cost of the property, with a deductible of no greater than 5% of the property value.

(ii) General liability insurance (written on ISO policy form CG 00 01 or its equivalent) with limits of not less than the following: (1) per occurrence and general aggregate amount of \$5,000,000; (2) products/completed operations aggregate of \$2,000,000 and (3) personal and advertising injury of \$1,000,000.

(iii) Failure by Landlord to maintain the insurance required by this Section and deliver evidence thereof as required by this Lease shall constitute a material breach of this Lease

(b) Insurance Requirements. All insurance policies required to be maintained by Landlord under this Lease shall be issued by insurance companies which have a Best's Rating of "AVII" or better and which are qualified to do business in the State of California. All liability and property damage and other casualty policies of Tenant shall be written as primary policies, not contributing with, and not in excess of coverage which Landlord may carry.

(c) Certificates. Landlord shall deliver to Tenant on the Commencement Date of this Lease and thereafter at least fifteen (15) days prior to expiration of any insurance required to be carried hereunder, certificates of insurance evidencing this coverage with limits not less than those specified above. Certificates must document that each party has named the other as an additional insured (or its equivalent) on its general liability and property insurance policy, and that Tenant has been named a loss payee on Landlord's commercial property insurance policy, as required. Further, all certificates shall expressly provide that no less than thirty (30) days' prior written notice shall be given to Tenant in the event of material change to, expiration or cancellation of the coverages or policies evidenced by the certificates.

(d) Waiver of Subrogation. Landlord and Tenant each hereby waive their rights of subrogation against one another to the extent it is covered by the property insurance policies required to be carried hereunder. Landlord shall cause its insurance carriers to consent to the foregoing waiver of rights of subrogation against Tenant.

20. PARKING.

(a) Tenant's Rights. Tenant shall have the right to the number of parking stalls set forth in Section 1 without charge for the Term of this Lease. No tandem parking shall be permitted and Tenant shall be entitled to full in/out privileges. Tenant's parking rights shall be subject to reasonable parking rules and regulations adopted by Landlord from time to time, provided that such procedures shall be uniformly applied to all tenants. Tenant acknowledges that all other parking spaces are not for the exclusive use of Tenant, rather, all such parking spaces are to be used on a non-exclusive, first-come, first-served basis by Tenant and other tenants, occupants, licensees, invitees and permittees of the Building.

(b) Remedies. Landlord acknowledges that it is a material term of this Lease that Tenant receive all of the Parking Spaces to which it is entitled under this Lease for the entire Term of this Lease and that it would be impracticable and extremely difficult to fix the actual damages for a breach of such provisions. It is therefore agreed that if, for any reason whatsoever, a

material number of the Parking Spaces required above are not available to Tenant, (in addition to the rights given to Tenant under Section 14 and Sections 9 and 17 in the event of casualty or condemnation) Tenant may (a) terminate this Lease by giving written notice of such termination to Landlord, which notice shall be effective thirty (30) days thereafter or (b) deduct from the Basic Rent thereafter accruing hereunder an amount each month equal to \$75 per parking space.

ENVIRONMENTAL MATTERS

(c) Hazardous Materials. Tenant shall not cause nor permit, nor allow any of Tenant's employees, agents, customers, visitors, invitees, licensees, contractors, assignees or subtenants to cause or permit, any Hazardous Materials to be brought upon, stored, manufactured, generated, blended, handled, recycled, treated, disposed or used on, under or about the Premises, the Building or the Common Areas, except for routine office and janitorial supplies in usual and customary quantities stored, used and disposed of in accordance with all applicable Environmental Laws. As used herein, "Hazardous Materials" means any chemical, substance, material, controlled substance, object, condition, waste, living organism or combination thereof, whether solid, semi solid, liquid or gaseous, which is or may be hazardous to human health or safety or to the environment due to its radioactivity, ignitability, corrosivity, reactivity, explosivity, toxicity, carcinogenicity, mutagenicity, phytotoxicity, infectiousness or other harmful or potentially harmful properties or effects, including, without limitation, molds, toxic levels of bacteria, tobacco smoke within the Premises, petroleum and petroleum products, asbestos, radon, polychlorinated biphenyls (PCBs), refrigerants (including those substances defined in the Environmental Protection Agency's "Refrigerant Recycling Rule," as amended from time to time) and all of those chemicals, substances, materials, controlled substances, objects, conditions, wastes, living organisms or combinations thereof which are now or become in the future listed, defined or regulated in any manner by any Environmental Law based upon, directly or indirectly, such properties or effects.

As used herein, "Environmental Laws" means any and all federal, state or local environmental, health and/or safety-related laws, regulations, standards, decisions of courts, ordinances, rules, codes, orders, decrees, directives, guidelines, permits or permit conditions, currently existing and as amended, enacted, issued or adopted in the future which are or become applicable to Tenant, the Premises, the Building or the Common Areas.

(d) Landlord Indemnity. Landlord shall indemnify, protect, defend (by counsel acceptable to Tenant) and hold harmless Tenant from and against any and all claims, judgments, causes of action, damage, penalties, fine, taxes, costs, liabilities, losses and expenses arising at any time during or after the Term as a result (directly or indirectly) of or in connection with the presence of Hazardous Materials on, under or about the Premises, Building or Common

Areas or other violation of laws relating to Hazardous Materials other than caused by Tenant. This indemnity shall include, without limitation, the cost of any required or necessary repair, cleanup or detoxification, and the preparation and implementation of any closure, monitoring or other required plans, as such action is required by local or state laws or any governmental agency. Landlord shall promptly deliver to Tenant a copy of any notice received from any governmental agency during the Term of this Lease concerning the presence of Hazardous Materials in the Building or the Premises. Landlord's obligations pursuant to the foregoing indemnity shall survive the expiration or termination of this Lease. A default by Landlord under this Section shall constitute a material default under this Lease.

21. ESTOPPEL CERTIFICATES. Tenant shall, within thirty (30) days after written request of Landlord, execute, acknowledge and deliver to Landlord or its designee a written statement in the form of Exhibit "E" attached hereto and incorporated herein, but shall have no other obligation to deliver any other form of estoppel certificate. It is intended that any such statement delivered pursuant to this Section may be relied upon by a prospective purchaser of Landlord's interest or holder of any mortgage upon Landlord's interest in the Premises.

22. TENANT IMPROVEMENTS. Prior to the Commencement Date, Landlord shall construct the Tenant Improvements in the manner set forth in the Landlord's Work Letter executed by Landlord and Tenant concurrently herewith.

23. LIENS. Tenant shall keep its interest in this Lease and the Premises free from any liens arising out of any work performed or materials ordered or obligations incurred by Tenant. Landlord shall keep its interest in this Lease and the Premises free from any liens which would impair the interest of Tenant hereunder and hereby indemnifies and holds Tenant harmless from any liability or loss from any such lien.

24. SUBORDINATION AND MORTGAGES

(a) Subordination and Non-Disturbance. Tenant agrees, at Landlord's option, to subordinate this Lease to the lien of any mortgages or deeds of trust now or hereafter in force against the Building; provided, however, Tenant's obligation to subordinate this Lease is expressly conditioned upon Tenant receiving a written agreement in the form of Exhibit "F" attached hereto and incorporated herein, and provided further that no such subordination shall affect any option to extend the Term of this Lease, right of first offer to lease additional premises, option to purchase or right of first offer to purchase the Property which may be included herein.

(b) Notice of Default. If any mortgagee or beneficiary under a deed of trust affecting the Property gives written notice of its name and address to Tenant by registered mail requesting any such notice with reference to this Section, Tenant agrees to use its best efforts (but without liability for failure to do

so) to give such mortgagee a copy of any notice of Default served upon Landlord hereunder which could permit Tenant to terminate this Lease and an additional ten (10) days within which to cure such Default.

25. SURRENDER OF POSSESSION. Subject to casualty, at the expiration of the Term of this Lease, whether by lapse of time or otherwise, Tenant shall promptly and peacefully surrender the Premises to Landlord in a "broom-clean" condition. Tenant may (but shall not be required to) remove, at its own expense, all fixtures, equipment and all other personal property placed or installed in or upon the Premises by Tenant, or under its authority (including any modular furniture).

26. SIGNAGE. Tenant shall be permitted to install at the Premises reasonably appropriate signs that conform with any and all applicable laws and ordinances.

27. QUIET ENJOYMENT. So long as Tenant is not in default hereunder, Tenant shall have the right to the quiet and peaceful enjoyment and possession of the Premises and the Common Areas during the Term of this Lease, subject to the terms and conditions of this Lease.

28. GENERAL

(a) Headings. Titles to Sections of this Lease are not a part of this Lease and shall have no effect upon the construction or interpretation of any part hereof.

(b) Successors and Assigns. All of the covenants, agreements, terms and conditions contained in this Lease shall inure to and be binding upon the Landlord and Tenant and their respective successors and assigns.

(c) Brokers. Landlord and Tenant each represent and warrant to each other that it has not engaged any broker, finder or other person who would be entitled to any commission or fees in respect of the negotiation, execution or delivery of this Lease other than as disclosed to the other in writing and shall indemnify and hold harmless each other against any loss, cost, liability or expense incurred by the other party as a result of any claim asserted by any such broker, finder or other person on the basis of any arrangements or agreements made or alleged to have been made in variance with this representation.

(d) Entire Agreement. This Lease (and the Landlord's Work Letter and Supplemental Lease Documents) is the final and complete expression of Landlord and Tenant relating in any manner to the leasing, use and occupancy of the Premises, to Tenant's use of the Building and other matters set forth in this Lease. No prior agreements or understanding pertaining to the same shall be valid or of any force or effect and the covenants and agreements of this Lease shall not be altered, modified or added to except in writing signed by both Landlord and Tenant.

(e) Severability. Any provision of this Lease which shall prove to be invalid, void or illegal shall in no way affect, impair or invalidate any other provision hereof and the remaining provisions hereof shall nevertheless remain in full force and effect.

(f) Notices. All notices and communications to any party hereunder shall be in writing and shall be deemed properly given if delivered personally, sent by registered or certified mail, postage prepaid, or by a recognized overnight commercial messenger providing proof of delivery, facsimile (electronically confirmed) to Landlord's Address for Notice and Tenant's Address for Notice as set forth in Section 1. Any notice so given shall be deemed to have been given as of the date of delivery (whether accepted or refused) established by U.S. Post Office return receipt or the overnight carrier's proof of delivery, as the case may be. Any such notice not so given shall be deemed given upon receipt of the same by the party to whom the same is to be given.

(g) Governing Law and Forum. This Lease shall be governed by and construed in accordance with the internal laws of the State of California. Any litigation with respect to this Lease shall be conducted in the County of Los Angeles, State of California.

(h) Waivers. No waiver by Landlord or Tenant of any provision hereof shall be deemed a waiver of any other provision hereof or of any subsequent breach by Landlord or Tenant of the same or any other provision. Landlord's or Tenant's consent to or approval of any act shall not be deemed to render unnecessary the obtaining of Landlord's or Tenant's consent to or approval of any subsequent act by Landlord or Tenant.

(i) Time of Essence. Time is of the essence for the performance of all of the obligations specified hereunder.

(j) Consent. Whenever any consent is required by Landlord or Tenant hereunder, such consent shall not be unreasonably withheld, conditioned or delayed and, unless otherwise specifically provided herein, shall be deemed granted if not refused within ten (10) days after written request is made therefore, together with all necessary information.

(k) Community Business Enterprises Landlord shall complete and deliver to Tenant concurrently with the execution hereof a Community Business Enterprises form set forth as Exhibit "F" attached hereto and incorporated herein.

29. AUTHORITY. Only the Board of Supervisors has the authority, by formally approving and/or executing this Lease, to bind the County to the terms included herein. Each individual executing this Lease on behalf of Tenant represents and warrants that he or she is duly authorized to execute and deliver this Lease on behalf of Tenant, and that this Lease is binding upon Tenant in

accordance with its terms. Landlord understands that no material terms of this Lease may be altered or deleted, nor may any new material terms be added to this Lease, without the express written approval of the Board of Supervisors, either through an amendment to the Lease or by other formal board action. No County officer, employee, agent or independent contractor has any authority to alter, add or delete the material terms of this Lease and Landlord may not rely upon any representations to the contrary. This limitation of authority applies to all material terms of the Lease including, without limitation, any monetary ceiling established for Tenant Improvements or other project costs of Landlord which are subject to reimbursement by County. County shall not reimburse Landlord for any expenses which exceed this ceiling. Notwithstanding the foregoing, the Chief Administrative Officer of the County or its delegatee (the "Chief Administrative Officer") may take any administrative act on behalf of Tenant hereunder which does not have the effect of increasing Basic Rent or other financial obligations of Tenant under this Lease, including without limitation, granting any approvals, terminating this Lease in the manner provided herein by an Early Termination Notice or otherwise, signing estoppel certificates, signing the Commencement Date Memorandum and Confirmation of Lease Terms or subordinating this Lease. Each individual executing this Lease on behalf of Landlord represents and warrants that he or she is duly authorized to execute and deliver this Lease on behalf of Landlord, and that this Lease is binding upon Landlord in accordance with its terms.

30. ACKNOWLEDGEMENT BY LANDLORD

Landlord acknowledges that it is aware of the following provisions:

(a) Consideration of GAIN Program Participants. Should Landlord require additional or replacement personnel after the effective date of this Lease, Landlord shall give consideration for any such employment, openings to participants in the County Department of Public Social Services' Greater Avenues for Independence ("GAIN") Program who meet Landlord's minimum qualifications for the open position. The County will refer GAIN participants by job category to Landlord.

(b) Solicitation of Consideration. It is improper for any County officer, employee or agent to solicit consideration in any form from a landlord with the implication, suggestion or statement that the landlord's provision of the consideration may secure more favorable treatment for the landlord in the award of the Lease or that landlord's failure to provide such consideration may negatively affect the County's consideration of the landlord's offer to lease. A landlord shall not offer or give, either directly or through an intermediary, consideration in any form to a County officer, employee or agent for the purpose of securing favorable treatment with respect to the award of the Lease.

Landlord shall immediately report any attempt by a County officer, employee or agent to solicit such improper consideration. The report shall be

made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (213) 974-0914 or (800) 544-6861. Failure to report such solicitation may result in the landlord's submission being eliminated from consideration.

(c) Landlord Assignment.

(i) Landlord may assign, transfer, mortgage, hypothecate or encumber Landlord's right, title and interest in and to this Lease or any portion thereof (including the right to receive rental payments but excluding its duties and obligations hereunder), and Landlord may execute any and all instruments providing for the payment of Basic Rent directly to an assignee or transferee, but only if the conditions set forth in this Section are met.

(ii) Any document or agreement purporting to assign, transfer, mortgage, hypothecate or encumber Landlord's right, title and interest in and to this Lease or any portion thereof, is hereinafter referred to as a "Security Agreement." Any Security Agreement which is executed without full compliance with the requirements of this Section shall be void.

(iii) Each assignee or transferee under the Security Agreement shall certify and agree in writing that such assignee or transferee has read and is familiar with the requirements of Sections 5950-5955 of the California Government Code, which prohibits the offer or sale of any security constituting a fractional interest in this Lease or any portion thereof, without the prior written consent of the County.

(iv) Violation by Landlord of the provisions of Section 5951 of the California Government Code will constitute a material breach of this Lease, upon which the County may impose damages in an amount equal to the greater of (a) \$500,000 or (b) 10% of the aggregate principal portion of all rental payments payable by the County during the entire Term of this Lease, it being expressly agreed that the aforesaid amount shall be imposed as liquidated damages, and not as a forfeiture or penalty. It is further specifically agreed that the aforesaid amount is presumed to be the amount of damages sustained by reason of any such violation, because from the circumstances and nature of the violation it would be impracticable and extremely difficult to fix actual damages. In addition, the County may exercise or pursue any other right or remedy it may have under this Lease or applicable law.

(v) Landlord shall give the County notice and a copy of each Security Agreement and any other instrument relating thereto (including, but not limited to, instruments providing for the payment of Basic Rent directly to an assignee or transferee) at least two weeks prior to the effective date thereof.

(vi) Landlord shall not furnish any information concerning County or the subject matter of this Lease (including, but not limited to, offering

memoranda, financial statements, economic and demographic information, and legal opinions rendered by the office of counsel for the County) to any person or entity, except with County's prior written consent. Landlord shall indemnify, defend and hold County and its officers, agents and employees harmless from and against all claims and liability alleged to arise from the inaccuracy or incompleteness of any information furnished by Landlord in violation of this Section.

(vii) The provisions of this Section shall be binding upon and applicable to the parties hereto and their respective successors and assigns. Whenever in this Section Landlord is referred to, such reference shall be deemed to include Landlord's successors or assigns, and all covenants and agreements by or on behalf of Landlord herein shall bind and apply to Landlord's successors and assigns whether so expressed or not.

31. OPTION TO EXTEND.

(a) Terms of Options. Provided that no material Default has occurred and is continuing under the Lease at the time the option is exercised, Tenant shall have two (2) options to renew this Lease for an additional period of sixty (60) months each (respectively, the "First Extension Term" and the "Second Extension Term", and collectively, the "Extension Term(s)").

(b) Exercise of Option. Tenant must exercise its options to extend this Lease by giving Landlord written notice of its election to do so by letter from Tenant's Chief Executive Office no later than ninety (90) days prior to the end of the initial Term, or the First Extension Term, as applicable.

(c) Terms and Conditions of Extension Terms. The Extension Terms shall be on all the terms and conditions of this Lease, except that the rent shall be as stated in Section 31(d) below (and except that Landlord shall have no additional obligation for free rent, leasehold improvements or for any other tenant inducements for the Extension Terms). In no event shall Landlord be responsible for payment of any brokerage fees or commissions to any broker or finder retained by Tenant or representing Tenant.

(d) Rental Rate during Extension. Tenant shall pay rent during the Extension Term(s) as follows:

First Extension Term	\$1.16 per Square foot or \$4.930 per monthly based on 4,250 rentable square feet
Second Extension Term	\$1.21 per Square foot or \$ 5,142.50 per month based on 4;250 rentable square feet

32. IRREVOCABLE OFFER. In consideration for the time and expense that Tenant will invest, including, but not limited to, preliminary space planning,

legal review, and preparation and noticing for presentation to the Tenant Real Estate Management Commission of Los Angeles County in reliance on Landlord's agreement to lease the Premises to Tenant under the terms of this Lease, Landlord irrevocably offers to enter into this Lease and not to revoke this offer until the Irrevocable Offer Expiration Date, as defined in Section 1.

IN WITNESS WHEREOF this Lease has been executed the day and year first above set forth.

LANDLORD:

By: *Billy W. Simmons*
Name: Billy W. Simmons Trustees
KENNETH BRAGLUND
Its: TRUSTEES

TENANT:

COUNTY OF LOS ANGELES
a body politic and corporate
By: *Don Knabe*
Name: DON KNABE
Chairman, Board of Supervisors

77169

ATTEST:

Sachi A. Hamai
Executive Officer-Clerk
of the Board of Supervisors

By: *Sachi A. Hamai*
Deputy



I hereby certify that pursuant to Section 25103 of the Government Code, delivery of this document has been made.

SACHI A. HAMAI
Executive Officer
Clerk of the Board of Supervisors

By: *Sachi A. Hamai*
Deputy

APPROVED AS TO FORM:

ROBERT E. KALUNIAN
Acting County Counsel

By: *Amy M. Caves*
AMY M. CAVES
Senior Deputy

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

13

NOV 10 2009

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

EXHIBIT A
FLOOR PLAN OF PREMISES

EXHIBIT B

LEGAL DESCRIPTION OF PROPERTY

EXHIBIT C

COMMENCEMENT DATE MEMORANDUM
AND CONFIRMATION OF LEASE TERMS

Reference is made to that certain lease ("Lease") dated _____, 2009, between County of Los Angeles, a body politic and corporate ("Tenant"), and _____ ("Landlord"), whereby Landlord leased to Tenant and Tenant leased from Landlord certain premises in the building located at _____ ("Premises"),

Landlord and Tenant hereby acknowledge as follows:

- (1) Landlord delivered possession of the Premises to Tenant in a Substantially Complete condition on _____ ("Possession Date");
- (2) Tenant has accepted possession of the Premises and now occupies the same;
- (3) The Lease commenced on _____ ("Commencement Date");
- (4) The Premises contain _____ rentable square feet of space; and
- (5) Basic Rent Per Month is _____.

IN WITNESS WHEREOF, this Memorandum is executed this ___ day of _____, 200__.

"Tenant"

"Landlord"

COUNTY OF LOS ANGELES,
a body politic and corporate

a _____

By: _____
Name: _____
Its: _____

By: _____
Name: _____
Its: _____

EXHIBIT D

HVAC STANDARDS

Landlord shall supply cooling, ventilating and heating with capacity to produce the following results effective during Normal Working Hours established by the Lease and within tolerances normal in comparable office buildings; maintenance of inside space conditions of not greater than 78 degrees Fahrenheit when the outside air temperature is not more than 93 degrees Fahrenheit dry bulb and 70 degrees Fahrenheit wet bulb, and not less than 70 degrees Fahrenheit when the outside air temperature is not lower than 42 degrees Fahrenheit dry bulb. Interior space is designated at a rate of one zone for approximately each 1,000 square feet and one diffuser for each 200 square feet of usable square footage within the Premises. If energy requirements prohibit Landlord from complying with these requirements, Tenant shall not unreasonably withhold its consent to temporary waivers or modifications.

EXHIBIT E

CLEANING AND MAINTENANCE SCHEDULE

AS NEEDED

A. Premises and the sidewalks, driveways, parking areas and all means of access and egress for the Premises should be maintained in good repair, and in clean and safe condition at all times.

B. All lawns, shrubbery and foliage on the grounds of the Premises should be maintained in good condition and neat in appearance. Grass and shrubbery must be replanted as needed to maintain the grounds in good appearance and condition.

C. Bulb and tube replacements, as required.

D. Graffiti expunged as needed within two (2) working days after notice by Tenant.

E. HVAC units serviced for preventative maintenance purposes, all filters changed.

SUPPLEMENTAL LEASE DOCUMENTS

For

**COUNTY OF LOS ANGELES
CHIEF EXECUTVE OFFICE
LEASE AND AGREEMENT**

DEPARTMENT: PUBLIC LIBRARY, as Tenant

LANDLORD: BILLY SIMMONS and SIMMONS FAMILY TRUST

16921 EAST AVENUE "O," LAKE LOS ANGELES, CA

Document I - Subordination, Nondisturbance and Attornment Agreement

Document II - Tenant Estoppel Agreement

Document III - Community Business Enterprises Form

Document IV - Memorandum of Lease

Document V - Request for Notice

Agreement

Therefore, the parties agree as follows:

1. Subordination. The lien of the Deed of Trust and all amendments, modifications and extensions thereto shall be and remain at all times a lien on the Property prior and superior to the Lease, except that if Tenant is granted any option to extend the Term of the Lease, right of first offer to lease additional premises or option to purchase the Property or right of first offer to purchase the Property in the Lease, such provisions shall not be affected or diminished by any such subordination..

2. Definitions of "Transfer of the Property" and "Purchaser". As used herein, the term "Transfer of the Property" means any transfer of Borrower's interest in the Property by foreclosure, trustee's sale or other action or proceeding for the enforcement of the Deed of Trust or by deed in lieu thereof. The term "Purchaser", as used herein, means any transferee, including Lender, of the interest of Borrower as a result of any such Transfer of the Property and also includes any and all successors and assigns, including Lender, of such transferee.

3. Nondisturbance. The enforcement of the Deed of Trust shall not terminate the Lease or disturb Tenant in the possession and use of the leasehold estate created thereby.

4. Attornment. Subject to Section 3 above, if any Transfer of the Property should occur, Tenant shall and hereby does attorn to Purchaser, including Lender if it should be the Purchaser, as the landlord under the Lease, and Tenant shall be bound to Purchaser under all of the terms, covenants and conditions of the Lease for the balance of the Lease term and any extensions or renewals of it which may then or later be in effect under any validly exercised extension or renewal option contained in the Lease, all with the same force and effect as if Purchaser had been the original landlord under the Lease. This attornment shall be effective and self-operative without the execution of any further instruments upon Purchaser's succeeding to the interest of the landlord under the Lease.

5. Lender Not Obligated. Lender, if it becomes the Purchaser or if it takes possession under the Deed of Trust, and any other Purchaser shall not (a) be liable for any damages or other relief attributable to any act or omission of any prior Landlord under the Lease including Borrower; or (b) be subject to any offset or defense not specifically provided for in the Lease which Tenant may have against any prior landlord under the Lease; or (c) be bound by any prepayment by Tenant of more than one month's installment of rent; or (d) be obligated for any security deposit not actually delivered to Purchaser; or (e) be bound by any modification or amendment of or to the Lease unless the amendment or modification shall have been approved in writing by the Lender.

6. Notices. All notices given under this Agreement shall be in writing and shall be given by personal delivery, overnight receipted courier or by registered or certified United States mail, postage prepaid, sent to the party at its address appearing below. Notices shall be effective upon receipt (or on the date when proper delivery is refused). Addresses for notices may be changed by any party by notice to all other parties in accordance with this Section.

To Lender: _____

To Borrower: _____

To Tenant: County of Los Angeles
Chief Executive Office
Real Estate Division
222 South Hill Street, 3rd Floor
Los Angeles, California 90012
Attention: Director of Real Estate

7. Miscellaneous Provisions. This Agreement shall inure to the benefit of and be binding upon the parties and their respective successors and assigns. This Agreement is governed by the laws of the State of California without regard to the choice of law rules of that State.

TENANT: COUNTY OF LOS ANGELES,
a body politic and corporate

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

BORROWER: *[Insert name of Landlord]*

By: _____
Name: _____
Title: _____

LENDER: *[Insert name of Lender],*

By: _____
Name: _____
Title: _____

DOCUMENT II

TENANT ESTOPPEL CERTIFICATE

To: [Insert name of party to rely on document]

Attn: _____

Re: Date of Certificate: _____

 Lease Dated: _____

 Current Landlord: _____

 Located at: _____

 Premises: _____

 Commencement Date of Term: _____

 Expiration Date: _____

 Current Rent: _____

County of Los Angeles ("Tenant") hereby certifies that as of the date hereof:

1. Tenant is the present owner and holder of the tenant's interest under the lease described above, as it may be amended to date (the "Lease"). The Lease covers the premises described above (the "Premises") in the building (the "Building") at the address set forth above.

2. (a) A true, correct and complete copy of the Lease (including all modifications, amendments, supplements, side letters, addenda and riders of and to it) is attached to this Certificate as Exhibit A.

 (b) The current Rent is set forth above.

 (c) The term of the Lease commenced on the Commencement Date set forth above and will expire on the Expiration Date set forth above, including any presently exercised option or renewal term. Tenant has no option or right to renew, extend or cancel the Lease, or to lease additional space in the Premises or Building, or to use any parking other than that specified in the Lease.

 (d) Except as specified in the Lease, Tenant has no option or preferential right to purchase all or any part of the Premises (or the land of which the Premises are a part).

 (e) Tenant has made no agreement with Landlord or any agent, representative or employee of Landlord concerning free rent, partial rent, rebate of rental payments or any other similar rent concession except as expressly set forth in the Lease.

3. (a) The Lease constitutes the entire agreement between Tenant and Landlord with respect to the Premises, has not been modified changed, altered or amended and is in full force

and effect. There are no other agreements, written or oral, which affect Tenant's occupancy of the Premises.

[(b) To the knowledge of Tenant, Tenant has not given Landlord written notice of a material default under the Lease which has not been cured.]

(b) The interest of Tenant in the Lease has not been assigned or encumbered. Tenant is not entitled to any credit against any rent or other charge or rent concession under the Lease except as set forth in the Lease. No rental payments have been made more than one month in advance.

4. All contributions required to be paid by Landlord to date for improvements to the Premises have been paid in full and all of Landlord's obligations with respect to tenant improvements have been fully performed.

IN WITNESS WHEREOF, the Tenant has executed this Tenant Estoppel Certificate as of the day set forth above.

COUNTY OF LOS ANGELES

By: _____

Name: _____

Title: _____

DOCUMENT III

COMMUNITY BUSINESS ENTERPRISES FORM

INSTRUCTIONS: All Landlords shall submit this form on an annual basis on or before December 30th of each year of the term of this agreement as evidence of MBE/WBE participation. The information requested below is for statistical purposes only. On final analysis and consideration of lease will be selected without regard to gender, race, creed, or color. Categories listed below are based on those described in 49 CFR Section 23.5.

I. MINORITY/WOMEN PARTICIPATION IN FIRM (Partners, Associates, Partners, Managers, Staff, etc.)

FIRM: NAME
 ADDRESS
 CONTACT TELEPHONE NO.

TOTAL NUMBER OF EMPLOYEES IN FIRM: _____

	OWNERS/PARTNERS ASSOCIATE PARTNERS	MANAGERS	STAFF
Black/African American	_____	_____	_____
Hispanic/Latin America	_____	_____	_____
Asian American	_____	_____	_____
Portuguese American	_____	_____	_____
American Indian/ Alaskan Native	_____	_____	_____
All Others	_____	_____	_____
Women (Should be included in counts above <u>and</u> also reported here separately)	_____	_____	_____

II. PERCENTAGE OF MINORITY/WOMEN OWNERSHIP IN FIRM

TYPE OF BUSINESS STRUCTURE: _____
_____ (Corporation, Partnership, Sole Proprietorship, etc.)

TOTAL NUMBER OF OWNERSHIP/PARTNERS, ETC.: 4

PERCENTAGE OF OWNERSHIP

Black/African American	<u>0</u>
Hispanic/Latin American	<u>0</u>
Asian American	<u>0</u>
Portuguese American	<u>0</u>
American Indian/ Alaskan Native	<u>0</u>
All Others	<u>0</u>
Women	<u>50%</u>

(Should be included in counts
above and also reported
here separately)

III. CURRENT CERTIFICATION AS MINORITY/WOMEN-OWNED FIRM

IS YOUR FIRM CURRENTLY CERTIFIED AS A MINORITY OWNED BUSINESS FIRM BY THE:

- State of California? Yes No
- City of Los Angeles? Yes No
- Federal Government? Yes No

IV. FIRM'S DESIRE NOT TO RESPOND TO INFORMATION

WE DO NOT WISH TO PROVIDE THE INFORMATION REQUIRED IN THIS FORM.

Firm Name: **SIMMONS FAMILY TRUST**

Signed: Billy Simmons
Billy Simmons

Date: **September 21, 2009**

DOCUMENT IV

MEMORANDUM OF LEASE

**RECORDING REQUESTED BY AND
WHEN RECORDED MAIL TO:**

County of Los Angeles
Chief Executive Office
Real Estate Division
222 South Hill Street
3rd Floor
Los Angeles, California 90012
Attention: Director of Real Estate

This document is recorded for the benefit of the County of Los Angeles and recording is exempt from recording fees pursuant to California Government Code Section 27383. This transaction is exempt from documentary transfer tax pursuant to California Revenue and Taxation Code Section 11922.

MEMORANDUM OF LEASE

This Memorandum of Lease ("Memorandum") is made and entered into by and between Billy W. Simmons and Margit Simmons, Trustee of the Simmons family trust and Kenneth Berglund and Gaylyn Berglund, ("Landlord"),, and the COUNTY OF LOS ANGELES, a public body corporate and politic duly organized and existing under the laws of the State of California (the "Tenant") who agree as follows:

Landlord and Tenant hereby enter a Lease of certain property (the "Lease") in the County of Los Angeles, State of California, described in Exhibit A attached hereto and incorporated herein by reference, for a term commencing on _____, 2009 and ending on a date ten (10) years after the commencement date, unless such term is extended or sooner terminated pursuant to the terms and conditions set forth in a certain unrecorded Lease between Landlord and Tenant dated _____, 2009

This Memorandum has been prepared for the purpose of giving notice of the Lease and of its terms, covenants, and conditions, and for no other purposes. The provisions of this Memorandum shall not in any way change or affect the provisions of the Lease, the terms of which remain in full force and effect.

Dated: _____, 2009

LANDLORD:

Billy W. Simmons and Margit Simmons,
Trustee of the Simmons family trust
and Kenneth Berglund and Gaylyn
Berglund, ("Landlord"),

By:
Its: Trustee

By:
Its: Trustee

By: _____
Billy Simmons

TENANT:

COUNTY OF LOS ANGELES,
a body politic and corporate
By:

Name: _____

ATTEST:
Sachi A. Hamai
Executive Officer-Clerk
of the Board of Supervisors

By: _____
Deputy

APPROVED AS TO FORM:

By: _____

Office of the County Counsel

By: _____
Deputy: Amy Caves

DOCUMENT V
REQUEST FOR NOTICE

**RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:**

County of Los Angeles
Chief Executive Office
Real Estate Division
222 South Hill Street
3rd Floor
Los Angeles, California 90012
Attention: Director of Real Estate

REQUEST FOR NOTICE

(UNDER SECTION 2924B CIVIL CODE)

In accordance with Section 2924b, Civil Code, request is hereby made that a copy of any Notice of Default and a copy of any Notice of Sale under the Deed of Trust described below:

Date of Recording of Deed of Trust

Instrument Number of Deed of Trust

Trustor

Trustee

Beneficiary

be mailed to County of Los Angeles, Chief Executive Office, Real Estate Division, 222 South Hill Street, 3rd Floor, Los Angeles, California 90012, Attention: Director of Real Estate.

"LENDER:

a _____

By: _____
SIGNEE'S NAME

Its: SIGNEE'S TITLE

(ALL SIGNATURES MUST BE ACKNOWLEDGED)

COUNTY OF _____ ss.

On this ____ day of _____, 20__, before me, _____
_____ a Notary Public in and for the State of California, personally appeared _____
_____ personally known to me (or proved on the
basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the
within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the
instrument the person(s), or the entity upon behalf of which the person(s) acted, executed
the instrument.

WITNESS my hand and official seal

Signature _____

My commission expires _____.

LANDLORD'S WORK LETTER

For

**COUNTY OF LOS ANGELES
CHIEF EXECUTIVE OFFICE
LEASE AND AGREEMENT**

DEPARTMENT: PUBLIC LIBRARY, as Tenant

LANDLORD:

16921 EAST AVENUE "O", LAKE LOS ANGELES (PALMDALE)

LANDLORD'S WORK LETTER

This Work Letter supplements the Lease (the "Lease") dated _____, 20__, executed concurrently herewith, by and between Billy W. Simmons and Margit Simmons, Trustee of the Simmons family trust and Kenneth Berglund and Gaylyn Berglund, (Landlord), and COUNTY OF LOS ANGELES as Tenant, covering certain Premises described in the Lease. Terms capitalized but not otherwise defined herein shall have the meanings ascribed to them in the Lease.

The parties hereby agree as follows:

1. Basic Work Letter Information. The following terms as used herein shall have the meanings provided in this Section unless otherwise specifically modified by provisions of this Work Letter.

- | | |
|--|--|
| (a) <u>Base Tenant Improvement Allowance</u> | \$42,500 (i.e., \$10.00 per rentable square foot of the Premises) |
| (b) <u>Additional Tenant Improvement Allowance</u> | \$ 403,750(i.e., \$95.00 per rentable square foot of the Premises) |
| <u>Maximum Change Order Allowance</u> | \$ 21,250(i.e., \$5.00 per rentable square foot of the Premises) |
| (c) Furniture Allowance | Included as part of the Additional Tenant Improvement Allowance |
| (e) <u>Additional Tenant Improvement and Change Order Amortization Rate:</u> | Paid to Landlord in a lump sum within thirty (60) days of the date on which the Tenant Improvements are Substantially Complete |
| (f) <u>Basic Rent Reduction per \$1,000</u> | N/A |
| (g) <u>Tenant's Work Letter Representative</u> | Thomas Shepos or an assigned staff person of the Chief Executive Office-Real Estate Division |
| (h) <u>Landlord's Work Letter Representative</u> | Billy Simmons |
| (i) <u>Landlord's Address for Work Letter Notice</u> | Simmons Family Trust
PO Box 376
Calimessa, CA 92320 |
| (j) <u>Tenant's Address for Work Letter Notice</u> | Board of Supervisors
Kenneth Hahn Hall of Administration
Room 383
500 West Temple Street
Los Angeles, California 90012 |

With a copy to:
Chief Executive Office-
Real Estate Division
222 South Hill Street, 3rd Floor
Los Angeles, California 90012
Attention: Director of Real Estate
Fax Number: (213) 217-4971

(k) Addenda

Addendum A: Base Building Improvements
Addendum B: Tenant Improvements
Addendum C: Form of Budget
Addendum D: Costs of Tenant
Improvements

2. Construction of the Building.

2.1 Base Building Improvements. Landlord has constructed or shall construct the base Building improvements as a part of the Building described on Addendum A hereto (the "Base Building Improvements"). To the extent that the Base Building Improvements must be changed or added to in order to accommodate the special needs of Tenant in the Premises, such changes or additions shall be considered Tenant Improvements (as defined below) only to the extent such changes or additions are specifically described in Addendum B hereto.

2.2 Additional Costs Not Tenant Improvement Costs

(a) In the event that the Building as initially constructed does not comply with current life-fire safety codes, disabled access codes (including, without limitation, the ADA), and/or earthquake safety codes, and Landlord incurs increased design or construction costs that it would not have incurred had the Building been in compliance with such codes, such costs shall not be included in the calculation of Tenant Improvement Costs as defined below and Tenant shall have no financial responsibility for such costs.

(b) Any work that Landlord must undertake to cause the Premises to comply with the access requirements of the ADA or make existing building systems, including, but not limited to, electrical service and HVAC equipment, fully operational shall be at Landlord's sole cost and expense. Tenant Improvement Costs shall not include any costs associated with (i) asbestos abatement or compliance with the Hazardous Materials provision of the Lease, including all expenses associated with curing any "Sick Building Syndromes", (ii) fire sprinkler system installation or upgrade, (iii) conversion of air conditioning systems to eliminate use of CFC refrigerants that are harmful to the atmosphere, (iv) utility costs incurred during construction, (v) costs incurred in order to cause the Premises to comply with any mechanical or electrical requirements set forth in the Lease, or (v) supervision or overhead costs of Landlord.

(c) Landlord shall be solely responsible for all costs and expenses necessary to increase permitted structural floor loading in order to accommodate Tenant's libraries, file rooms, unusual live loads and other such uses.

2.3 Base Building Plans. Landlord has delivered to Tenant "as built" plans and specifications for the Building in an AutoCAD 2000 format. In the event Tenant incurs additional costs because such plans and specifications are incomplete or inaccurate, such

increased costs will be reimbursed to Tenant and any delay caused thereby shall not be a Tenant Delay, as defined below.

3. **Selection of Architect and Engineer.** Landlord shall promptly solicit at least three (3) proposals from qualified licensed architects ("Architect") and engineers ("Engineer") familiar with all applicable laws and building requirements detailing a scope of work sufficient to complete the Working Drawings as defined below. The Architect and the Engineer shall be selected by Landlord subject to Tenant's consent, which consent shall not be unreasonably withheld, and which consent (or refusal to consent for reasonable reasons) shall be granted within ten (10) business days after Landlord has submitted the name of the Architect and the Engineer to Tenant together with detailed proposals outlining the cost for design/engineering services. This procedure shall be repeated until the Architect and the Engineer is/are finally approved by Tenant and written consent has been delivered to and received by Landlord.
4. **Selection of Contractor** The Final Plans, as defined below, and a proposed construction contract approved by Tenant, shall be submitted to contractors, selected by Landlord and approved by Tenant, sufficient in number so that a minimum of three (3) bids are received from all contractors and subcontractors.. Each approved contractor shall be requested to submit a sealed fixed price contract bid price (on such contract form as Landlord shall designate) to construct the Tenant Improvements designated on the Final Plans. Tenant shall open and review the bids. [WE WANT TO HAVE RESPONSIBILITY FOR THIS INSTEAD OF DOING IT JOINTLY AS USUAL?] Landlord and Tenant, after adjustments for inconsistent assumptions, shall select the most qualified bidder offering the lowest price and such contractor ("Contractor") shall enter into a construction contract ("Construction Contract") with Landlord consistent with the terms of the bid to construct the Tenant Improvements.
5. **Preparation of Plans and Specifications and Construction Schedule.**
 - 5.1 **Preparation of Space Plan.** Concurrently with the execution of this Lease, Tenant shall submit to Landlord a space plan and specifications for the Premises showing all demising walls, corridors, entrances, exits, doors, interior partitions, and the locations of all offices, conference rooms, computer rooms, mini-service kitchens, and the reception area, library, and file room (the "Space Plan").
 - 5.2 **Preparation and Approval of Working Drawings.** Within ten (10) days of the date the Space Plan is submitted to Landlord (the "Plan Submission Date"), Landlord shall instruct the Architect to commence preparation of Working Drawings (the "Working Drawings"), which shall be compatible with the design, construction and equipment of the Building, comply with all applicable laws, be capable of physical measurement and construction, contain all such information as may be required for the construction of the Tenant Improvements and the preparation of the Engineering Drawings (as defined below), and contain all partition locations, plumbing locations, air conditioning system and duct work, special air conditioning requirements, reflected ceiling plans, office equipment locations, and special security systems. All telecommunication and low voltage and intrusion systems work must comply with County Library low voltage specifications attached as Exhibit H. The Working Drawings may be submitted in one or more stages and at one or more times. Landlord shall provide Tenant the Working Drawings, or such portion as has from time to time been submitted, for review.
 - 5.3 **Preparation and Approval of Engineering Drawings.** Landlord shall cause the Architect to coordinate all engineering drawings prepared by the Engineer, showing complete mechanical, electrical, plumbing, and HVAC plans ("Engineering Drawings") to be integrated into the Working Drawings. The Engineering Drawings may be submitted in one or more stages and at one or more times for Tenant's review.

5.4 Integration of Working Drawings and Engineering Drawings into Final Plans.

After Tenant has approved the Engineering Drawings, Landlord shall cause the Architect to integrate the approved Working Drawings with the approved Engineering Drawings (collectively "Final Plans") and deliver five (5) sets of the Final Plans to Tenant, for approval by Tenant, sufficient in number so that a minimum of five (5) days review is allowed for each review and approval. The Final Plans shall be suitable for plan check review and permitting by local agencies having jurisdiction, for the layout, improvement and finish of the Premises consistent with the design and construction of the Base Building Improvements, including electrical and mechanical drawings, capacity reports, dimensioned partition plans, floor and wall finish plans, reflected ceiling plans, power, telephone communications and data plans, life safety devices, construction detail sheets including millwork detail plans showing the location of partitions, light fixtures, electrical outlets, telephone outlets, sprinklers, doors, equipment specifications (including weight specifications and cooling requirements) and power requirements (including voltage, amps, phase, and special plugs and connections), wall finishes, floor coverings, millwork and other Tenant Improvements.

5.5 Approval of Plans by Tenant. Approval by Tenant shall not be deemed to be a representation by Tenant as to the adequacy or correctness of the design of the Tenant Improvements.

5.6 Schedule. Within thirty (30) days after the Plan Submission Date, Landlord shall submit to Tenant a detailed construction schedule, subject to approval by Tenant which approval shall not be unreasonably withheld, setting forth the dates specific completion of certain project benchmarks including, but not limited to, completion of Working Drawings, completion of Engineering Drawings, submission of plans to local jurisdiction for review, issuance of building permit, submission of plans to contractors for bidding, award of construction contract, construction commencement, construction completion, Projected Commencement Date and other similar dates. As the construction continues, Landlord shall amend the schedule from time to time to reflect any changes to the projected dates.

6. Final Construction Budget and Payment of Tenant Construction Costs

6.1 Construction Budget. Within three (3) days after the Plan Submission Date, Landlord shall submit to Tenant a preliminary budget (the "Preliminary Budget") in a format similar to Addendum C attached hereto. Such budget shall be revised into final form within ten (10) days from the date the Contractor is selected and will be referred to herein as the "Final Construction Budget". Tenant shall have ten (10) days from the date of receipt of the Final Construction Budget to approve or disapprove the Final Construction Budget. Construction of the Tenant Improvements shall not begin until such time as Tenant indicates its approval or disapproval of the Final Construction Budget. In the event Tenant disapproves the Final Construction Budget due to matters related to cost and the Final Construction Budget is ten percent (10%) or more higher in cost than was projected in the Preliminary Construction Budget, then any delay caused by the necessity to rebid or redesign the Tenant Improvements shall not be considered a Tenant Delay. Landlord shall review the Space Plan, Working Drawings, Engineering Drawings and Final Plans at its sole cost and expense. No fee for profit, overhead or general conditions in connection with the construction of the Tenant Improvements shall be included in the Final Construction Budget unless approved by Tenant. Cost to re bid or loss of time for re bidding shall be at Landlord's expense.

6.2 Additional Tenant Improvement Allowance. All improvements required by the Working Plans and modular furniture described in the Modular Specifications, as further described in Addendum B hereto, shall be Tenant Improvements and shall be at Landlord's sole cost and expense ("Tenant Improvements"). Costs of Tenant Improvements shall include costs for furniture, telecommunications equipment, soft costs and any other costs designated in writing by Tenant in the aggregate not to exceed the Base Tenant Improvement Allowance, the

Additional Tenant Improvement Allowance and costs of Change Orders, as defined below ("Tenant Improvement Costs"). The County shall have the right of approval of all FF & E submittals. Landlord shall be solely responsible for any delay or increased cost in completing the Tenant Improvements except for delays or costs arising from Tenant Delays as defined below. It is anticipated that the Tenant Improvement Costs will exceed the Tenant Improvement Allowance so that Tenant may authorize Landlord to pay the overage in an amount not exceeding the Additional Tenant Improvement Allowance. The amount of the Additional Tenant Improvement Allowance shall be paid to Landlord as provided herein.

6.3 Method of Payment. That portion of the Additional Tenant Improvement Allowance and Change Order Allowance used to pay for the Tenant Improvement Costs shall be paid to Landlord in a lump sum within sixty (60) days of the date on which the Tenant Improvements are Substantially Complete.

7. Construction of Tenant Improvements.

7.1 Tenant Improvements. Tenant Improvements to be constructed by Landlord are described more particularly on Addendum B hereto. If any work required by the Final Plans is not described on Addendum B hereto the work shall be performed by Landlord at its own cost and expense and not included in the cost of Tenant Improvements.

7.2 Bids. Unless waived by Tenant in writing, the general contractor for the Tenant Improvements shall be selected only after three (3) bids have been solicited from responsible and qualified contractors. Landlord shall submit a fixed price bid for the construction of the Tenant Improvements to Tenant for its review prior to the award of the Construction Contract. Tenant shall open and review the bids. The bids shall include an itemized list of all materials and labor and shall include all additional costs, including architects and engineering fees, permits, reasonable contractor's profit and overhead, and project management fees. Three (3) bids for the purchase and installation of the office furniture system, prepared by the furniture dealer, shall be included in the construction estimates, if applicable.

(a) Permits. Landlord shall secure the approval of governmental authorities, and all permits required by governmental authorities having jurisdiction over such approvals and permits for the Tenant Improvements, promptly after approval of the Final Plans.

(b) Commencement of Construction. Landlord shall commence construction of the Tenant Improvements within fifteen (15) days after issuance of all such necessary permits. Landlord shall commence and, once commenced, shall thereafter diligently proceed to construct and complete all Tenant Improvements, subject to any cessation that may be caused by Force Majeure Delays.

7.3 Construction. Construction of the Tenant Improvements will be subject to the following terms and conditions:

(a) Notice of Nonresponsibility. Landlord and the Contractor shall cooperate with Tenant in posting a notice or notices of nonresponsibility by Tenant.

(b) Decorating Decisions. All design and programming, space planning and interior decorating services, such as selection of wall paint colors and/or wall coverings, furniture, fixtures, carpeting and any or all other decorator selection efforts required by Tenant, shall be provided by Landlord at Landlord's expense, except those provided by Tenant, in accordance with Tenant's Space Plan. Landlord shall consult with Tenant with respect to all such decorating services and decisions and will provide sample finish submittals to Tenant for approval.

(c) Clean-Up and Substandard Work. Landlord will be responsible for all clean-up with respect to the Tenant Improvements, whether in the Premises themselves or in other areas utilized by Landlord or its contractors.

(d) Compliance with Laws. Construction of the Tenant Improvements shall comply with all applicable laws and regulations and shall be subject to the general inspection of Tenant. The Premises shall comply with all applicable city, county, state and federal building codes, regulations and ordinances required for beneficial occupancy, including, but not limited to, all provisions of the Labor Code of the State of California. Under the provisions of the Labor Code, the State Department of Industrial Relations will ascertain the prevailing hourly rate in dollars and details pertinent thereto for each craft, classification or type of workman or mechanic needed for the construction of the improvements. Particulars of the current Prevailing Wage Scale, as approved by the Board of Supervisors which are applicable to the work are filed with the Clerk of the Board of Supervisors and must be posted at the site.

7.4 Conformed Plans. Within sixty (60) days after Substantial Completion of the Tenant Improvements and receipt from the Contractor of all field changes, Landlord shall submit to Tenant a set of conformed plans ("as-builts") incorporating, in accordance with standard industry custom and practice, field changes made and changes and/or revisions that have been made subsequent to the submission of the Final Plans. Such "as-built" or "record documents" shall be submitted on three and one-half inch (3½") 1.4Mb magnetic media diskettes in Auto CAD R 12.dwg (or later version) format or .DXF format, along with two complete set of Mylar transparencies of drawings and one complete set of specifications.

8. Change Orders. Tenant and Landlord may make changes, additions, deletions or alterations in the Final Plans ("Change Order") provided both Tenant and Landlord approve such changes in writing. The amount of the Maximum Change Order Allowance set forth in Section 1 has been authorized by the Board of Supervisors of the County to be used to pay the costs of all authorized Change Orders but only the Chief Executive Officer is authorized to approve Change Orders on behalf of Tenant and then only if the aggregate amount of such approved Change Orders does not exceed the Maximum Change Order Allowance. Tenant may elect to pay for Change Orders (a) in a lump sum upon Substantial Completion of the Tenant Improvements, or (b) amortize the costs over the term of the Lease at the Change Order Amortization Rate. Landlord shall submit to the Chief Executive Officer with each requested Change Order (i) the specific cost of the requested change, (ii) the cumulative net total cost of all Change Orders previously approved, and (iii) an estimate of the construction time which will be increased or shortened if the Change Order is approved. Each Change Order must be signed and dated by the Chief Executive Officer.

9. Furniture System

9.1 Tenant shall deliver to Landlord within ten (10) days after execution hereof, modular furniture plans and specifications ("Modular Specifications"). Based on the Modular Specifications, Landlord and /or Landlord's architect, shall prepare a modular furniture specifications bid package for submission to no less than three (3) furniture vendors. Prior to submission for bids, Landlord shall review the bid package with Tenant and Tenant shall have the right to approve or disapprove the bid package. Landlord shall provide at its cost the modular furniture set forth in the Modular Specifications and shall not be responsible for the cost of such modular furniture in excess of the Furniture Allowance. Tenant shall reimburse the Landlord in a lump sum within sixty days after the Commencement Date, provided a finalized accounting of all tenant improvements has been provided by landlord and reviewed and accepted by the County.

9.2 Tenant may opt to finance the lump-sum payment for the cost of modular furniture through lease-purchase financing with a third-party Vendor (Creditor"). In the event the Tenant elects to enter into a lease-purchase financing of the furniture and telecommunications equipment ("Personal Property") through a Creditor, Landlord expressly agrees as follows:

(a) The Personal Property shall not become part of the realty or real property, but shall remain personal property removable by the Creditor and its assigns, provided that any damage occasioned by such removal shall be repaired by Creditor.

(b) Landlord shall be notified by Creditor of any plan by Creditor to remove the Personal Property.

(c) This section shall be binding on the representatives, successors and assigns of all parties hereto and shall inure to the benefit of the successors-in-interest to all parties hereto.

(d) Landlord does hereby waive any right to gain possession of any of Personal Property during the term of this Lease.

10. **Tenant Improvement Costs Adjustment and Right to Audit.** Within five (5) days of the issuance of a Certificate of Occupancy, or a final sign-off by the City of Los Angeles, whichever occurs first, Landlord shall provide to Tenant a statement showing in reasonable detail all Tenant Improvement Costs and the total amount payable hereunder by Tenant to Landlord. Upon approval of the statement by Tenant, payments by either party pursuant to the Lease and this Landlord's Work Letter shall be adjusted as appropriate, based upon such statement. Tenant shall have the right to audit these costs for a period of twenty-four (24) months from the date of acceptance by Tenant of the Premises. In the event the audit shows that Tenant is entitled to a reduction in payments to the Landlord under this Landlord's Work Letter, Tenant shall provide Landlord with a copy of the audit summary and, if Landlord agrees with the findings of such audit summary, then Landlord shall pay Tenant the amount of any over-payment made by Tenant within thirty (30) days and future payments shall be adjusted as appropriate based upon the audit results. If Landlord reasonably objects to the findings of the audit summary, then the dispute shall be resolved through binding arbitration mutually acceptable to the parties.

11. **Exclusions.** The Tenant Improvement cost shall not include any costs incurred for asbestos abatement, fire sprinkler system, or conversion of air conditioning systems to eliminate use of CFC refrigerants that are harmful to the atmosphere. All work for required asbestos abatement, fire sprinkler system, or air conditioning system conversion shall be performed at the sole cost and expense of Landlord.

12. **Telephone/Computer Room and Equipment.** Landlord shall complete the telephone equipment room(s) including permanent power and HVAC, in compliance with the Space Plan, County low voltage specifications attached as Exhibit "H" and specifications provided by Tenant, at least thirty (30) days prior to the Projected Commencement Date. During this thirty (30) day period, the Landlord shall be responsible for security of any telephone/data equipment delivered to the site for programming prior to the Projected Commencement Date.

13. Delay.

13.1. Tenant Delays and Force Majeure Delays. Except as set forth herein, no delay in the completion of construction of the Tenant Improvements shall be considered in the determination of the Commencement Date of the Lease and, except as set forth herein or in the Lease, under no circumstance shall Tenant be charged with any delay whatsoever as a result of delay in the construction of Tenant Improvements. Subject to the provisions of Section 13.2, the Projected Commencement Date set forth in the Lease shall be extended one (1) day for each day that: (i) Tenant fails or refuses to give authorizations or approvals within the time periods required herein but only to the extent such delays delay the commencement or completion of construction of the Tenant Improvements (referred to herein as "Tenant Delay(s)"); or (ii) Substantial Completion of the Tenant Improvements is delayed by lightning, earthquake, fire, storm, tornado, flood, washout, explosion, strike, lockout, labor disturbance, civil disturbance, riot, war, act of a public enemy, sabotage or other similar causes beyond the reasonable control of Landlord (referred to herein as "Force Majeure Delay(s)").

13.2. Limitations.

(a) Notice. No Tenant Delay or Force Majeure Delay shall be deemed to have occurred unless Landlord has provided written notice, within forty eight (48) hours of the event giving rise to such claim, in compliance with the Lease, to Tenant specifying that a delay is claimed to have occurred because of actions, inaction or circumstances specified in the notice in reasonable detail. If such actions, inaction or circumstances qualify as a Tenant Delay or Force Majeure Delay, then a Tenant Delay or Force Majeure Delay, as applicable, shall be deemed to have occurred only commencing as of the date Tenant received such notice from Landlord.

(b) Mitigation. Tenant Delays and Force Majeure Delays shall delay the Projected Commencement Date only in the event that Substantial Completion of the Tenant Improvements is delayed, despite Landlord's reasonable efforts to adapt and compensate for such delays, which efforts Landlord shall be obligated to make (provided such additional cost incurred by Landlord due to such effort does not exceed \$1,000 on a cumulative basis, unless Tenant agrees to pay to such excess).

(c) Concurrent Delays. Tenant Delays and Force Majeure Delays shall be recognized hereunder only to the extent the same are not concurrent with any other Tenant Delay or Force Majeure Delay which is effective hereunder. For example, if there are ten (10) days of Tenant Delays and four (4) days of Force Majeure Delays which occur during the same ten (10) day period of such Tenant Delays, then the Projected Commencement Date would be extended by only ten (10) days; on the other hand, if such Tenant Delays and Force Majeure Delays did not occur during the same period, the Projected Commencement Date would be extended by fourteen (14) days.

(d) Change Orders. Landlord may not claim that a Change Order requested by Tenant was the cause of a delay in the construction of the Tenant Improvements unless the anticipated delay is specified in writing in the Change Order authorization.

14. Tenant Remedies. If Landlord fails to obtain the building permit to construct the Tenant Improvements within a reasonable time, taking all factors into consideration, or if Tenant Improvements have not been completed within sixty (60) days from the Projected Commencement Date, Tenant may, at its option:

14.1. Cancel the Lease upon thirty (30) days written notice to Landlord; or

14.2. Upon thirty (30) days written notice to Landlord, assume the responsibility for providing the Tenant Improvements itself. If Tenant elects to provide tenant improvements itself, then:

(a). Tenant, its officers, employees, agents, contractors and assignees, shall have free access to the Premises and the Building at all reasonable times for the purpose of constructing the Tenant Improvements and for any other purposes reasonably related thereto; and

(b). Rent shall be reduced by Tenant's total expense in constructing the Tenant Improvements, including any financing charges for capital and a reasonable amount for its administrative costs, and including interest at the rate of nine percent (9%) per annum ("Tenant's Total Expense"). The rent reduction schedule shall be as mutually agreed to between the parties or, if no such agreement is made, Tenant's Total Expense shall be fully amortized in equal monthly amounts over five (5) years and deducted from the rent payable hereunder.

Any default by Landlord under the terms of this Landlord's Work Letter shall constitute a default under the Lease and shall entitle Tenant to exercise all remedies set forth in the Lease.

15. **Representatives.**

(a) **Tenant Representative.** Tenant has designated Tenant's Work Letter Representative as its sole representative with respect to the matters set forth in this Landlord's Work Letter who, until further notice to Landlord, shall have the full authority and responsibility to act on behalf of Tenant as required in this Work Letter and whose address, for purposes of any notices to be given regarding matters pertaining to this Landlord's Work Letter only, is Tenant's Address for Work Letter Notice as set forth in Section 1.

(b) **Landlord Representative.** Landlord has designated Landlord's Work Letter Representative as its sole representative with respect to the matters set forth in this Work Letter who, until further notice to Tenant, shall have the full authority and responsibility to act on behalf of Landlord as required in this Landlord's Work Letter and whose address, for purposes of any notices to be given regarding matters pertaining to this Landlord's Work Letter only, is Landlord's Address for Work Letter Notice as set forth in Section 1.

16. **Elevator Usage During Move-In.** Not Applicable.

17. **Construction Meetings.** During the course of construction, meetings shall be held between the Contractor, Landlord and Tenant at least once per week, unless Tenant directs otherwise, at a time and place which is mutually convenient. An initial construction meeting shall be held within five (5) days of the date the Contractor is selected.

18. **Delivery.** Delivery of all plans and drawings referred to in this Work Letter shall be by commercial messenger service or personal hand delivery, unless otherwise agreed by Landlord and Tenant.

LANDLORD:

Billy W. Simmons and Margit Simmons, Trustee of the Simmons family trust and Kenneth Berglund and Gaylyn Berglund

: By: _____
Name: _____
Title: _____
Date Signed: _____

By: _____
Name: _____
Title: _____
Date Signed: _____

TENANT:

COUNTY OF LOS ANGELES,
a body politic and corporate

By: _____
Name: _____
Title: _____
Date Signed: _____

ADDENDUM A To Landlord's Work Letter

BASE BUILDING IMPROVEMENTS

Landlord has constructed (or will construct) the Building to include the following:

- (a) the Building shell and exterior, including perimeter window frames, mullions and glazing in good condition;
- (b) the core area, including mechanical, electrical, sprinkler, plumbing, life safety, heating, air conditioning, ventilation and structural systems within the Building core, stubbed out to the face of the core wall at locations determined by Landlord;
- (c) men's and women's toilet rooms, including necessary plumbing fixtures, ceramic tile floors, accessories, ceilings and lighting, with running hot and cold water;
- (d) unpainted exterior dry wall or lath and plaster covering the exposed side of all exposed core walls, core and perimeter columns and the interior exposed side of all exterior building wall areas except at and under windows;
- (e) public stairways;
- (f) passenger and freight elevators;
- (g) parking facilities;
- (h) ground floor lobby;
- (i) finished elevator lobbies (with carpet, lights, finished walls and ceiling); if Applicable
- (j) exterior plazas and landscaping;
- (k) loading dock and/or area;
- (l) drinking fountains at the core;
- (m) electrical/telephone closet with not less than seven (7) watts per square foot of rentable area of normal power in the floor electrical closet;
- (n) conduit access sufficient for Tenant's electrical wiring (no additional improvement to increase conduit access will be furnished by Landlord unless there is not sufficient riser space as required for a 1.5" diameter signal cable from the Building main telecommunication vault to the telephone closets on floors 1 and 2, in which case Landlord, at no cost to Tenant and without deduction from the Tenant Improvement Allowance, shall cause such riser space to be made available to Tenant, and provided further that Tenant shall be responsible for the cost for removing the riser floor seal at each floor and the patching of each seal after installation of Tenant's cable);
- (o) two (2) 208/120 and one (1) 480/277 bolt panels connected to the Building power system;
- (p) mechanical equipment room with ducted mechanical exhaust system;

(q) concrete floors with trowelled finish, level to specified tolerances and designed to support a minimum live load of fifty (50) pounds per square foot and a partition load of twenty (20) pounds per square foot;

(r) window coverings specified as Mecco shades;

(s) primary HVAC duct for cooling and primary HVAC duct for heating (heating is for perimeter zone only) to loop from the mechanical equipment room around the building core;

(t) hot and cold air loops located within the Premises;

(u) primary fire sprinkler distribution, including secondary piping and sprinkler heads as required for the unoccupied Premises;

(v) primary fire-life safety enunciation system "backbone" and panels suitable for Tenant's secondary distribution;

(w) access at panels in the service core for distribution of Building requirements electrical power (initially 120/208 V for power and 277V for fluorescent lighting) up to the limits permitted under applicable law at the time the Building receives the initial temporary certificate of occupancy for the Building; and

(x) gypsum board on the service core walls, columns and sills in the Premises.

ADDENDUM B To Landlord's Work Letter

TENANT IMPROVEMENTS

Tenant improvements shall include:

- (a) Tenant ceilings and lighting;
- (b) Floor finish in the Premises (except elevator lobbies and public areas on multi-tenant levels and toilet rooms);
- (c) Interior finishes of any kind within the Premises (except elevator lobbies and public areas on multi-tenant levels and core area toilet rooms);
- (d) Interior partitions, doors and hardware within the Premises;
- (e) Terminal boxes and reheat coils or other HVAC or air distribution devices to or within the Premises;
- (f) Tenant's furniture, fixtures and equipment, including telephones, computers and cabling therefor;
- (g) Distribution of electrical services, plumbing services and sprinklers from the core to the Premises, and domestic hot water heater and associated hot water piping;
- (h) Any and all signs for Tenant and the power therefor;
- (i) Security, fire and life-safety systems throughout the Premises, including exit signs, intercoms and extinguishers;
- (j) Additional and/or above standard electrical capacity; and
- (k) Fiber optic access.

**OUTLINE SPECIFICATIONS
FOR
PUBLIC LIBRARY
LAKE LOS ANGELES BRANCH
16921 East Avenue O
Palmdale, California**



**COUNTY OF LOS ANGELES
CHIEF EXECUTIVE OFFICE
REAL ESTATE DIVISION
FACILITIES SPACE DESIGN
222 SO. HILL STREET,
LOS ANGELES, CA 90012**

FILE NO. 06 - 08

**Contact: Vincent Yen
TELEPHONE: (213) 974-4246
FAX: (213) 217-4971
vyen@ceo.lacounty.gov**

**August 2, 2008
(Revised: 9/4/08, 12/17/08)
(Revised: 9/4/08, 01/06/09)**

DIVISION 1 – GENERAL REQUIREMENTS:

1. The Lessor shall provide tenant improvements as described herein to provide a “turn-key” space for the Lake Los Angeles Public Library located on 16921 E. Avenue “O” in Palmdale, California.
2. The Lessor and his/her Architect shall consider the following Outline Specifications and Preliminary Drawings prepared by the County of Los Angeles, Chief Executive Office, as showing the County’s functional utilization of space and general requirements of materials and quality of workmanship. The Outline Specifications and Preliminary Drawings are not definitive as to absolve the Lessor and his Architect and General Contractor from addressing any and all governing code requirements.
3. Scope of work shall include all labor, materials, supplies, equipment, services, specialties, transportation, and the cost thereof, required to complete tenant improvements.
4. Tenant improvements shall conform to the requirements of all governing building, plumbing, mechanical, and electrical codes, and any and all other applicable requirements including State of California Administrative Code and The Americans with Disabilities Act. The Lessor shall be responsible for obtaining all necessary permits.
5. Project shall be designed to incorporate County’s voice, data, and low voltage requirements. See plans and specifications prepared by the County of Los Angeles, Internal Services Department, Information Technology Service, and the Communications / Low Voltage Specification for County of Los Angeles Public Library (contact John Johnson at 323-267-3158 for details).
6. Upon approval of tenant improvement construction drawings and issuance of building permit, premises shall be turned over to the licensed Contractor who shall be fully responsible for the premises until the work is completed and has been accepted by the Lessor and approved by the County.
7. Upon completion of construction, Contractor shall wash all windows, sweep, wash and/or polish all floors, and vacuum (and shampoo if necessary) all carpeting. Contractor shall remove all trash and debris from the project site.
8. Submittals:
 - A. Construction Drawings: Submit five (5) sets of black line prints to County for review and approval prior to construction.
 - B. Shop Drawings and Material Submittals: Submit to County for approval prior to order and/or fabrication.
 - C. As-Builts: Upon completion of project, submit one set of revised/updated contract documents on an electronic drawing file in a CD laser disk format.
 - D. Permits: Upon completion of project, submit copies of all permits, inspection cards, and certificates of occupancy.

- E. Miscellaneous: Submit two (2) copies of all warranties, operation manuals, and other pertinent information to County upon completion of project.

DIVISION 2 – SITE WORK:

1. Provide parking as required in the lease documents.

DIVISION 3 – CONCRETE:

- (No specific requirements).

DIVISION 4 – MASONRY:

- (No specific requirements).

DIVISION 5 – METALS:

- (No specific requirements).

DIVISION 6 – WOOD AND PLASTICS:

- Architectural Woodwork:
- A. All cabinetry and millwork shall conform to the requirements of the Woodwork Institute, "Custom" grade, flush overlay construction
- B. Cabinet faces, sides, and trim shall be plastic lamihate facing, Wilsonart or Formica.
- C. All cabinetry and millwork shall comply with accessibility requirements of the California Administrative Code and the Americans With Disabilities Act.
- D. Submit shop drawings to County for approval prior to fabrication.
- E. Provide new cabinetry at locations shown on Preliminary Drawings:
- Staff Break Room: 24" deep counter with plastic laminate top and splash and bull nose edge, and upper and lower cabinets with adjustable shelves.
 - Plastic Laminate color & finish to be determined (TBD) by County Public Library.

DIVISION 7 – THERMAL AND MOISTURE PROTECTION:

- New walls to be sound-insulated:

- A. Provide full-height (floor to underside of roof structure) sound-insulation at demising walls at adjacent suites; verify STC rating with County.
- B. Provide full-height (floor to underside of ceiling) sound-insulation STC-45 at interior walls.

DIVISION 8 – DOORS, WINDOWS AND GLAZING:

1. Doors:

- A. New interior doors shall be solid-core construction.
- B. New door frames shall be pressed steel.
- C. Provide fire-rated assemblies, as required by code.
- D. Provide floor-mounted doorstops throughout.
- E. Levers and locks shall be "Heavy-Duty Commercial" type; Schrage Primus specified.
- F. Provide panic hardware, as required by code. Emergency exit doors to be equipped with Von Duprin Series #99, Series #33, or similar Detex alarm-type panic hardware.
- G. Provide door locks at locations shown on Preliminary Drawings.
- H. Provide access control keypads at locations indicated by County; see plans and specifications prepared by County Internal Services Department, Information Technology Service.
- I. Provide door view ports at Staff Workroom and Staff Break Room as shown on Preliminary Drawings.
- J. Doors and door hardware shall comply with the accessibility requirements of the California Administrative Code and the Americans with Disabilities Act.
- K. Provide 12" ht. SS kick plate at Staff Workroom, Staff Break Room, Public & Staff toilet doors, inside swing (five required).

2. Windows and Glazing:

- Recondition existing storefront window and frames of new lease area to match existing Library window & door construction.

DIVISION 9 – FINISHES:

1. Carpet:

- A. Install new 18"x18" carpet tile throughout, unless otherwise indicated on Preliminary Drawings.

- B. Carpet shall be textured, patterned modular carpet tile, 18"x18" and 24oz. minimum yarn weight throughout. Allow for up to two (2) patterns.
- C. Refer to Public Library's carpet specifications including manufacturer, style, color & finish to be determined & selected by County Public Library. Specify Tandus (by Collins and Aikman) or County-approved equal.

2. Vinyl Tile:

- A. Install vinyl tile at locations shown on Preliminary Drawings.
- B. Install static-dissipative tile in Main Communications Room.
- C. Specify Armstrong "Excelon Premium" and Armstrong "SDT", or approved equal.

3. Topset Base:

- A. Install 4" vinyl topset base at all new and existing walls and cabinet bases in rooms scheduled to receive carpet or vinyl tile.
- B. Specify Burke Mercer, or approved equal, color to be selected by County.

4. Ceramic Tile:

- A. Install new floor to ceiling ceramic tile in all restrooms including the new Staff Toilet Room.
- B. Specify Dal-Tile, or approved equal.
 - Floor – 2"x2" mosaic tiles, allow for 1 accent floor pattern
 - Walls – full height, 6"x6" ceramic wall tiles with cove base, allow for 2 accent patterns at 7' above floor.

5. Paint:

- A. Paint all new interior spaces including, but not limited to walls, drywall ceilings, doors, and trim.
- B. Provide one base color and up to four (4) accent colors:
 - Reading Area, Community Library Manager & Staff Workroom: Semi-gloss.
 - Staff Break Room & Staff Toilet: (ceiling only): semi-gloss
- C. Specify Dunn Edwards, or approved equal.

6. Ceilings:

- Replace all ceiling tiles as required to create a clean, uniform appearance throughout all areas; match existing tiles. (Also see Division 16, paragraph 2 below)

7. Window Coverings:

- Install new window shades at all exterior windows. Specify Mecho Shades or County approved equal.

Contact Vincent Yen, (213) 974-4246; (all color and finish selections to be provided by Public Library).

DIVISION 10 – SPECIALTIES:

1. Signage:

- A. Provide and install all necessary or required exit, occupant load, disability, toilet room signs.
- B. Allow \$15,000 for additional interior and exterior signage.

2. Toilet Accessories:

- A. Provide and install toilet accessories including grab bars, combined paper towel and waste disposal unit, tissue holder, soap dispenser, and sanitary napkin disposal unit in the new Staff Toilet Room. Bobrick or County approved equal.
- B. Replace any damaged or missing toilet accessories in existing Public restrooms.
- C. If space allows, provide in the Staff Toilet Room a utility sink for the custodian's use in addition to the regular lavatory.

DIVISION 11 – EQUIPMENT:

Provide and install at Staff Break Room:

- A. Commercial grade Microwave oven, counter-mounted; product submittal to be approved by Public Library prior to purchase and installation.
- B. Refrigerator (full size – 25 cu. Ft.); product submittal to be approved by Public Library prior to purchase and installation.
- C. Garbage disposal – Commercial grade, 1/3 hp.

DIVISION 12 – FURNISHINGS:

- 1. County Public Library shall purchase, order, and install furniture, shelving, equipment, modular systems furniture, and casegoods at the following locations shown on Preliminary Drawings:
- 2.
 - Public Areas of the Library

- Staff Work Room
 - Staff Break Room
2. Public Library shall be responsible for coordination with Lessor regarding the delivery and installation of the furniture with the general building improvements, including the hot-wire connections to the building's electrical and telecommunications systems.

DIVISION 13 – SPECIAL CONSTRUCTION:
(No specific requirements)

DIVISION 14 – CONVEYING SYSTEMS:
(No specific requirements)

DIVISION 15 – MECHANICAL SYSTEMS:

1. Plumbing (Provide hot and cold water at all sinks):
- Install double compartment, stainless steel sink, single-lever control, with garbage disposal, in Staff Break Room.
 - Install lavatory and toilet in new Staff Toilet Room.
2. Heating, Ventilating and Air Conditioning System:
- Heating, ventilating, and air conditioning system shall accommodate the tenant improvements. All rooms and areas shall have supply and return air, with an Energy Management System (EMS) with programmable thermostat for automatic temperature control.
- Design the HVAC system based on occupancy.
- See plans and specifications prepared by the County of Los Angeles, Internal Services Department, Information Technology Service, for requirements for the M.C.R. room.
3. Fire Protection:
- A. Provide and install all fire extinguishers as required in the Library by local fire marshal, and at Staff Work Room and Staff Break Room.

DIVISION 16 – ELECTRICAL:

Note: Verify existing electrical panel locations; provide adequate clearance at each panel. Access panels to be painted to match adjacent wall colors.

1. Electrical:
- Provide convenience outlets at locations shown on Preliminary Drawings.

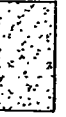
- A. Provide special-use outlets for printers, copiers, refrigerators, garbage disposals, microwave ovens, self-check equipment, and other special uses. Provide dedicated circuits (20 amps) at locations directed by County.
- B. Provide hot-wire connections for furniture system power and voice/data. Verify infeed locations with County.
- C. Provide floor power monuments at locations shown on Preliminary Drawings.
- D. Specify Leviton Decora Industrial Grade electrical receptacles and Leviton Decora Commercial Grade switches, wall plates, voice, data, and other devices; Color: white.
- E. See plans prepared by the County of Los Angeles, Internal Services Department, for additional power requirements including all isolated grounded circuits.

2. Lighting:

- A. Install new light fixtures throughout (except at restrooms and M.C.R) to conform to lighting standards of the Public Library, County of Los Angeles. Design for 50 foot candles (2 watts/square foot maximum) at 30" above finish floor for all areas excluding restrooms. Provide 10 foot candles at 12" above finish floor at stack areas. Architect to provide photometric plan and prepare a reflected ceiling plan for review and approval by the County. Verify lighting standards are met with a photometric survey and written certification acceptable to the County that all lighting meets these requirements.
- B. Provide emergency exit lighting system as required by governing jurisdiction.

3. Telecommunications:

- A. Provide and install conduits and equipment as required by the County of Los Angeles for voice/data, intercom, public address, intrusion alarm, security, and computer network systems.
- B. Installation of all telecommunications and low voltage work, including conduits, must be in compliance with the Public Library's Communications / Low Voltage Specification for County of Los Angeles Public Library and plans and specifications prepared by the County of Los Angeles Internal Services Department, Information Technology Services.
- C. For additional information, contact John Johnson, (323) 267-3158.



new carpet tile



new ceramic tile

Revised: 08/26/2008

COUNTY OF LOS ANGELES

CHIEF EXECUTIVE OFFICE

REAL ESTATE DIVISION

FACILITIES DESIGN

222 SOUTH HILL STREET, LOS ANGELES, CA 90012

FILE NO.

06-08

SHEET NO.

A-1

of _____ sheets



COUNTY OF LOS ANGELES

INTERNAL SERVICES
DEPARTMENT

INFORMATION TECHNOLOGY SERVICE
PREMISES SYSTEMS ENGINEERING



COMMUNICATIONS/LOW VOLTAGE SPECIFICATION FOR
COUNTY OF LOS ANGELES PUBLIC LIBRARY



SPECIFICATION FOR
COMMUNICATIONS / LOW VOLTAGE

Issued
September 26, 2007

Public Library Management Contact:

Fred Hungerford, Assistant Director

Phone: 562-940-8412 Email: fhungerford@library.lacounty.gov

Internal Services Department Technical Contacts:

John Johnson, Senior Telecommunications System Engineer/Project Manager

Phone: 323-267-3158 Email: jjohnson2@isd.lacounty.gov

1112 N. Eastern Avenue, Los Angeles, CA 90063

Phil Lai, Senior Telecommunications System Engineer/Audio Video

Dana Scott, Telecommunications Systems Consulting Engineer/VOIP

PART 1 GENERAL

1.1 SCOPE

Items of work included in this Section, described in detail in PART 3. Also refer to attached typical drawings and cut-sheets as required.

Furnish and install a complete and functional system consisting of the following components/sub-systems as indicated (checked) below:

<u>Req'd</u>	<u>System Component/Sub-System</u>	<u>Pertinent Specifications</u>
<input type="checkbox"/>	Special Conditions -----	Para. 1.2
<input type="checkbox"/>	Telephone Rooms -----	Para. 1.6
<input type="checkbox"/>	Definitions -----	Para. 1.6.1
<input type="checkbox"/>	Telecommunications Rooms -----	Para. 1.6.2
<input type="checkbox"/>	System & Auxiliary Equipment Pre-installation Requirements-----	Para. 3.1

Building Systems

<input type="checkbox"/>	Security -----	Para. 3.2
<input type="checkbox"/>	Intrusion Detection and Alarm -----	Para. 3.2.1
<input type="checkbox"/>	Card Access System-----	Para. 3.2.2
<input type="checkbox"/>	Restroom Door Release -----	Para. 3.2.3
<input type="checkbox"/>	Door Phone-----	Para. 3.2.4
<input type="checkbox"/>	Overhead Paging -----	Para. 3.3
<input type="checkbox"/>	Video -----	Para. 3.4
<input type="checkbox"/>	CCTV-----	Para. 3.4.1
<input type="checkbox"/>	MATV-----	Para. 3.4.2
<input type="checkbox"/>	SATV (Satellite)-----	Para. 3.4.3
<input type="checkbox"/>	CATV (Cable Access) -----	Para. 3.4.4
<input type="checkbox"/>	Video Displays -----	Para. 3.4.5
<input type="checkbox"/>	Video Conference -----	Para. 3.4.6
<input type="checkbox"/>	Cabling System -----	Para. 3.5
<input type="checkbox"/>	Station (Voice/Data) -----	Para. 3.5.1
<input type="checkbox"/>	Workstation Outlets-----	Para. 3.5.2
<input type="checkbox"/>	Wi-Fi Outlets-----	Para. 3.5.3
<input type="checkbox"/>	Distribution Cabling -----	Para. 3.6
<input type="checkbox"/>	Voice Cabling -----	Para. 3.6.1
<input type="checkbox"/>	Fiber Optic Cabling -----	Para. 3.6.2
<input type="checkbox"/>	Cable Testing (Copper and Fiber)-----	Para. 3.7
<input type="checkbox"/>	Voice/Communications Systems-----	Para. 3.8

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

- Cisco CallManager -----Para. 3.8.1
- Audio-Visual Systems -----Para. 3.9
- Meeting Room -----Para. 3.9
- Public Address -----Para. 3.9.1
- Data/Video Projection -----Para. 3.9.2
- Projection Screen -----Para. 3.9.3
- Presentation System -----Para. 3.9.4
- WiFi Wireless Networks -----Para. 3.10
- Equipment Racks/Mountings -----Para. 3.11

1.2 SPECIAL CONDITIONS

In addition to all stipulations in other portions of the general specifications, all concerned trades shall comply with the following special conditions that directly pertain to communications and security systems:

A. Contractor Qualifications

The specified equipment shall be furnished and installed by a contractor who can show proof of having satisfactorily engineered and installed comparable systems within the past five (5) years, and who holds all legally required licenses, including General Electrical C-10 and Communication C-61 licenses.

Security system contractor must be an authorized, certified, installing dealer for Bosch/Radionics, regularly engaged in the supply of security control systems, and must have occupied an established office for a period of not less than three years prior to bid date within the Project's geographic market area. The Bosch/Radionics Dealer number must be supplied and verified prior to commencing work.

B. Parts Availability

The contractor shall confirm that within a reasonable distance of the job site, there is an established agency which stocks a full complement of parts, offers service during normal working hours on all equipment to be furnished and will supply parts to the County without delay and at reasonable cost.

C. Continuous Duty Operation

All individual components and composite systems shall be designed for continuous operation without undue heating or change in rated values and shall be properly fused.

D. Compliance with Codes

All work shall be done in accordance with latest applicable edition of National Electrical Code and all regulations, laws, safety orders, ordinances or codes of State and local authority, whichever exceeds, having the jurisdiction. Wherever requirements in the

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

specifications exceed those of the ordinances or codes, specifications shall govern. Nothing in the plans and specifications shall be deemed as authority to violate any of the ordinances or codes.

1.3 SYSTEMS RESPONSIBILITY

The contractor shall furnish and install all non-specified equipment required to make each system fully functional as per stated intent and description, without additional cost to the County.

1.4 WARRANTY

- A. All equipment and systems shall be warranted by the contractor for a period of one year following acceptance by the County. The warranty shall include parts, labor, prompt field service, and pick-up and delivery at no cost to the County. If repair of a defect cannot be affected during the initial response, every effort shall be made by the contractor to promptly correct the defect including air shipment of repair parts and replacement of the next larger assembly. **Response to initial call shall be accomplished within four (4) hours.**
- B. Routine non-warranty maintenance shall be performed by the County. Neither this maintenance nor emergency repairs made by qualified County technicians shall void the warranty.
- C. During the warranty period, the contractor shall respond only to calls for service made by ISD or designated Library Representative and shall keep the Department fully informed as to problems which develop in equipment or systems and as to steps the contractor has taken to rectify those problems. **Response to initial call shall be accomplished within four (4) hours.**

1.5 DATA TO BE SUBMITTED BY THE CONTRACTOR

A. Submittal Format

- 1. Submittal shall be furnished in an 8 ½" x 11" format in 3-ring loose-leaf binders. The cover and the title page shall bear the project name, capital project number, specification number, name of contractor and date. The document shall have a table of contents and page numbers on each of the pages including brochures and drawings.
- 2. Drawings shall be no larger than 34" x 22". Drawings larger than 8 ½" x 11" shall be folded to 8 ½" x 11" so that the drawing's name and page number are visible and can be unfolded without being removed.
- 3. Reproduced material shall not be subject to fading by light or heat and shall have high contrast for easy reading.

B. Preliminary Submittal

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

Within 30 days after contract award and prior to purchase of any equipment, the contractor shall submit five (5) copies of a Preliminary Submittal for review and approval. Three (3) copies to the Library Capital Project Section and two (2) to the ISD Telecommunications Systems Engineer. The submittal shall consist of the following:

1. Proposed material list including manufacturer's name, model number and technical data for all equipment the contractor proposes to install. Items shall be identified by specification section and paragraph number. The technical data shall consist of copies of factory issued catalog sheets or brochures, which give ratings and specifications for the proposed items.
2. Single line system diagram identifying and showing interrelationships between equipment items and how they are interconnected.
3. Shop drawings showing details of fabricated items, rack elevation drawings, console arrangements and schematics of custom designed items.
4. Statement describing exceptions being taken, if any, to the specifications wherein the submitted equipment or design varies from that originally specified.
5. If the contractor fails to list a particular variance and his submittal is accepted, but subsequently is deemed by the County to be unsatisfactory because of an unlisted variance, the contractor must replace or modify such equipment at once and without cost to the County.
6. For any exceptions that are not approved by County, contractor shall resubmit the information in complete compliance with the specifications and drawings.

C. Record (As-Built) Drawings

1. Record drawings shall be made on separate clean blue-line prints of the electrical drawings issued by the County or Architect and shall be reserved for the purpose of showing work as actually installed, including accurately dimensioned locations of all conduit stub-outs and pull boxes, routing of all conduits extending from or between buildings and locations of all telecommunications equipment not installed according to drawings.
2. Drawings shall be kept up to date with neat and legible annotations made thereon daily as work proceeds, showing work as actually installed. Additional sheets may be attached to show greater detail. Drawings shall be available at all times for inspection and shall be kept on the job at a location designated by the County.
3. Contractor at his option may use an additional set of drawings for daily field annotations. This set of drawings shall be kept at the site.
4. Final record drawings shall be submitted with floor numbers, room numbers, panel directories and all other identification necessary to conform to number

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

designations for occupancy rather than to construction numbers. All buried conduit and/or underground conduits stubs intended for future extension shall be accurately shown as to depth and exact measurement from a permanently established landmark, such as building or structural features.

5. On completion, record drawings shall be signed, dated and returned to the County for inspection and approval before acceptance of any work.
6. Provide three (3) sets of drawings to Library Capital Projects Section and one (1) set to ISD Telecommunications Systems Engineer.

D. Final Submittal

Three (3) complete sets of the Final Submittal including a full set of the drawings on vellum shall be delivered to the Library Capital Projects Section and two (2) complete sets to the ISD Telecommunications Systems Engineer prior to acceptance tests and as a condition for final payment for the project to the contractor. It shall include all the information necessary to maintain each system, and shall consist of the following:

1. Operators Instructions (as applicable).
2. Factory-issued Service Manuals for each piece of equipment installed. The manuals shall contain complete parts lists, detailed schematics, circuit descriptions, maintenance procedures and trouble-shooting methods. In the event such manuals are not available from the factory, it shall be the responsibility of the contractor to compile and submit the required information.
3. A System Manual for each system furnished. This manual shall complement the above service manuals with all necessary additional information unique to the system that is not otherwise provided, such as a list of applicable service manuals, options selected, jumper or strapping choices, modifications, and detailed wiring information. All manuals shall be bound in a 3-ring binder with tabs identifying each system.
4. Record Drawings (see Paragraph 1.5, C.5).
5. Two (2) electronic copies of all communications drawings in AutoCAD 2000 format or as specified by the ISD Telecommunications System Engineer, shall be provided. One copy to the Library Capital Project Section and one copy to the County ISD Telecommunications Systems Engineer.

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

E. Addresses

1. Library Capital Projects Section
7400 E. Imperial Hwy
Downey, CA 90242
2. ISD Telecommunications Systems Engineer
John Johnson
Dana Scott
1112 N. Eastern Ave
Los Angeles, CA 90063

1.6 TELECOMMUNICATIONS ROOMS

To complete the installation, testing and cut-over of the telephone and other sub-systems in a timely manner, the contractor shall give a high priority to completing ALL of the following as soon as possible and no later than four (4) weeks prior to the scheduled completion target date. Library Capitol Projects Staff and ISD Telecommunications Engineer also require immediate notification of any changes in the target date. Failure to comply with these conditions can and will result in communications systems in-service, and occupancy, delays. Refer to typical drawings and cut-sheets as required.

At no time will air conditioning units, condensate lines, water heaters, or any type of water lines, except fire sprinklers as required by code, be placed above any telecommunications room. No exceptions will be considered.

A. Communication Rooms Designations

1. **Building Entrance Facility Room (BEFR) (Formerly designated as MPOE)**
The communications cables from the local telephone company, the Minimum Point Of Entry or MPOE, are terminated in this room. It will house any telephone company equipment necessary to provide service to the County. This room may be included in the MCR if the Library is the only facility to be serviced from it.

In the case of a multi-tenant facility, this room will not be accessed through the Library. At no time will Library voice or data equipment be placed in this room.

2. **Main Communications Room (MCR)**
This room houses the Telephone system and main data communications equipment. The telecommunication cables from the BEFR, close workstations (as designated by ISD Telecommunications Systems Engineer), and TR's (if necessary), are terminated here. Intrusion Alarm equipment, Card Access System equipment, Paging equipment, etc. is housed in this room.

The MCR shall be located in the building in such a way that it is assessable **only** from the Library Staff workroom. Additionally, it shall be placed such that no

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

data cabling, when installed and terminated, will exceed 275 feet or current EIA/TIA Standard.

The MCR shall be equipped with furniture to provide a work surface for technical staff. This shall be in the form of a fully supported drop down work surface. This should be at a height that is comfortable to work at standing. A "bar-type" stool shall be provided for sitting when necessary.

The MCR will also be equipped with an 18" deep bookshelf about the work surface. The length may be determined in the field. If the size of the room permits, a desk and chair should be provided in place of the drop down work surface.

3. **Telecommunications Rooms (TR) (Formerly designated as IDF)**
The ISD Telecommunications Systems Engineer along with appropriate Library Staff will determine if additional Telecommunications rooms are required. If required, the room shall be designated TR 1.2 for the first room on the first floor and TR 2.1 for the first room on the second floor, and so on. These rooms will house data communications equipment and cable terminations as required. The telecommunications cables from close workstations, as designated by ISD Telecommunications Systems Engineer, will be terminated here. It will also include Intrusion Alarm and Card Access equipment as necessary.

B. Air Conditioning

The MCR shall be provided with 24 hour, 7day air conditioning. Under normal operating conditions, a separate duct zone connected from the main building system shall provide **COOL AIR ONLY** in the MCR. If the main system fails to operate or maintain the required ambient temperature, a standby emergency system shall be automatically activated. Both systems shall be provided and installed with separately controlled thermostats. The MCR shall NOT be under the control of any building energy conservations systems (BEAS). A temperature of 70 degrees Fahrenheit and a relative humidity range of 40% to 60% shall be maintained at all times. Before ANY communications equipment can be activated, a live test of the air conditioning system shall be conducted in the presence of the ISD/Telecommunications Systems Engineer or his/her designee.

NO air conditioning units (HVAC), condensate lines, water heaters, or other types of water lines other than fire sprinklers as required by code, may be mounted directly above any MCR or Telecommunications Room (TR) unless otherwise approved in writing by the ISD Telecommunications Systems Engineer. In multi-story buildings, where TR's are placed directly above MCR's, or other TR's, (i.e. building risers) air conditioning/heating vents and ducts shall not be placed in the ceiling space directly under the TR.

C. Electrical Requirements

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

Install dedicated and isolated 20 amp electrical outlets, one (1) outlet (4 plugs) per circuit, in the MCR and IDF as shown on the plans.

D. Fire Protection

Provide a smoke detector and a high temperature sensor in the MCR and IDF, connect them to the fire alarm panel as two different zones. A fire extinguisher, of the type recommended for use on the electrical fires, shall be installed on the wall just inside the door, where it can be reached without completely entering the room. If the building is equipped with fire protection, all Telecommunications Rooms, shall have a Pre-Action System.

E. Backboards

Install fire-retardant, 3/4 inch plywood backboards covering all walls, from the floor to above the ceiling grid. Backboards shall painted off-white.

F. Door Locks

Install a door lock mechanism for all Telecommunications Rooms, keyed separately from all other keys.

G. Lighting

Lighting intensity in all Telecommunications Rooms shall be 90-100 foot-candles at 36 inches above finished floor. The bottom of lighting fixtures shall be 9 feet above finished floor.

G. Grounding

The grounding in all Telecommunications Rooms shall be a #2/0 AWG insulated ground cable from main building ground and terminate on a ground bar. See detail drawings.

I. Flooring

Coordinate with architectural plans and provide Anti-static vinyl flooring, Armstrong Static Dissipative Tile (SDT) Excelon Resilient Tile Flooring, or approved equivalent, in all Telecommunications Rooms. Anti-static vinyl flooring must be grounded to main building ground.

PART 2 PRODUCTS

2.1 MATERIALS AND EQUIPMENT

All materials and equipment shall be new, unused and manufactured within eighteen months prior to installation. Where applicable, all materials and equipment shall be listed by Underwriters Laboratories.

2.2 EQUIVALENT MATERIALS AND EQUIPMENT

Manufacturers' names and model numbers are used herein only as a means of establishing standards of quality and performance. Comparable equipment of standard manufacture and established reputation, which meets the requirements outlined above, may be submitted to ISD Telecommunications Systems Engineer for approval. Equipment of the following manufacturers may be used if it meets or exceeds parameters of the specified equipment.

- A. Intrusion Alarm - Bosch/Radionics
- B. Access Control System - Hirsch/HID
- C. Door/Window Sensors - Sentrol
- D. Sirens - Sentrol
- E. Photo Electric Beam Motion Detectors - Detection Systems
- F. Cable - Superior Essex, Belden, West Penn, Berk-Tek, General
- G. Panic Button - Suspicion, Edwards, Soundolier,
- H. Overhead Paging Amplifier - Bogen
- I. Community Room Public Address - TOA, Rauland
- J. Loudspeaker/Transformer - Soundolier, Rauland, Quam
- K. Loudspeaker/Enclosure/Baffle - Soundolier, Bogen, Dukane
- L. Volume Control - Soundolier, Lowell, Dukane, Quam, Bogen
- M. Distribution Amp - Pico Macom
- N. Public Area and Emergency Exit Doors Panic Hardware - Von Duprin Series #99, Series #33 or Detex.
- O. Door Bell/Door Phone - Viking

PART 3 SYSTEMS

3.1 SYSTEM & AUXILIARY EQUIPMENT PRE-INSTALLATION REQUIREMENTS

Electrical contractor shall install station conduits, riser conduits, cable trays and conduit hardware as shown on the plans and according to procedures described under heading Part 4. H. Conduit.

The Telecommunications Rooms shall be constructed as shown on the plans and according to procedures described under heading Part 1.6. HVAC system in the MCR shall be operational 24-hour, 7 days a week. The heat dissipation of the communications equipment in the MCR is about 20,000 BTU.

General contractor shall coordinate with cable contractor for the cable installation and schedule.

Ceiling contractor shall be responsible for removal and replacement of ceiling tiles to accommodate the telephone/data/security cables installation.

Electrical contractor shall coordinate with the communication contractor to install conduits as required for the all systems and the 120V-24VDC transformer for electronic door lock devices at card reader locations as necessary.

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

Low voltage contractor shall furnish and install cable hangers with Caddy Clips in the attic, 4 hangers per 16 square feet, to support voice/data/ security cables as required by codes. All cables shall be installed prior to the installation of the ceiling grid if possible. The low voltage contractor shall be responsible for any damage, physical or cosmetic, to ceiling tiles. Electrical contractor shall be responsible to coordinate with cable contractor for the cable path requirement.

BUILDING SYSTEMS

3.2 SECURITY

3.2.1 INTRUSION DETECTION AND ALARM

A. System Description and Installation Requirement

The intent and purpose of this system shall be to provide a security/intrusion entry alarm system in the building. All perimeter doors, roof hatches, or other external entry points shall be equipped with dedicated, concealed magnetic contact switches. Interior protection shall be provided by combination passive infrared/microwave detectors and glass break sensors located as indicated on the plans.

The alarm siren(s) shall be installed in the plenum above the keypad(s) as indicated on the plans. Each alarm device shall report to the County Central Station as a separate point. Use point expander OctoPopit module(s) for the point expansion of the alarm panel and a separate enclosure(s) D8103 to house the expansion device(s). Install alarm cables home run from each alarm device to the panel. Appropriately sized "end of line" resistors shall be placed at the device end only. Installation of modules, devices and wiring shall be in accordance with Bosch/Radionics design, engineering standards. Additional Power supplies, Batteries, OctoPopits, OctoRelays, and associated cables shall be mounted in additional D8103 cabinet(s). Maximum build out per D8103 or enclosure shall be 5 modules and or 2 7AH/12V batteries.

Installation of modules, devices and wiring shall be in accordance with current Bosch/Radionics design, installation, and engineering standards. Additional D8132 Battery Charger / power supplies, batteries, OctoPopits, OctoRelays, and associated cables shall be mounted in additional D8103 cabinet(s). Maximum build out per D8103 or enclosure shall be 5 modules and or 2 each 7AH/12V batteries

The intrusion alarm cables shall be installed horizontally through the ceiling area in a neat and orderly fashion and supported by cable hangers at appropriate intervals. The cables shall be positioned at least six (6) inches from electrical equipment, electrical wiring, telephone cabling, and intercom cabling and data wires. Exposed wiring shall only be permitted above ceiling level or ten feet from floor level. The installation shall comply with the County of Los Angeles Building Safety and Fire Codes. Contractor shall furnish, at his expense, all permits issued for scope of work. Contractor shall supply copies of all permits acquired.

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

The Bosch/Radionics D7412/9412 Alarm Communicator Panel and associated equipment enclosures shall be installed in the MCR room. Clearance in front of all cabinets shall be a minimum of 36 inches. The alarm shall report to the County Central Station. If required, Library Staff shall be responsible for obtaining an alarm permit from the local law enforcement authority.

The Bosch/Radionics Alarm Communicator Panel shall power all peripheral alarm devices for 24 hours of standby time with 5 minutes in alarm condition conforming to NFPA 72 central station requirements in the event of power failure. Bosch/Radionics load calculation worksheet page 61 & 63 of document 74-07692-000-D shall reflect all security equipment component current loads, standby battery requirements and standby battery calculations. Additional D8132 battery charger modules and batteries shall be installed in Bosch/Radionics D8103 enclosures. All transformers shall be mounted in D8004 enclosures. The intrusion alarm equipment shall have a dedicated branch circuit identified and labeled with panel and branch circuit number on power receptacles covers.

Terminations and connections throughout system shall employ terminal strips with rising wire clamp screws or solder terminals, all in cabinets or enclosures. Telephone punch type blocks, and electrical wire nuts are not acceptable. Although shielded cable should not be used, in cases where it is used, all shields will be grounded. See Item Y, listed below.

The alarm contractor shall be responsible for programming and testing the alarm panel in the local mode. The alarm contractor shall furnish the County with completed Bosch/Radionics programming sheets and As-Built 8½" x 11" drawings(s) that indicate each device/point location identified to reflect 16 character idle text in programming on not less than 12 point text on floor plan. The alarm contractor shall submit as-built drawings as outlined in paragraph 1.05,D,1-5.

The alarm contractor shall be an authorized and current direct Bosch/Radionics Dealer. The contractor must provide proof of dealership with Bosch/Radionics, INC. as well as verification of prior experience with Bosch/Radionics Controllers and System design, Detection Systems and have experience with programming system features. The installer must provide proof of training via a valid training certificate prior to any work being performed. Certificate must have been issued more than six (6) months and less than five (5) years prior to installation date. **Proof of dealership must be attached to this quotation.**

The alarm contractor shall program the system to activate or arm at a time to be determined (see ISD Project Manager for coordination) each night except Saturdays, Sundays, and Holidays. The system will automatically disarm at 6:00A.M., or by authorized staff or on-site security staff.

The alarm contractor shall provide hands on training to County staff in the operation of the system. A roster of attendees shall be documented.

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

If the intrusion alarm system is to be integrated with the access control system, the control panel will incorporate by means of programming and wiring logic, one or more input area disarming points and output area armed relays that will disarm the area(s) when armed, by means of a momentary contact closure received from the access control system. These areas may differentiate between perimeter and interior protective devices. Contact the Project's ISD Telecommunications Systems Engineer for details.

- B. Materials and Equipment
 - a. Digital keypad – Bosch/Radionics model D1255 Alpha IV.
 - b. Alarm panel – Bosch/Radionics model D7412 or D9412, RAM IV or greater software.
 - c. Passive infrared / microwave detectors – Detection Systems DS970 (Long Range).
 - d. Passive infrared / microwave detectors – Detection Systems DS950 (Med. Range).
 - e. Passive infrared / microwave detectors – Detection Systems DS937 (360).
 - f. Glass break sensor – Sentrol 5810A.
 - g. Siren/Speaker – Sentrol MPI36.
 - h. Magnetic door contact switch, flush mount – Sentrol model 1078CT.
 - i. Magnetic door contact switch, surface mount, non-exposed wiring – Sentrol 1042TW
 - j. Magnetic door contact switch, surface mount, exposed wiring – Sentrol model 2505A.
 - k. Magnetic door contact switch, floor mount – Sentrol model 2707A.
 - l. Transformer enclosure – Bosch/Radionics model D8004.
 - m. Non-fire enclosure – Bosch/Radionics model D8103.
 - n. Battery – D126 two (2) required for fire panel.
 - o. Transformer – Bosch/Radionics model D1640.
 - p. Keypad back boxes – Bosch/Radionics model D56.
 - q. Aux relay – Bosch/Radionics model D136.
 - r. Phone jack, modular – Bosch/Radionics model D128.
 - s. Battery charger – Bosch/Radionics D8132.
 - t. OctoPopit – Bosch/Radionics 8128C.
 - u. OctoRelay – Bosch/Radionics D8129.
 - v. Transformer kit – Bosch/Radionics D8004.
 - w. Dual Phone line monitor – Bosch/Radionics D928 (Fire alarm applications)
 - x. Alarm cable – plenum rated, stranded, PVC insulated, unshielded, 20 gauge or larger, 2 pair twisted wire for keypad, glass break sensors and passive infrared / microwave detectors. Plenum rated, stranded, PVC insulated, unshielded, 20 gauge or larger, 1 pair twisted wire for door switches.
 - y. Shielded wire shall be required if Bosch/Radionics noise immunity design thresholds will be exceeded.
 - z. All other cables and hardware as required to make the system fully functional.

3.2.2 ACCESS CONTROL SYSTEM

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

A. System Description and Installation Requirement

The intent and purpose of this system shall be to provide Card Access Control, if required. The system design follows:

The system design utilizes a Hirsch Velocity Software System design. There will be one server computer, as designated on the plans. The software will allow for Library Staff to control access for only their doors and employees through the programming of the restricted database feature on the Access Control System Software. A second, remote computer may be required and installed as designated on the plans. The system will provide the capability for remote access database management.

If required, the system shall be integrated with the intrusion alarm system for after hours access to disarm areas independent of the other. This shall incorporate an access level output unique to a class of cardholders that when presented, will provide a dedicated momentary relay closure to disarm the intrusion alarm control system.

The General Contractor shall provide verification of prior experience with Hirsch / HID software based systems, and shall have experience with programming the restricted database feature. Proof of experience is required prior to beginning any work.

The General Contractor shall furnish and install all proximity card readers as indicated on the plans. The card readers shall be connected to locking devices on the doors at the locations specified on the plans. To comply with ADA code requirements, all proximity card readers shall be installed within six (6) inches of the door they are controlling.

Each door shall have its own dedicated, magnetic door contact switches at the card reader location which shall connect to the card access panel to reset the locking device at the door when opened.

The locking devices must be rated at 24Vdc. For Continuous Duty. Power supplies for the locking devices shall be mounted remotely in the nearest Telecommunications room (MCR, TR1.1, etc.).

Cabling shall incorporate wire gauge conductors that reflect less than a 10% voltage drop to any access control component.

The General contractor is to program system configuration and restricted database feature. There will be no equipment substitutions accepted in the Checkpoint entry system section. The Contractor shall provide fifty (50) initial cards with the system. The Contractor shall be responsible for initial programming of all requested time zones, access levels, card users and cards. The contractor shall be responsible to provide a minimum of four (4) hours user training on system use, programming, backing up critical database files and creating report templates.

The general contractor shall furnish and install the Fail Secure door locks. The purpose is to ensure that the door will stay latched in case of power failure. Panic hardware shall be provided on all Fail Secure doors for egress as specified on the plans. Any penetrations of doors after UL Listing shall require UL re-certification.

Properly bond and ground all shields.

Provide UPS for ALL system components and equipment, including servers, workstations, monitors, enrollment stations, and accessories, for up to four (4) hours continuous use.

B. Materials and Equipment

- a. Software – Hirsch Velocity.
- b. Proximity reader – Universal wire – 5 wire conductor. HID
- c. Proximity card – HID Prox II only Quantity 50.
- d. Main Controller – Hirsch DigiTrac Model 1, Model 2, Model 8, Model 16 as required
- e. Terminal controller – Hirsch Match Interface.
- f. Altronix SMP10-CTX Power Supplies
- g. Altronix SMP3-CTX Power Supplies
- h. UPS – APC Smart-UPS 1000VA USB & Serial XL 120V. P/N SUA1000XL.
- i. 12Volt Backup Batteries for each panel, as required for four (4) hours
- j. PC – Minimum requirements -- Intel Pentium IV 800 MHz, 512 MB memory, 20 gigabyte hard drive, 40X CD-ROM drive, CD-ROM-RW, floppy drive, US Robotic 56K modem, 15 inch monitor or better for both server and workstation. The operating system shall be Windows NT 4.0 with Service Pack 6 or greater.
- k. Electrified Schlage Mortise Lock Bodies with hinge.
- l. Von Duprin Panic Hardware Series #99 or #33 (as required) with electrified lever trim and Von Duprin electric power transfer unit #EPT-218.
- m. Sentrol Door Contacts Style 1078CT
- n. Magnetic door contact switch, flush mounted and closed loop.
- o. Isolation Relays (For Elevator Control).
- p. Cable – Magnetic door contact switch, plenum rated, stranded, shielded, 18 gauge minimum, 2-pair wire.
- q. Cable – Card reader to terminal controller, plenum rated cable, 6 wire, 18 gauge minimum, stranded with overall shield.
- r. Cable – Panic bar lock, plenum rated, stranded, 14 gauge minimum, 2 conductors with overall shield.
- s. Cable – Electric strike, plenum rated, stranded 14 gauge minimum, 2 conductors with overall shield.
- t. All other cables and hardware as required to make the system fully functional.

3.2.3 RESTROOM DOOR RELEASE

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

A. System Description and Installations Requirement

The intent of this system is to provide a door release from the Circulation Desk and the Children's Desk as required for the restroom door. It requires that a line of sight be established between the restrooms and the door release button. It may be incorporated with the Door Communications System in Section 3.2.4. It may also be integrated with the card access or intrusion alarm systems, Sections 3.2.1 and 3.2.2 respectively as required.

Contractor shall provide submittals for the system to include design and hardware required for making the system operational prior to ordering and installation for approval and sign-off by ISD Telecommunications Systems Engineer. The power supply shall be installed in the MCR. The door locking devices must be rated at 24-VDC for continuous duty.

It is the responsibility of the Contractor to coordinate with the general building contractor, electrician, or door contractor for installation schedule and to deliver a fully functional system.

B. Materials and Equipment

- a. Power supply – 25Vdc, 3Amp with battery backup
- b. Electric Strike – Von Duprin
- c. Door button – Rutherford surface button
- d. Cable – 18 gauge, CMP twisted pair.

3.2.4 DOOR COMMUNICATIONS

A. System Description and Installations Requirement

The intent of this system is to provide communications for various doors throughout the facility. The doors requiring communications will be identified by the Library Capitol Projects Staff and ISD Telecommunications Systems Engineer. The staff entrance shall incorporate a two-way weather and tamper resistant phone that shall interface with the telephone system. The telephone system will be programmed to alert on selected phones when a call is made from the door phone. When a caller is authorized to enter, the receiver will select the appropriate code via the telephone keypad which will be passed to the door lock, releasing it for entry.

B. Materials and Equipment

- a. Door Phone – Viking W-1000 or W-2000a
- b. Door Entry Controllers – Viking C-1000, RC-2a, RC-3 (as required)
- c. Flush Installation pre-wire box – Viking rough-in box P/N 259576

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

- e. Surface/Vandal Resistant Mounting Box – Viking VE-5x5 Enclosure (as required)

3.3 OVERHEAD PAGING SYSTEM

A. System Description and Installation Requirement

The intent of the system is to provide voice paging. The system will cover the entire library area. If zones are used, a maximum of three (3) zones will be assigned. The zones are 1) Staff, 2) Public, and 3) Emergency ALL CALL. The system will originate through the telephone system. Requirements shall include:

The paging equipment shall have 600 ohm balanced input for connection to the telephone system.

All speaker assemblies shall include a back box, grill and line matching transformer. The speakers shall include a built-in, screwdriver adjustable volume control and be equipped with a 70-volt line-matching transformer set on one and one quarter (1.25) watt tap.

The paging system will be accessible from the telephone instruments to allow paging through the overhead speakers. The general paging equipment for the building shall be installed in the MCR and connected to the Cisco Voice over IP (VoIP) telephone system using an FXO Trunk from the voice gateway. The FXO circuit shall be placed on an RJ14 and terminated on the paging amplifier using an RJ14-to-Spade terminating cable.

The paging system shall be mounted on the designated plywood backboard as indicated on the plans. ISD shall provide the telephone connection at an interface block.

The amplifier shall be sized appropriately to support all speakers.

The speaker cables shall be shielded twisted one (1) pair, 18 AWG, and CMP rated. The speaker cables shall be installed horizontally through the ceiling area in a neat and orderly fashion and supported by cable hangers at appropriate intervals. The speaker cables shall be positioned at least six (6) inches from telephone and data wires. The installation shall comply with ALL applicable National Electric Code, Building Safety, and Fire Codes. The Communications Contractor shall apply section 3.5.1 items a through d. with regard to the low voltage cabling for the overhead paging system.

B. Materials and Equipment

- a. Amplifiers – Solid State, Bogen TPU series sized to accommodate all speakers in the PA system and 20% minimum of additional output power.
- b. Telephone paging interface unit – Bogen PCM-2000 system including PCM-CPU, PCM-TIM and PCM-ZPM
- c. Power supplies – Bogen PCM - PS

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

- d. Speaker – 8", 8 ohm, with 25/70 volt transformer and recessed volume control, Quam model C5/BU/W/VC .
- e. Speaker enclosure – Quam model ERD 8 series.
- f. Ceiling mounting bracket – Quam model SSB-2.
- g. Open Truss Ceiling enclosure/mount – Atlas/Soundolier Model X8609
- h. Optional suspension hanger for X8609 – Atlas/Soundolier 435 in appropriate length
- i. Speaker cable – shielded twisted pair AWG #18, plenum (CMP) rated. – WestPenn 25293B
- j. Miscellaneous materials – All materials necessary to furnish and install a complete and fully functional system.

3.4 VIDEO

3.4.1 CCTV

The communication contractor shall furnish and install a Closed Circuit Television (CCTV) system. The CCTV system shall consist of a Digital Video Recorder (DVR) fixed and Pan/Tilt/Zoom dome cameras as required, camera housings, mounts, cabling, power supplies, monitors, controllers, J boxes, video rack cabinet, and any other hardware and software necessary to deliver a fully functional system.

All camera cabling that is exterior to the building shall be in weatherproof conduit. No CCTV cabling shall be exposed. Contractor shall furnish and install any additional mounting hardware and mounting extensions to provide the required view of the cameras.

Pan/Tilt/Zoom dome camera control protocol shall be SensorNet. Camera control cabling shall be individual home runs from each of the PTZ dome cameras to the camera controller hardware.

The DVR shall be networked into the LAN/WAN system. The contractor shall furnish and install all core and viewing software on computers as identified by the ISD Telecommunications Systems Engineer and Library staff. The cameras shall be viewed and controlled over the network from remote PCs. The video shall be recorded and viewed live at 2CIF resolution, with a minimum of 7.5 images per second for each camera. The system shall use Active Content Compression Technology. The video storage shall be for 30 days on the internal storage of the DVR and extended storage modules as necessary to provide the 30 day storage requirement. The video shall be recorded continuously during normal business hours and on motion after normal business hours. Should an event be recorded from motion detection, the recording shall have a minimum of five minutes recording before the motion occurrence and five minutes of recording after the motion occurrence. The DVR shall send an alert message via email and text page to staff as designated by the ISD Telecommunications Engineer and Library staff.

The Communications Contractor shall configure all settings of the CCTV system including all parameters of the cameras, DVR, and associated hardware and software.

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

The Communications Contractor shall have the system certified in writing by the DVR manufacturer that the system has been installed correctly and is fully functional. The Communications Contractor shall provide five copies of the certification to the ISD Telecommunications Systems Engineer.

The Communications Contractor shall install the CCTV cameras where shown on the plans. The Communications Contractor shall furnish and install coax cable and low voltage cable from each camera to the telephone room. The Communications Contractor shall connect the coax cable to an individual camera input of the Digital Video recorder and the low voltage cable to an individual output of the camera power supply. The Digital Video recorder, associated video monitor, extended storage modules, and camera controller shall be rack mounted in a cabinet, if space is available, and located in the MCR as shown on the plans.

The Communications Contractor shall furnish and install a video rack cabinet to house the DVR and associated equipment. The video cabinet shall have front and rear rack rails for mounting 19" rack mount equipment. The DVR shall be supported at the front and rear of the unit. The video cabinet shall have locking front and rear doors, vertical power strip with circuit breaker and surge protection, bottom panel, and vented top panel. The cabinet shall have a pull out keyboard and mouse shelf for the DVR and a second pull out shelf for the camera controller. The cabinet shall have appropriate air circulation to properly ventilate and cool the equipment housed within the cabinet. The cabinet shall have 77" of vertical rack space. The cabinet shall be properly grounded, securely anchored to the floor, and seismically secured.

The Communications Contractor shall install a color 17" LCD monitor at the circulation desk area and Children's desk area as shown on the plan. The 17" color monitors shall display the camera video viewing the restroom doors. The Communications Contractor shall furnish and install a 17" LCD monitor in the equipment rack and connect to the DVR.

The Communications Contractor shall install the camera power supplies in the telephone room nearest the camera location. If the distance between the camera and telephone room exceeds the manufacturer's recommendation for low voltage cable distance for the gauge of wire specified, then the Communications Contractor shall furnish and install the appropriate gauge of low voltage cable as recommended by the camera manufacturer to accommodate for the cable distance.

It is the responsibility of the Communications Contractor to coordinate with the general contractor and electrical contractors, for the installation schedule and to deliver a fully functional system. It is also the responsibility for the Communications Contractor to coordinate with the appropriate IT staff to properly configure the DVR and network for CCTV system use over the network. The Communications Contractor shall also coordinate with the ISD Telecommunications Systems Engineer and library staff to define the required views for each camera.

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

The installation shall comply with ALL applicable National Electric Codes, Building, and Fire Codes. The Communications Contractor shall apply section 3.5.1 items a through d. with regards to the low voltage cabling for the CCTV system.

- B. Material and Equipment
 - a. Fixed Color Camera – Pelco ICS111-DW series with appropriate varifocal auto iris lens as required to provide the required camera view. Panasonic WV-CW484 series with appropriate varifocal auto iris lens as required to provide the required camera view.
 - b. Pan/Tilt/Zoom color day/night dome camera – American Dynamics Ultradome Ultra 8 series with 35 X zoom.
 - c. Power Supply (Fixed Cameras) – Pelco MCS16-10S (for multiple cameras), Pelco TF2000 (for individual cameras).
 - d. Power Supply (PTZ dome cameras) – Pelco WCS 1 - 4
 - e. DVR – American Dynamics Intellex Ultra ADD600ULP150
 - f. Dell quiet key PC keyboard.
 - g. Viewing software – American Dynamics Network Client ADDSNCVMKUL
 - h. Policy Software – American Dynamics Policy Manager ADDSPM12UUL
 - i. Policy Manager Server Computer – Dell Server Computer to exceed computer requirements as defined by Policy Software manufacturer.
 - j. Intellex Policy Manager Training – American Dynamics ADSWPMTc
 - k. Professional Services Certification – American Dynamics Pro Serv Cert
 - l. Keyboard Controller – American Dynamics line of keyboard controllers compatible with American Dynamics line of matrix switchers.
 - m. Matrix Switcher – American Dynamics line of matrix switchers and accessories.
 - n. LCD color monitor – American Dynamics ADMNM1LCD17
 - o. LCD monitor rack mount kit – American Dynamics ADMNLCDRKMNT
 - p. Multiplexer – American Dynamics DMV96Q
 - q. Coax cable – WestPenn 25815
 - r. BNC connectors – WestPenn CN-BM53-30
 - s. PTZ dome low voltage cable - WestPenn 25227B
 - t. Fixed camera low voltage cable – WestPenn 25225B
 - u. PTZ dome control cable – WestPenn 25221
 - v. Cable - General Cable Gen *Speed* 6000 Cat 6 CMP (Plenum)
 - w. Miscellaneous Connectors – as required. All faceplates shall be electrical ivory.
 - x. Video cabinet – Middle Atlantic WRK series with accessories as required..
 - y. Pan/Tilt/Zoom dome camera Housing (outdoor) – American Dynamics ADSDUHOC with associated American Dynamics mount required to install the camera and housing.
 - z. Pan/Tilt/Zoom dome camera Housing (indoor) – American Dynamics line of indoor housings and mounts for use with Ultra domes.
 - aa. Fixed camera mounts – Entire line of Pelco mounts and adapters for use with the IS series cameras.
 - bb. Miscellaneous materials – All materials necessary to furnish and install a complete and fully functional system.

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

3.4.2 MATV (Off Air Reception)

A. System Description and Installation Requirement

The intent of the system is to provide UHF/VHF/FM signals to the building via a roof TV antenna receiving off air TV transmission signals. The system shall consist of a roof TV antenna with mount, external coaxial cable, internal coaxial cable, a distribution amplifier, splitters and ____ () drops as indicated on the plans. The communications vendor shall use pads as necessary to prevent overload of the signal.

The MATV system shall be grounded in accordance to the National Electric Code. The installation shall comply with All National Electric Codes, Building, and Fire Codes.

The TV antenna shall be mounted on a heavy duty TV antenna mast and securely mounted to the building. A one inch (1") conduit with weather head shall be installed next to the TV antenna. The conduit shall run from the TV antenna location to the Main Communications Room.

The Communications Contractor shall furnish and install the external coaxial cabling from the TV antenna to the MCR in the conduit and connect to the distribution amplifier in the MCR. The Communications Contractor shall furnish and install internal coaxial cabling from the distribution amplifier and splitters to the TV outlets. Each TV outlet shall have an individual coaxial cable home run to the distribution amplifier. The MATV system shall have a minimum of ten,(10) output ports to distribute the MATV signals to the TVs.

The Communications Contractor shall balance, amplify or pad the TV signals and ensure that each TV has a minimum of 5dBmv at the TV input for all channels. The Communications Contractor shall ensure that all TVs shall display a clear picture for all channels. The Communications Contractor shall furnish and install all other materials not listed to deliver a fully functional MATV system. The Communications Contractor shall apply section 3.5.1 items a through d. with regards to the low voltage cabling for the MATV system.

B. Materials and Equipment

- a. Distribution Amplifier – Pico Macom, INC. TA-52, wall mounted (if necessary).
- b. External coaxial cable – WestPenn AQC841 w/Moisture Blocking (if required)
- c. Internal coaxial cable - WestPenn 25Q841
- d. Connectors – as required.
- e. TV outlet faceplate - All faceplates shall be electrical Ivory, single gang, with F connector.
- f. Multiswitch – To be determined after selection of service.

- g. Satellite receiver – To be determined after selection of service.
- h. Miscellaneous materials – All materials necessary to furnish and install a complete and fully functional system.

3.4.3 SATV (Satellite TV Reception)

A. System Description and Installation Requirement

The intent of the system is to provide DSS satellite TV programming to the building via a roof top satellite dish. The system shall be capable of receiving DirecTV or Dish Network programming including local TV channels. The system shall consist of a roof top satellite dish antenna with dual LNBS and dish mount, external coaxial cable, internal coaxial cable, multiswitch, satellite TV programming receivers, line amplifiers, _____ () drops as indicated on the plans.

The Communications Contractor shall coordinate with library staff to determine which service provider is required and programming package to select. The Communications Contractor shall coordinate with the library and service provider to open an account with the service provider and activate the SATV system when the account is opened with the service provider.

The SATV system shall be grounded in accordance to the National Electric Code. The installation shall comply with All National Electric Codes, Building, and Fire Codes. The Communications Contractor shall apply section 3.5.1 items a through d. with regards to the low voltage cabling for the SATV system.

The satellite dish shall be securely mounted to the building and properly aligned to receive the DSS signals.. A one and one quarter inch (1.25") conduit with weather head shall be installed next to the satellite dish. The conduit shall run from the satellite dish location to the Main Communications Room.

The Communications Contractor shall furnish and install the external coaxial cabling (2 coax) from the satellite dish to the MCR in the conduit and connect to the multiswitch in the MCR. The Communications Contractor shall furnish and install internal coaxial cabling from the multiswitch to the TV outlets. Each TV outlet shall have an individual coaxial cable home run to the multiswitch. The SATV system shall have a minimum of ten (10) output ports to distribute the SATV signals to the TVs. The Communications Contractor shall furnish and install one (1) satellite receiver per TV in the SATV system. The satellite receiver shall be installed below the TV with a mounting bracket.

The Communications Contractor shall amplify or pad the SATV signals and ensure that each TV shall display a clear picture for all selected programming. The Communications Contractor shall furnish and install all other materials not listed to deliver a fully functional SATV system.

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

- B. Materials and Equipment
 - a. DSS Dish – Winegard DS-4062
 - b. External coaxial cable – WestPenn AQC841
 - c. Internal coaxial cable - WestPenn 25841
 - d. F Connectors – as required.
 - e. TV outlet faceplate - All faceplates shall be electrical Ivory, single gang, with F connector.
 - f. Multiswitch – Pico Macom TSMS2150X-16A
 - g. Satellite receiver – To be determined after selection of service

3.4.4 CATV (Cable Access)

A. System Description and Installation Requirement

The intent of the system is to provide CATV programming including local TV channels to the building. The system shall consist of a local cable TV company drop, internal coaxial cable, a distribution amplifier, splitters and _____ () drops as indicated on the plans. The communications vendor shall use pads as necessary to prevent overload of the signal.

The CATV system shall be grounded in accordance to the National Electric Code. The installation shall comply with All National Electric Codes, Building, and Fire Codes. The Communications Contractor shall apply section 3.5.1 items a through d. with regards to the low voltage cabling for the CATV system.

The Communications Contractor shall coordinate with the local cable company to bring a CATV drop to the building and terminating in the MCR room. A three inch (3”) conduit shall be installed underground from the MCR room to the building property line closest to the local cable company’s feed line. The conduit shall stub up into the MCR of the building. The conduit shall be capped at the property line to prevent water and debris from entering into the conduit. The Communications Contractor shall coordinate with the local cable company to determine the requirements to interface the conduit to the cable company’s feed . The Communications Contractor shall furnish and install the materials to interface the cable company’s feed with the conduit.

The Communications Contractor shall furnish and install a CATV distribution amplifier in the MCR room. The Communications Contractor shall furnish and install internal coaxial cabling from the distribution amplifier and splitters to the TV outlets. Each TV outlet shall have an individual coaxial cable home run to the distribution amplifier. The CATV system shall have a minimum of ten (10) output ports to distribute the CATV signals to the TVs.

The Communications Contractor shall balance, amplify or pad the TV signals and ensure that each TV have a minimum of 5dBmv of CATV signal level at the TV input for all channels. The Communications Contractor shall ensure that all TVs shall

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

display a clear picture for all channels. The Communications Contractor shall furnish and install all other materials not listed to deliver a fully functional CATV system.

- B. Materials and Equipment
 - a. Distribution Amplifier – Pico Macom, INC. PIDA-1000, wall mounted (if necessary).
 - b. Internal coaxial cable - WestPenn 25841
 - c. F Connectors – as required.
 - d. TV outlet faceplate - All faceplates shall be electrical Ivory, single gang, with F connector.
 - e. Splitters – Pico Macom TSB series splitters

3.4.5 VIDEO DISPLAYS

A. System Description and Installation Requirement

The intent of the video displays are to display the selected video system (MATV, SATV, or CATV) programming and VCR/DVD programming on wall mounted televisions. The video display unit shall consist of a television, television wall mount brackets, and VCR/DVD combination units. The video display unit shall also include a satellite TV receiver or CATV receiver box as required. The television shall be securely mounted and fastened to the wall mount bracket. The VCR/DVD units, satellite receiver, and CATV receiver box shall be installed in a bracket below the television.

The video displays shall be installed on the wall in the Study Rooms and staff lounge. The walls shall be reinforced to provide additional wall support for the video display units. The video display units shall be mounted at a height above the finished floor meeting ADA height requirements.

TV outlets shall be installed in the Study Rooms, Staff Lounge, and Story Time areas. TV outlets shall also be installed in locations as shown on the plans. TV outlets shall be connected to the selected video system (MATV, SATV or CATV). The TV outlets shall be installed a flush mount single gang box with a TV outlet faceplate. A 3/4" inch conduit shall be installed from the TV outlet box and stubbed above the accessible ceiling area. The TV outlets shall be installed next to the video display units. The TV outlet in the Storytime Area shall be installed at +12" above finished floor.

A double duplex 120VAC electrical outlet shall be installed next to each TV outlet. The electrical outlet shall be flush mounted in the wall.

- B. Materials and Equipment
 - a. LCD Television 26" – LG 26LC29.
 - b. DVD/VCR Combination unit – Sony RDR – VXD655
 - c. LCD wall mount – Peerless ST640
 - d. VCR/DVD wall mount shelf – Lowell Mfg FS18 - 14
 - e. TV outlet faceplate – Faceplate color TBD, single gang with F connector.

- f. Miscellaneous materials – All materials necessary to furnish and install a complete and fully functional system.

3.4.6 VIDEOCONFERENCING SYSTEM

A. System Description and Installation Requirement

The intent of the system is to provide a video conferencing system in the Meeting room. The video conferencing system shall have audio and video communication with data collaboration software and hardware. The videoconferencing system shall include a codec, quad BRI module, Triple NT1, camera, microphones, built-in AES encryption, and data collaboration hardware and software. The videoconferencing audio and video signals shall be integrated with the Meeting room audio/video systems. The video/PC display shall be projected on to the meeting room screen. The audio shall be distributed via the Meeting room sound system.

The video conferencing system shall be capable of communication over three (3) dual channel ISDN BRI circuits (6 circuits total) and over an IP network. The system shall be capable of communications from 64 kbps to 512 kbps speeds. The video conferencing system shall be H.264, H.323, and H.320 compliant. The microphones shall be installed on the tables. The codec, quad BRI modules, NT1, and IP connectivity shall be installed in the audio/video control room. Three (3) dual channel ISDN BRI circuits (6 circuits total) shall be installed in the audio/video control room for video conferencing use. The circuits shall be labeled with the phone and SPID numbers for each circuit.

The microphones and camera shall be portable. When in use, the microphones and camera shall be connected to the video conferencing system via wall jacks. The microphones shall be located on the tables. The camera shall be installed on a portable mount and located to provide the appropriate view of the conference participants. When not in use, the camera and microphones shall be stored in the audio video control room. The system shall be controlled via a hand held remote control unit. The remote infra red receiver shall be extended into the Meeting room to receive control signals from the remote control unit. The Communications Contractor shall furnish and install all other materials not listed or specified to deliver a fully functional videoconferencing system.

B. Materials and Equipment

- a. Videoconferencing system – Polycom System VSX 8800 including PowerCam Plus PTZ camera, microphones, People + Content package.
- b. BRI module – Polycom quad BRI module
- c. NT1 unit – Adtran NT1 ACE 4
- d. Miscellaneous materials – All materials necessary to furnish and install a complete and fully functional system.

3.5 CABLING SYSTEM

3.5.1. Station Cable (Voice/Data)

- a. The Communications Contractor shall be responsible for obtaining a low voltage installation permit from the appropriate authority prior to start of installation.
- b. The Communications Contractor shall be responsible for consulting with the building inspector to determine whether there are special local requirements for strapping the cables in the attic area.
- c. The Communications Contractor shall be responsible for coordinating with the building's General Contractor to determine the cable routings, schedules for cable placement and ceiling inspection.
- d. The Communications Contractor shall provide installation of the cable hangers and sleeves that will support the horizontal cables in the attic area per all applicable local building code(s).
- e. The Communications Contractor shall furnish and install voice/data locations, voice only locations, and data only locations per approved floor plans.
- f. The Communications Contractor shall furnish and install whips, wall plate adapters and floor plate adapters as shown on the plans.
- g. All voice/data outlets shall be furnished and installed complete with four (4) data jacks (Cat 6, RJ45) terminated with four (4) Cat6 plenum rated cables unless otherwise noted on the plans.
- h. All cables shall be General Cable GenSPEED 6000 Category 6 plenum rated 24 AWG four pair. No substitutions will be allowed without prior written approval from appropriate Library Staff and the ISD Telecommunications Systems Engineer. The jacket shall be blue. All cables shall be installed from the station jack directly to the appropriate Cat 6 patch panels in the MCR. All pairs are to be terminated using TIA/EIA 568-A at both ends. All cables shall be tested to minimum Cat 6 standards.
- i. The jack housings and faceplates shall have four (4) positions for jacks. Blank covers shall be installed in vacant jack positions. Jack housings and faceplates shall be compatible with the Mini-Jacks. The type and color is to be determined by the installed location. Some will be flush or non-flush. Modular furniture faceplates shall be color coordinated with the color of the furniture base plate. The Communications Contractor shall furnish and install the proper jack housings and faceplates. The Communications Contractor shall determine the type of faceplate prior to the scheduled installation and must be approved by ISD Telecommunications Systems Engineer and Library Staff prior to use.

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

- s. Four pair data cables shall be bundled with a Velcro type of tie, such as Panduit HLS, HLM, HLC or equivalent. Do not use plastic ties on data cables.
- t. Furnish and install flexible tubing (Seal Tite) to conceal wire runs into modular furniture or where needed to secure multiple exposed cables.
- u. It shall be the responsibility of the Communications Contractor to determine and furnish the quantity of voice/data wire needed.

3.5.2 Workstation Outlets

- a. Unless otherwise noted on the plans, each outlet location installed in the wall, on the modular furniture system, or on the floor, shall be equipped with four (4) Category 6 RJ45 type data modular jacks, Orange for the STAFF locations and Blue for the PUBLIC locations as shown on the plan.
- b. Each outlet location shall be provided with four (4) Cat 6 cables unless otherwise noted on the plan.
- c. All jacks shall be Category 6, 8 position, 8 wire with termination cap color, wired to the TIA/EIA 568-A wiring standard. All jacks shall be manufactured by Panduit (CJ688TGOR or CJ688TGBU) as shown on the plan. No substitutions will be approved.
- d. Panduit (CFPE4) shall mount jacks on a four- (4) module, Electrical Ivory, faceplate for the wall.
- e. Where outlet location is specified for a wall-mounted telephone, provide and install a voice cable terminated on a RJ45 jack with a single module faceplate by Panduit (CJ641EI).
- f. Provide and install appropriate faceplate, extender as determined by modular furniture brand. The Communications Contractor shall determine bracket type and color prior to scheduled installation.
- g. If faceplates are mounted to double gang boxes, the Communications Contractor shall provide and install, as required, In-Wall box adapters as manufactured by Panduit.
- h. The Communications Contractor shall be responsible to install cover plates or blank modules of the appropriate color on any unused single or double gang boxes. Modules by Panduit (CMB).
- i. The Communications Contractor shall provide cross-connect jumpers as required from the MPOE to MCR, between MCR's and IDF's and for faxes, modems, elevator phones, etc. as required.

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

- j. Any deviation/substitution must be verified and approved in writing by the ISD Telecommunications Systems Engineer prior to use.

3.5.3 Wireless Network Access Point Data Cables

- a. Category 6 data cables will be utilized to provide connectivity between the wireless APs and the data network switch in the Telecommunications Closet.
- b. The location of Cisco Aironet 1230AG Series APs and Category 6 cable runs will be determined following an RF survey.

3.6. DISTRIBUTION CABLE (where applicable)

3.6.1. Voice Cable

- a. The Communications Contractor shall provide, install and terminate an appropriately sized, as determined by the ISD Telecommunications Systems Engineer and Library Staff, CMR rated cable to provide connectivity between the MPOE and MCR.
- b. Backbone cables shall be installed separately from the station cables. Where both cables are installed in a cable tray or wire way, backbone cables shall be installed first and bundled separately from the station cables.

3.6.2. Fiber Optic Cable

1. If required, fiber optic cable shall be jacketed as appropriate for use in an underground environment.
2. The cable shall be composite, tight buffered, all dielectric, Kevlar strength members with polyethylene outer jacket (medium or high density) with 600 lbs pull-strength. Individual fibers shall be covered with a 900-micron primary buffer. The cable shall contain continuous glass with Corning or Lucent Technologies glass only, and no splices.
3. The cable shall consist of 8 Multi-mode fibers and 4 Single-mode fibers and shall meet or exceed the following specifications.
 - a. Multi-mode: diameter (microns) 62.5/125; dual window (850/1300): maximum attenuation @ 850/1300 nm < 3.15/1.5 db/Km: minimum bandwidth (MHz-km) @ 850/1300 nm, 160/500: graded index.
 - b. Single-mode: diameter (microns) 8.3/125: dual window (1310/1550) maximum attenuation @ 110/1550 nm, < 4.3 db/km.

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

- c. The Communications Contractor shall ensure that the multi-mode fiber optic cables can support FDDI, 100Base-FX, and 1000Base-FX protocols, and the single-mode fiber optic cables can support 1000Base-LX and 1000Base-SX protocols.
- d. The Communications Contractor shall furnish and install a rack mounted 12-port fiber distribution enclosure by Siecor or equivalent, fully equipped with couplers in the MCR.
Note: The Fiber Patch Panel Assemblies shall be mounted above the core chassis' on the relay racks.
- e. The Communications Contractor shall furnish, install and terminate all fiber optic strands on ceramic type of ferrule connectors in each distribution enclosure, install SC type of connectors for the multi-mode cables and FC/PC (Physical Contact) for the single-mode cables.
- f. The Communications Contractor shall also furnish and install one-inch diameter inter-duct for fiber runs.
- g. The Communications Contractor shall furnish and install each span of the fiber optic cables in one continuous length, no splices, utilizing building conduits and sleeves.
- h. The Communications Contractor shall provide hardware for termination and cable securing, such as clamps, tie-raps, soft buffer, spiral wrap or split loom, SC connectors, etc.
- i. The Communications Contractor shall leave at least ten (10) feet of fiber optic cables slack on top of cable tray.
- j. The Communications Contractor shall provide other services, if required, to complete, such as: tighten barrel connectors, secure cable to fiber distribution panel, and install connectors to couplers, place fiber distribution enclosures in rack.

3.7 CABLE TESTING

3.7.1. General

- a. All testing shall be per the Los Angeles County STD-902 Testing Standard. An orientation with the ISD Telecommunications Systems Engineer and Library Staff shall take place on site prior to the test. It shall be scheduled at least one week in advance. The ISD Telecommunications Systems Engineer and/or Library Staff shall certify prior to testing the following:
 - b. Test meters have been calibrated to TIA/EIA Standard within the last 12 months. With a Certificate of Compliance, meter serial number and dated.
 - c. Test meter shall be fully charged.
 - d. Test configuration set to the County Standards.

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

- e. Manufacturers warranty certification (if applicable) requirements shall be reviewed to ensure that all warranty requirements are met.
- f. The Communications Contractor shall furnish one (1) printed copy and one copy on CD-ROM, with the complete set of test results. Copies of PC based software to view drawings and results shall also be provided to the ISD Telecommunications Systems Engineer and appropriate Library Staff.

3.7.2 Communications Contractor Requirements

- a. Communications Contractor shall provide sufficient skilled labor to complete testing within the agreed upon test period. Testing shall commence no later than _____ and be completed no later than _____.
- b. Communications Contractor shall have a minimum of 3 years experience installing and testing structured cabling systems. All installers assigned by the Contractor to the installation shall have factory certification that they are qualified to install and test the provided products.
- c. Communications Contractor is responsible for supplying all of the required test equipment used to conduct acceptance tests.
- d. Communications Contractor is responsible for submitting acceptance documentation as defined in section 3.6.5 below.

3.7.3 Test Process

- d. The County reserves the right to be present during any or all of testing.
- e. Testing shall be of the Permanent Link. However, the Communications Contractor shall warrant performance (see Part 3) based on Channel performance and provide patch cords that meet channel performance.
- f. All cabling not tested strictly in accordance with these procedures shall be re-tested at no additional cost to the County.
- g. 100% of the installed voice and data cabling must be tested. All tests must pass acceptance criteria defined in 3.6.5.d.
- h. Test equipment shall be fully charged prior to each days testing.

3.7.4 Standards Compliance & Test Requirements

- a. Cabling must meet the indicated performance specifications:
 - _____ TIA 568B Category 6
 - _____ TIA 568A Category 6
- b. All test equipment used must meet the performance specifications defined in section 3.6.6. below.

3.7.5 Documentation

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

- a. Test reports must be submitted in hardcopy and electronic format. Hand-written test reports are not acceptable.
- b. Hardcopy reports are to be submitted in labeled 3 ring binders with an attached affidavit verifying passing execution of all tests. For large installations electronic reports with hardcopy summaries are preferred. Hardcopy summary reports shall contain the following information on each row of the report: circuit ID, test specification used, length, date of test, and pass/fail result.
- c. Electronic reports are to be submitted on CD-ROM only. If proprietary software is required to view test results, the software shall be provided to ISD Telecommunications Systems Engineer and appropriated Library Staff. If the results are delivered in a standard format like Excel, Access, CSV files, etc. then software to read these files need not be provided. Electronic reports must be accompanied by a Certificate signed by an authorized representative of the Contractor warranting the truth and accuracy of the electronic report. Certificate must reference traceable circuit numbers that match the electronic record.
- d. Test reports shall include the following information for each cabling element tested:
 - i. Wiremap results that indicate the cabling has no shorts, opens, miswires, split, reversed, or crossed pairs, and end to end connectivity is achieved.
 - ii. For Category 6 cabling: Attenuation, NEXT, PSNEXT, Return Loss, ELFEXT, and PSELFEXT data that indicate the worst case result, the frequency at which it occurs, the limit at that point, and the margin. These tests shall be performed in a swept frequency manner from 1 MHz to highest relevant frequency, using a swept frequency interval that is consistent with TIA and ISO requirements. Information shall be provided for all pairs or pair combinations and in both directions when required by the appropriate standards. Any individual test that fails the relevant performance specification shall be marked as a FAIL.
 - iii. Length (in meters), propagation delay, and delay skew relative to the relevant limit. Any individual test that fails the relevant performance specification shall be marked as a FAIL.
 - iv. Cable manufacturer, cable model number/type, and NVP
 - v. Tester manufacturer, model, serial number, hardware version, and software version
 - vi. Circuit ID number and project name
 - vii. Autotest specification used
 - viii. Overall pass/fail indication
 - ix. Date of test
 - x. Test reports shall be submitted within 7 business days of completion of testing.

3.7.6 Test Equipment

- a. Test equipment used under this contract shall be from manufacturers that have a minimum of 5 years experience in producing field test equipment. Manufacturers must be ISO 9001 certified.

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

- b. All test tools of a given type shall be from the same manufacturer, and have compatible electronic results output.
- c. Test adapter cables must be approved by the manufacturer of the test equipment. Adapters from other sources are not acceptable.
- d. Baseline accuracy of the test equipment must exceed TIA Level III, as indicated by independent laboratory testing.
- e. Test equipment must be capable of certifying Category 6 links.
- f. Test equipment must be capable of storing full frequency sweep data for all tests and drawing color graphical reports for all swept measurements.
- g. Test equipment must include S-Band time domain diagnostics for NEXT and return loss (TDNXT and TDRL) for accurate and efficient troubleshooting.
- h. Test equipment must be capable of running individual NEXT, return loss, etc measurements in addition to autotests. Individual tests increase productivity when diagnosing faults.
- i. Test equipment must include a library of cable types, sorted by major manufacturer.
- j. Test equipment must store Category 6 autotests in internal memory.
- k. Test equipment must be able to internally group autotests and cables in project folders for good records management.
- l. Test equipment must include DSP technology for support of advanced measurements.
- m. Test equipment must make swept frequency measurements in compliance with TIA standards.
- n. The measurement reference plane of the test equipment shall start immediately at the output of the test equipment interface connector. There shall not be a time domain dead zone of any distance that excludes any part of the link from the measurement.

3.7.7. Fiber

- a. The Communications Contractor shall perform end-to-end fiber optic strand testing per Los Angeles County Fiber Testing Standard with the following minimum quality levels: Optical Time Domain Reflectometer (OTDR) with drawings (both directions) and absolute dB loss (power meter), at 850 nanometers for multi-mode and 1310 nanometers for single-mode. All fiber optic cable lengths less than 600 feet shall require a certified kilometer to be used with the OTDR testing equipment. After

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

testing on the reel has been successfully completed, fiber optic system shall be installed with all patch cords attached and then the entire channel shall be tested.

- b. The Communications Contractor shall perform two sets of OTDR drawings with the above mentioned minimum quality levels. The first OTDR reading and drawings must be done on-site and submitted to the Project Manager prior to the utilization of the fiber, and the second OTDR reading and drawings must be done after installation.
- c. Upon completion of the fiber optic portion of this project, the Communications Contractor shall provide two complete sets of OTDR traces on 8 ½ x 11” sheets. The Communications Contractor shall annotate on each OTDR trace 1) direction of test per strand (from-to); 2) bundle number; 3) buffer color and 4) strand color. Communications Contractor-provided representations of the test data are not acceptable.

3.8 VOICE COMMUNICATIONS SYSTEM

3.8.1. Cisco CallManager VoIP System

System Description and Installation Requirements

The County CIO has directed that all new Voice Systems shall be part of a centrally administered, distributed processing, Cisco VoIP system. ISD has implemented this through a program named Hosted IP Telephony. ISD will furnish, install a WAN router at each site and as required. ISD shall insure connectivity and QoS is implemented to the Hosted VoIP systems.

The Communication Contractor shall be a **Cisco Gold Certified Partner** with a minimum of five (5) years experience in Cisco VoIP installations. No exceptions will be allowed.

The following documents are templates to be referenced as Cisco Published Best Practices. The Communications Contractor shall follow these published practices and furthermore, are liable for any remedies associated with correcting problems that are the result of not following these practices.

The Contractor shall, at a minimum, test all newly installed equipment using the appropriate Cisco Test and Acceptance Documents, as listed below in Section 4.2 and as applicable as directed by the ISD Project Manager. The County reserves the right to require additional tests not listed below. The Contractor shall coordinate with LA County ISD personnel as to which tests are applicable and LA County ISD personnel shall be present and participate in all tests. Further, the Contractor shall certify to the ISD Project Manager and ISD Communication Services Analyst and Library Personnel that the system is fully operational and functional.

CM-4.x-Admin.pdf	Unity-4.x-Admin.pdf
------------------	---------------------

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

Due to Data Center security constraints, the Contractor shall be limited to a maximum of five (5) specific individuals to be granted temporary access to the Downey Data Center. Contractor shall provide the names of these individuals two (2) weeks prior to the start date of any work in the Data Center. Identified individuals may be required to sign in and out each time they access the Data Center and may be subject to random searches. ISD Personnel will be responsible for password logon access to the existing Hosted system. This access is not transferable to any other individual.

ISD Personnel shall be responsible for password logon access to the existing NIPT Hosted system servers. No access shall be given to the Contractor. ISD Personnel must be present during all programming and modifications to any and all systems.

1. The Contractor shall program and configure the existing Cisco CallManager, including other IP Telephony components and instruments to provide a fully operational VOIP implementation.
2. The Contractor shall furnish and install the latest ISD/Cisco approved version of software **only** on any supplied Cisco equipment.
3. The Contractor shall develop the database for CallManager, Unity, Active Directory with assistance from appropriate County personnel.
4. The current Cisco/ISD approved naming conventions for VoIP, including, but not limited to CallManager programming components, VoIP devices, and data switches, shall be obtained from the ISD Project Manager and adhered to strictly. Any deviations must be approved in writing by the ISD Design Engineer prior to implementation. Any deviations found but not approved as indicated shall be corrected at no expense to the County.
5. The Contractor shall be responsible to perform the following tasks to ensure a successful and consistent installation:
 - a. Develop configuration documentation with input from the County.
 - b. Develop an implementation-specific Network diagram with input from the County's design team.
 - c. Receive and inventory all equipment delivered at the site on the approved form provided by the ISD Project Manager. Record all pertinent information including but not limited to the model name/number, serial numbers, OS and/or IOS versions, SmartNet contract numbers (include start dates), blade configuration, installed location, etc.
 - d. Furnish and install turn key voice gateway(s) per Attachment A. Load and configure implementation-specific CallManager, IPCC Hosted, gateway, phones and, as required, Internetworking Operating System (IOS). Current LA County/Cisco approved IOS is 12.4(7)g. DHCP for all IP telephones shall be provided on the VG per attached "LAC IPT DHCP on VG r0-3.pdf"
 - e. Unpack and assemble telephony devices and attach the designation strips for each. Racks, servers, and gateways must be labeled with name and ID address as approved by the ISD Project Manager and ISD Design Engineer.

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

- f. Confirm the site readiness prior to equipment installation.
 - g. Install and connect the equipment to County's provided facilities at the agreed upon demarcation points.
 - h. Troubleshoot and replace hardware failures relating to the installation of the equipment prior to placing any equipment into production.
 - i. Provide remote technical support for the Contractor's on-site engineer during installation, migration, cut-over, and implementation.
 - j. Verify the operation of the programmed and installed CallManager(s), Gateway(s) and phone(s) per the Project Implementation Plan.
 - k. Document and deliver system completion certificates for the equipment installed.
 - l. Develop project implementation test plans with input from the County.
 - m. The Communications Contractor shall provide project specific and appropriately sized APC UPS systems to support installed data switches and phones for up to two (2) hours. The system shall include environmental monitoring via and AP9617. The ISD Design Engineer shall provide all UPS specifications. No deviations shall be allowed.
6. Due to the nature of this project, the Contractor shall insure that a Cisco Certified Installation Engineer (CCIE) with VoIP experience is either on staff or under contract to provide installation support and/or programming for this project.
7. The LAN shall consist of 10/100/1000Mbps switching infrastructure. The Contractor shall be responsible for all installation and configuration of Cisco equipment including but not limited to catalyst IOS, IP, VLAN, sub-nets, routes, etc. The Cisco equipment, software, and configurations installed must be compatible with the existing LA County network architecture, and network management software and hardware.
8. The Contractor shall work with the ISD Project Manager to determine tasks required to migrate users from any existing environment to Cisco based Virtual Local Area Network (VLAN) network.
9. The Contractor shall utilize an IP address scheme furnished by the County. Separate VLANs shall be provided for data devices; VoIP telephone instruments, and VoIP servers/VGs, and other such devices. The Contractor shall permanently affix a machine printed label with the assigned IP address to each equipment component to which one has been assigned.
10. The Contractor shall furnish, install, set-up and configure all equipment for use with the County's installed version of Cisco Unified Operations Manager (CUOM) in the Downey NCC.
11. The Communications Contractor furnish and install Four (4) Cisco WS-C3750-48PS-S Power over Ethernet (PoE) enabled switches.
12. The Communications Contractor shall furnish and install Forty-Two (42) Cisco CP-7961G IP instruments with licenses per plan. The Communications Contractor shall install Six (6) CP-7914 sidecars with footstands per plan. Quantity

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

and type of endpoint devices and licenses shall be verified with Library Staff and the Telecommunications System Engineer prior to ordering. The appropriate Cisco SmartNet protection shall be provided for each device.

13. Utilizing Cisco's current best practices the Communications Contractor shall assist Library Staff, as required, in gathering all information required to develop the user database (i.e., key sheets, numbering plan, class of service, number and type of instruments, etc.). The information shall be forwarded to the ISD Project Manager six (6) weeks prior to the scheduled cut-over date. Change requests submitted in the (six week) interim will be held until after cutover.
14. It shall be the responsibility of the ISD Project Manager and the assigned ISD Communications Services Analyst to provide an accurate database to ISD's Mid-range Computing Division for inclusion into ISD's Active Directory schema a minimum of two weeks prior to the scheduled cutover.
15. The Communications Contractor shall be responsible to assist the County with the configuration of all Telephony components as required. The Communications Contractor shall be responsible to assist the County with testing and troubleshooting all Telephony components during the system configuration phase.
16. No more than one (1) week after the telephone system is fully operational, the Communications Contractor, ISD Project Manager, ISD Telephone Repair Shop Supervisor or his/her designee, and appropriate Library Staff will test all newly installed equipment. A Certificate of Acceptance will be signed by the ISD Project Manager, ISD Telephone Repair Shop designee, and Library Staff. The warranty of the telephone system will start on the signature date.
17. The Communications Contractor shall cross-connect all PSTN facilities as required and determined by ISD Project Manager and Library Staff. These may include but are not limited to PRIs, analog trunks, faxes, and modem lines. Physical locations for faxes and modems to be determined during installation.
18. The Communications Contractor shall provide an FXO Trunk from the gateway for connection to the paging amplifier. The FXO shall be placed on an RJ14 and clearly tagged. The Communications Contractor shall terminate the circuit on the paging amplifier using an RJ14-to-Spade terminating cable.
19. The Communications Contractor shall provide two (2) RJ45 jacks adjacent to alarm panel for dial tone for the alarm system. The lines to be used will be ordered by County Library Staff. The Communications Contractor will terminate the lines on the blocks. The alarm contractor will terminate the lines into the alarm.

3.9 MEETING ROOM

- A. The intent of the meeting room Audio/Video systems shall be to provide a multipurpose audio/video system to be used for meetings, presentations, and other community audio/video functions. The meeting room shall have a public address system, data/video projection system, projection screen, equipment rack, and be integrated with the video conferencing system. The Meeting room audio/video system shall be controlled by a main controller unit.

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

The Meeting room shall have an Audio/Video control room directly adjacent to the meeting room with accessibility from the meeting room. The audio/video control room shall be a minimum of 8' Wx 10' D with 9' ceiling. The audio/video control room shall have Air conditioning at all times. The specifications for air conditioning, electrical, fire protection, flooring, lighting and grounding for the telephone rooms shall also be applicable to the audio/video control room.

Lighting controls for the meeting room shall be installed in the audio/video control room. The light controls shall be able to raise and dim the light levels and also to be able to turn the lights on and off. A lighting control unit shall be installed for each zone of lighting. Overall lighting control shall be installed in the meeting room as shown on the drawings.

3.9.1 Public Address System

A . System Description and installation requirement.

- a. The Public Address system shall be a 70V system. The Public Address system shall consist of a mixer, compressor/limiter/gate unit, equalizer, feedback processor, amplifier, two (2) hand held wired microphones, two(2) handheld wireless microphones, two (2) wireless lavalier microphones, two (2) microphone floor stands, microphone cabling, connectors, wall plates, ceiling speakers, and a assistive listening system.
- b. The mixer compressor/limiter/gate unit, equalizer, feedback processor, amplifier and receivers for the wireless microphones systems shall be rack mounted in the equipment rack in the audio control room.
- c. The ceiling speakers shall be mounted and earthquake braced in the ceiling. Speakers shall be located in the ceiling as shown on the drawings. The speakers shall be installed flush with the ceiling.
- d. The wireless microphones shall be installed with different frequencies. The wireless microphone receivers shall be installed and rack mounted in audio video control room equipment rack. The wireless microphone systems shall be color coded to differentiate between the systems.
- e. A microphone outlet shall be installed in the front wall of the meeting room . The microphone outlet shall be located as shown on the drawings. The microphone outlet shall be connected to an input of the mixer amplifier. The microphone outlet shall be mounted flush in the wall.
- f. A microphone outlet shall be installed in the rear wall of the meeting room . The microphone outlet shall be located as shown on the drawings. The microphone outlet shall be connected to an input of the mixer amplifier. The microphone outlet shall be mounted flush in the wall.

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

- g. The assistive listening system shall be installed the meeting room as shown on the drawings. The assistive listening system shall be an infrared system. The transmitter panel shall be connected to the mixer amplifier. The contractor shall furnish and install the quantity of headset receivers as required by ADA rules plus an additional five (5) headset receiver units.

B. Materials and Equipment

- a. Amplifier – QSC CX302
- b. Output Transformer – QSC IT - 42
- c. Audio Mixer – Behringer Euro Rack Pro RX1202FX
- d. Compressor/Limiter/Gate - Presonus ACP88
- e. Equalizer – dbx 2231
- f. Feedback processor- Sabine FBX2400
- g. Hand Held wired microphone – Shure SM58
- h. Hand Held wireless microphone system – Shure ULXP 24/58
- i. Lavalier wireless microphone system – Shure ULXP 14/85
- j. Microphone floor stands – Atlas Soundolier MS – 12CE
- k. Microphone outlet plates – Lowell Manufacturing MCPI – C3F
- l. Assistive listening system – Phonic Ear Star Sound 600 system, including emitter panel, emitter panel wall mount bracket, transformer, 602R headset receivers and LITMTK staff support kit. Color to be determined by Library Staff.
- m. Speaker cabling – WestPenn 25294B
- n. Microphone cabling (wal plate to mixer) – WestPenn 25303B
- o. Microphone cabling (15') with connectors - Whirlwind MK415
- p. Ceiling speakers – JBL Control 26CT
- q. Miscellaneous materials – All materials necessary to furnish and install a complete and fully functional system.

3.9.2 Data/Video Projection

A. Description and installation requirements

The data/video projection system shall project the data and video signals from the signal source to the video projection screen located at the front of the meeting room. The data/video projection system shall consist of a video projector and ceiling projector mount. The projector and projector mount shall be securely mounted and earthquake braced.

If the height of the finished ceiling is at 9 feet above finished floor or less, the video projector shall be mounted below the ceiling on a pole mount with supporting hardware. An escutcheon ring shall be installed where the pole extends from the ceiling.

If the height of the finished ceiling is more than 9 feet above the finished floor the project shall be mounted on a motorized projector lift. The motorized projector lift shall raise the projector above the ceiling and be flush with the ceiling when not in use. When the projector shall be used, the projector shall be lowered to the appropriate height.

The projector lift shall be controlled by a three function motorized projector lift controller switch. The projector lift controller switch shall be low voltage type and shall be used with a low voltage

control unit. The controller switch shall be mounted on the wall. The controller switch shall have independent functions for up, down, and stop. The projector lift shall include ceiling closure panel, plenum housing, ceiling finishing kit, ceiling access door, projector mounting bracket, and factory installed cabling for RGBHV, Video and control.

Electrical outlets shall be installed for projector use. Electrical outlets shall be installed flush with the ceiling at the projector location if the projector is pole mounted. Electrical service shall be integrated in to the motorized lift equipment if the projector is install on a motorized lift and follow the projector lift manufacturers specifications.

The projector shall be located away from the projection screen at a distance in accordance to both the projector and screen manufacturer's specifications.

The Communications Contractor shall furnish two (2) additional spare bulbs for the projector.

There shall not be any obstructions at the projector location to prevent the mounting and storing of the project in the ceiling. The Communications Contractor shall coordinate with the general contractor and other trades to ensure that projector will be free from any obstructions. The Communications Contractor shall also coordinate and ensure that there will not be any obstructions in the projection path between the projector and the screen.

B. Materials and equipment

- a. Projector – Epson Powerlite 7900p with Lens
- b. Pole Mount – Chief Mfg RPA – U with appropriate size pole and ceiling plate
- c. Motorized lift – Draper SL series with accessories as stated in specification.
- d. Motorized lift controller switch – Draper LVCS
- e. Low voltage control unit – Draper LVCIII
- f. Cabling – VGA, RGBHV, Video, S – Video and control cabling as required (all plenum rated)
- g. Connectors – as required
- h. Miscellaneous materials – All materials necessary to furnish and install a complete and fully functional system.

3.9.3 Projection Screen

A. System description and installation requirements

The projection screen shall be used for displaying video/data images projected by the video projector. The projection screen shall be recessed in the ceiling and securely mounted and earthquake braced. The projection screen shall be located at the front of the meeting room. The projection screen shall be motorized with a three function low voltage control switch to raise, lower, and stop the screen. The low voltage switch shall be used in conjunction with the low voltage control unit. The projection screen shall have a projection surface suitable for data and video projection. The projection screen shall be 9' x 9' in size. Electrical contractor shall furnish and install the electrical service to the screen motor and make final terminations to the screen motor.

B. Materials and equipment

- a. Projection Screen – Draper Signature/Series V with M1300 surface

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

- b. Low voltage switch – Draper LVCS
- c. Low voltage control module - Draper LVCIII
- d. Miscellaneous materials – All materials necessary to furnish and install a complete and fully functional system.

3.9.4 Presentation System

A. A presentation system shall be installed in the meeting room. The audio video equipment shall consist of a DVD player, VHS VCR, CD Player, Dual Cassette Recorder, control system, control panels, County Library provided computer, wireless keyboard, wireless mouse, equipment rack, amplifier, and speakers.

With the exception of the wireless keyboard, wireless mouse, and speakers, the equipment shall be rack mounted in the equipment rack located in the audio control room.

The presentation system shall provide audio, video, and data signals to be displayed on the projection screen and heard through the speakers.

An audio/video switcher shall be installed to select between the sources to be displayed on the projection screen via the projector and selected the audio source to be heard through the speakers.

Control panels shall be installed to control the functions of the projector, DVD player, VCR, CD player, and dual cassette recorder. The control panels shall select the audio, video and computer source to be displayed and heard on the presentation system. A control panel shall be installed and wall mounted in the meeting room. A second control panel shall be installed in the audio control room. The Communications Contractor shall configure and program all hardware and software for the control panels, control system, and audio video switcher.

The presentation system shall be configured so that the audio from the meeting room public address system can be recorded on the dual cassette recorder.

A volume control shall be installed in the equipment rack to control the volume of the audio going to the speakers.

A preview monitor shall be installed in the rack to view the selected video programming.

The speakers shall be wall mounted on either side of the projection screen.

A MATV/CATV/SATV drop and receiver box as necessary shall be installed from the MATV/CATV/SATV system in the MCR room and installed in the equipment rack. The TV drop shall be integrated into the audio/video system to be displayed in the meeting room over the presentation system.

A computer VGA with audio outlet shall be installed at the front of the meeting room and also at the rear of the meeting room. The computer outlets shall be connected to separate individual inputs of the audio/video switcher to be selected as an audio/video source.

The equipment rack shall be installed and earthquake braced at the top and bottom of the rack.

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

The equipment rack shall be grounded. The equipment rack shall have a vented top panel. The equipment rack shall have a power strip with surge suppression and circuit breaker. All blank rack spaces shall be covered with black vented panels.

The Communications Contractor shall furnish and install a laminated "as built" drawing of the wiring diagram for the presentation, public address, and video conferencing systems in the meeting room. The drawing shall be 36"W x 24" H. The drawing shall show all components of the presentation, public address, and video conferencing systems and their interconnects. The drawing shall be installed and mounted on the wall in the audio/video control room.

B. Materials and equipment

- a. DVD/VCR player – Sony RDR – VXD655
- b. Dual Cassette Recorder – Denon DN780R
- c. CD Player – Denon DN-C550R
- d. Amplifier – QSC CX302 with IT – 42 Transformer
- e. Speakers - JBL C29 AV-1
- f. Audio/Video Switcher/Control System – Extron
- g. Control Panel – Extron
- h. Preview Monitor – American Dynamics ADMNM1LCD17
- i. Computer input wall plate – Extron WP150
- j. Volume control – Built into Control Panel
- k. Wireless Keyboard/Mouse suite - Gyration GP3200-001
- l. Equipment rack – Middle Atlantic WRK-44SA-32 with vented top and power strip.
- m. Cabling and connectors – All required cables and connectors to furnish and install a complete and fully functional system.
- n. Miscellaneous materials – All materials necessary to furnish and install a complete and fully functional system.

3.10 WiFi WIRELESS NETWORKS

A. LACWiFi Wireless Network

The intent is to provide authorized County employees with access to the LACWiFi Wireless Network, which provides controlled access to County information systems and networks via the County-side Enterprise Network. The LACWiFi Wireless Network requires user authentication utilizing a SecurID Token in order to gain access.

B. WiFi Public Wireless Network

The intent is to provide the public with Internet access utilizing a separate VLAN WiFi Public Wireless Network, routing users directly to the Internet via the County-side Enterprise Network.

C. Wireless Network Access Points

The intent is to provide centrally located (ceiling or wall mounted) Cisco Aironet 1230AG Access Points (APs) to enable wireless access to the

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

LACWiFi Wireless Network and WiFi Public Wireless Network. The actual quantity and location required to provide suitable coverage for the APs will be determined following an RF survey.

3.11 EQUIPMENT RACKS / MOUNTINGS

- a. The contractor shall provide and install equipment racks that are earthquake rated for zone 4 and shall be securely installed according to Los Angeles County Standard 108. This standard will require the use of a 3-inch spacer bar. (B-Line P/N STD108DET4).
- b. The contractor shall provide and install standard 7' by 19" aluminum relay rack(s) (Chatsworth P/N 48353-703, color Black, shelves and cable trays as specified in the attached drawing. The contractor shall install, position, reposition, or remove racks and equipment as required without disruption of ongoing services. The contractor shall furnish extension cables, power taps, or temporary racks if needed.
- c. All equipment racks shall be augmented with horizontal and vertical management hardware, both front and rear, to properly dress cables and patch cords. Wire management hardware by Panduit (WMBVC).
- d. The number of equipment racks shall be determined by ISD Telecommunications Engineer and Library Staff. The number shall be dependent on the size of the Library.
- e. All voice/data cables shall be terminated on separate patch panels in the MCR. Patch panels shall be dedicated to STAFF data, and PUBLIC data. See section 3.4 for requirements. The cables shall be terminated and label sequentially on the patch panels.
- f. Cable trays shall be Chatsworth Products, INC. (CPI) P/N 11252-713. Color, black.
- g. All structural ironwork shall be UL-certified, providing the best bonding for static and grounding. Painted structural ironwork is not allowed.
- h. Cable tray shall be of the tubular type construction. The tray shall be installed with the rungs on the topside of the tray. All attachments to drywall shall be on 3/4" plywood.
- i. Cable tray shall be 7'3" from the finish floor. This will require the installation of a 3" (Black) spacer manufactured by B-Line Systems, INC., P/N STD108DET4. This part is not cataloged and requires special order. The 7'3" allows for the cable tray to be positioned over the 7' doorway.
- j. Structural cable tray, relay racks, cabinets, systems, attachments and earthquake bracing shall comply with Zone 4 earthquake, NEMA, NEC and TIA/EIA-569 standards. Floor mounting hardware shall be a 3/8" bolt, lock washer, flat washer, with anchor in the floor, quantity as required.
- k. All exposed cut and sharp edges shall be deburred and filed to a safe finish. Cable tray runway ends shall be capped with a black rubber cap.
- l. Relay racks shall be high strength aluminum construction with universal 5/8"-5/8"-1/2" tapped mounting hole #12-24 thread pattern on both front and rear. Designed and seismic built to the EIA-310C Standard.

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

- m. The Communications Contractor shall install, position, reposition, or remove racks and equipment as required without disruption of ongoing services. The Communications Contractor shall furnish extension cables, power taps, or temporary racks if needed.

PART 4 EXECUTION

4.1 INSTALLATION

A. General

All equipment shall be installed in accordance with the published practices of the equipment manufacturer, applicable FCC regulations, generally accepted industry standards, cited codes and standards, and these specifications.

B. Temporary Installation

The contractor shall temporarily install all electronic equipment for the final tests of the equipment and the systems, and then shall remove and store all equipment which is not built-in until occupancy by County personnel. The contractor shall then return and make complete and final installation and check-out.

C. Equipment Not Installed

Equipment not meant for installation and all spares shall be delivered on site, to Library Capital Projects Staff and secured.

D. Wiring

Terminations and connections throughout all systems shall employ one of the following methods:

1. Solder terminals, telephone-type punch terminal strips or machine wire-wrapped terminals in all cabinets.
2. Crimp connectors at outlet boxes and screw type or plug and socket connections at all equipment. Note that crimp-type connections are approved only for stranded wire.
3. 66-Type blocks shall only be used for voice distribution cables. They are not permitted for any other installation.

E. Labels

All controls, function switches, etc. shall be clearly labeled on all equipment panels. This labeling shall be permanently etched or engraved. Neat nameplates engraved on two-layer plastic and affixed with epoxy glue may be used.

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

F. Flexible Wire

Stranded wire and flexible cable shall be used for all connections to equipment not permanently attached to walls, floors or racks.

G. Conduits

1. Thin wall conduit shall be used for conduits 2" in diameter or less. For conduits over 2" in diameter, rigid steel galvanized shall be used. However, if it is necessary to use flex duct or plastic PVC, prior approval must be obtained in writing from ISD Telecommunications Systems Engineer and the next larger size flex duct or PVC shall be used. The flex shall be anchored at all bends and runs between bends must be straight and non-zigzagging through studding, joints, etc. If PVC conduit is to be used, use steel galvanized conduit for all bends over 15 degrees.
2. All communications conduit shall be one (1) inch inside diameter unless otherwise noted on the drawings.
3. A 1/4 inch nylon pull line shall be installed in each conduit. For conduits over two (2) inch in diameter, provide three-eighth (3/8) inch nylon pull line.
4. All conduits shall be clearly and permanently identified at all terminals or cabinets as to its terminating end.
5. Individual communications conduit runs shall not have more than the equivalent of two (2) 90-degree bends, the ISD Telecommunications Systems Engineer shall be contacted to determine the size, type and location of a pull box that must be installed. Pull boxes shall not be used for transitions in conduit runs.
6. The radius of any conduit bend shall not be less than ten (10) times the inside diameter of the conduit. Except conduit for fiber optic cable. The conduit-bending radius shall have a minimum of 20 times of the O.D. of the install fiber optic cable.
7. Open ends of conduit shall be plugged during construction to prevent the entrance of moisture or foreign material. If moisture or foreign material is found at the time telephone and data cables are being installed, it shall be the responsibility of the contractor to thoroughly clean the conduit before the cable installation proceeds.
8. All conduits shall be securely fastened in place and shall be free from burrs, defects or obstructions that could interfere with the installation of cables.
9. All conduit, unless otherwise noted on drawings, shall terminate on designated communications backboards either three (3) inches above the floor or six (6) inches below the ceiling.

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

10. All conduits shall be reamed and secured by locknut where applicable. All conduits shall have bushings on both ends.
11. All conduit not terminating in terminals, cabinets or outlet boxes shall be capped.
12. Conduit and fittings shall be homogeneous throughout and free from visible cracks, holes, foreign objects or other defects.
13. Empty conduit/sleeves, unless noted otherwise, shall be run to and between respective communications rooms and/or closets, as shown on the plans.
14. All underground communications conduit shall be PVC and shall have a minimum earth cover of eighteen (18) inches, except where subject to vehicular traffic (including road right-of-way) the PVC conduit shall be concrete encased with a minimum of thirty (30) inches of earth cover. Telephone conduit may be buried in the same trench as power (480 Volts or less) if separated by a minimum of three (3) inches of concrete or twelve (12) inches of dirt.
15. The number of outlets included in each home run shall be specifically limited, as shown on the plans, and shall not be exceeded.
16. The ISD Telecommunications Systems Engineer is responsible for duct assignments and shall be contacted before the installation of cables in the conduits.
17. Any deviation/substitution must be verified and approved in writing by the ISD Telecommunications Systems Engineer prior to use.

H. Outlets

All communications outlets shall be installed at the same height above the finished floor, unless otherwise noted on the drawings, as the electrical outlets, and shall be:

1. For single conduit entrance, 4 11/16 inches x 2 1/8 inches x 2 1/8 inches.
2. For two (2) or more conduit entrances, 4 11/16 inches x 4 11/16 inches x 2 1/8 inches.
3. Plaster rings are required. Tiger Box rings may not be used.
4. All core-drilled holes in counter tops shall be three (3) inches in diameter. A removable/reusable grommet and cover shall be installed.

4.2 ACCEPTANCE AND TEST INSPECTION

The following test/acceptance deliverables are required where applicable to this project.

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

- a. The Communications Contractor shall, at a minimum, test all newly installed Cisco equipment and configuration using the appropriate Cisco Test and Acceptance Documents, as listed below and attached, where applicable. The County reserves the right to require additional tests not listed below. The Communications Contractor shall coordinate with Library Staff and the ISD Telecommunications Engineer as to which tests are applicable. Library Staff and the ISD Telecommunications Engineer shall be present and participate in all tests. Further, the Communications Contractor shall certify that the system is fully operational and fully functional.

Call Manager Checkup Tests – CIPTTest1000.doc	Distributed Call Processing Tests – CIPTTest1100.doc
General IP Phone Tests – CIPTTest1100.doc	Advanced IP Telephony Tests – CIPTTest1200.doc
Campus Call Processing Tests – CIPTTest1200.doc	Unity Acceptance Test Plan.doc
Centralized Call Processing Tests – CIPTTest1300.doc	

- b. The County shall test all the newly installed equipment and verify that the system is fully operational and fully functional.
- c. The County shall accept the various systems installed and authorize payment to the Communications Contractor only **after the County has received all deliverables specified** and the Communications Contractor has fulfilled all obligations. This shall require, among other things, that the Communications Contractor:
- i. Has provided all materials and services included in the Original (or Adjusted, if applicable) Bid Schedule of Materials & Services and all change orders.
 - ii. Has provided to the ISD Telecommunications System Engineer a final “As Built” Schedule of Materials & Services. This schedule is the net result of compilation of the Original (or Adjusted, if applicable) Bid Schedule of Materials and Services and all change orders and reflects the actual materials and services delivered to the County.
 - iii. Has tested all systems and provided test results to the ISD Telecommunications System Engineer indicating operability in accordance with the specifications.
 - iv. Has completely provided to the ISD Telecommunications System Engineer the documentation as required above.
 - v. Has cleared all deficiencies (Punch List items).
 - vi. Has turned over to the County any spare parts as specified.
 - vii. Has restored to original condition any damaged County premises, premise facilities, or equipment caused by Contractor personnel.

INTERNAL SERVICES DEPARTMENT

Information Technology Services

Premises Systems Division

- viii. Has cleared all material and debris from the work site and generally restored the work site to an orderly condition.
 - ix. Has removed all abandoned or non-working equipment, wiring and mountings from the TRs, ducts, and conduits.
 - x. Has contacted and made arrangements for the ISD Maintenance Supervisor to determine the disposition of existing equipment.
 - xi. Has dressed all cables, patch cables, and power cords after user migration.
 - xii. Has fire stopped required conduits and pathways.
- d. Written procedures for the tests not included above shall be prepared by the contractor and submitted for review and approval by the ISD Telecommunications Systems Engineer and Library Staff at least 30 days prior to the test. The contractor shall supply personnel and, wherever required, auxiliary equipment for the test, without cost to the County.
- e. The County reserves the right to conduct, using contractor equipment and labor, a random re-test of up to five (5) percent of the cable plant to confirm documented results. Random re-testing, if performed, shall be at the expense of the contractor, using standard labor rates. Any failing cabling shall be re-tested and restored to a passing condition. In the event more than two (2) percent of the cable plant fails during re-test, the entire cable plant shall be re-tested and restored to a passing condition at no additional cost to the County.

4.3 TRAINING

- A. The contractor shall conduct training on each product in PART 2, except that the County may waive training on any products with which the County technicians and operators are already trained or for which training is inappropriate. The contractor shall furnish the services of a competent instructor for classroom and hands-on instruction in the operation and maintenance of the equipment supplied. The training shall be sufficient to qualify County technicians to maintain the equipment and systems.
- B. All training plans, and materials shall be submitted by the contractor for review and approval by the ISD Telecommunications Systems Engineer at least 30 days prior to acceptance tests.
- C. Classroom space for training will be provided by the County. All training classes shall be conducted on a mutually agreeable schedule prior to system acceptance.
- D. Operator training curriculum, if required, shall be comprehensive enough to enable County personnel receiving initial training to independently conduct training classes and

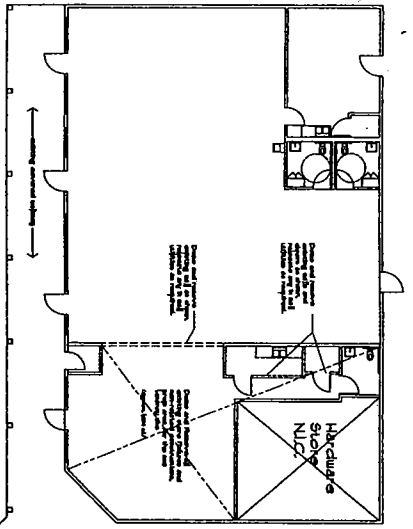
INTERNAL SERVICES DEPARTMENT

Information Technology Services

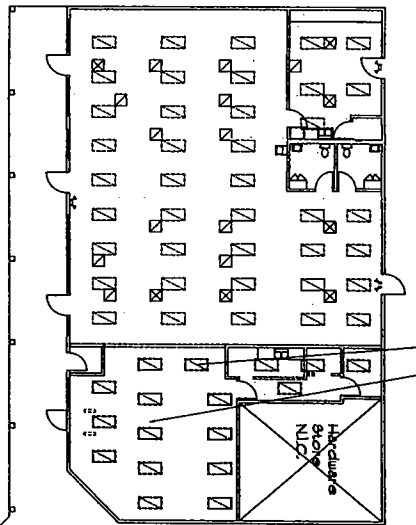
Premises Systems Division

instruct other operators. The contractor shall conduct training and furnish training materials for up to 20 students, as determined by County.

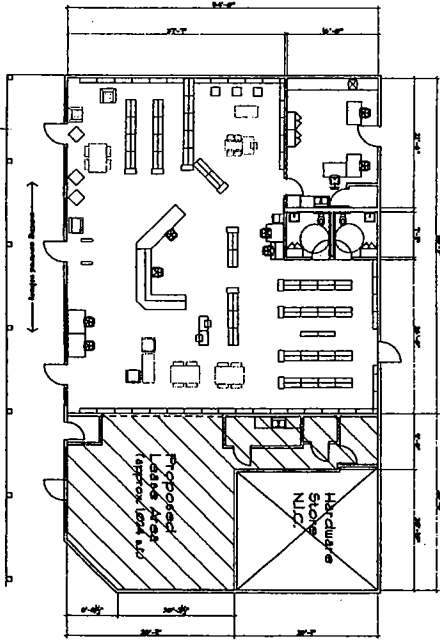
- E. Maintenance training. The Communications Contractor, if required, shall include in his maintenance training plan the recommended duration of maintenance training necessary to thoroughly cover the subject matter. This plan is subject to revision based upon County review.
- F. The contractor shall furnish training materials to each student, which they shall keep. The training material shall include the Systems Manual, less appendices. Maintenance training shall be conducted twice to provide training for up to 10 students in each session.
- G. The contractor shall provide one formal, technical training seat for each product installed.
- H. End-User Training shall be on-site and shall include:
- Contractor shall provide IP telephone and unity voice mail familiarization and usage classes and user guides for 90 end-users at fifteen (15) people or less per class.
 - How to use an IP Phone
 - Review main IP Phone features (hold, transfer, conference, etc.)
 - How users can access the CM User Options page and use the various features (Speed dials, address book, etc.)



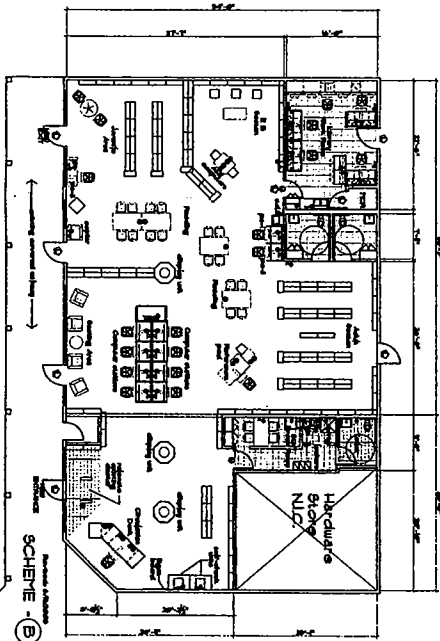
LAKE LOS ANGELES LIBRARY - Existing Floor Plan
16321 East Avenue O, Palmdale, California 93551



REFLECTED CEILING PLAN
Scale: 1/8" = 1' - 0"



LAKE LOS ANGELES LIBRARY - Existing Floor Plan
16321 East Avenue O, Palmdale, California 93551



LAKE LOS ANGELES LIBRARY - Proposed Floor Plan
16321 East Avenue O, Palmdale, California 93551

GENERAL NOTES

1. See outline specifications and 2024 for additional information.
2. See plan 1. Specifications prepared by the County of Los Angeles, Department of Public Works, Information Technology Services Dept.
3. Verify the location of existing electrical, data outlets and provide new power and communication outlets as shown in plan and refer to 160715 plan for requirements & details.
4. Provide new T-bar ceiling in new layout plan to match existing and provide HVAC to suit the new occupancy adjust existing and/or provide new as required.
5. Provide new carpet tiles for the entire library space except for areas shown in plan otherwise. Carpet tile light color & finish - TBD.
6. Provide new floor for 1st floor. Refer to 160715 plan for details.
7. Provide recessed ceiling lights as shown in plan.
8. Provide recessed ceiling lights as shown in plan.
9. Provide recessed ceiling lights as shown in plan.
10. Provide recessed ceiling lights as shown in plan.

LEGEND:

- existing wall to be removed
- new full-height, sound-insulated wall
- new partial height wall - see plan for height
- existing door to be removed
- new solid-core door
- door viewport
- door lock (new or existing)
- 60" x 120" high furniture systems panel
- furniture systems glass base (top tile)
- existing duplex electrical wall outlet
- new duplex electrical wall outlet
- new duplex electrical panel outlet
- new floor power equipment
- existing voice/data wall outlet
- new voice/data wall outlet
- new floor data equipment
- electrical existing foundation
- new electrical foundation
- new 2nd floor ceiling (to match existing)
- new 2nd floor recessed recessed lights to match existing
- new vinyl tile
- new static-dissipative tile
- new ceramic tile

PROJECT NO.	09/02/2008
CLIENT	ESSOR
DATE	09/02/2008
PROJECT	LAKE LOS ANGELES LIBRARY - Existing Floor Plan
SCALE	AS SHOWN
DESIGNER	SSS
CHECKED	SSS
DATE	09/02/2008

COUNTY OF LOS ANGELES
PUBLIC LIBRARY
Lake Los Angeles Library
16321 East Avenue O, Palmdale, California



COUNTY OF LOS ANGELES
CHIEF EXECUTIVE OFFICE
REAL ESTATE DIVISION
FACILITIES DESIGN
22 SOUTH HALL STREET LOS ANGELES, CA 90007

PLN NO.	06-08
SCALE	AS SHOWN
DATE	09/02/2008
DESIGNER	SSS
CHECKED	SSS
DATE	09/02/2008