AGENCY SPECIFIC REQUIREMENTS (ASR)

New Lease for Saipan Clinic

1) QUALITY OF SPACE

a) The information contained in this package is for a new lease for primary care and administrative support space. A quality location with between 4,365 and 5,381 Rentable Square Feet (RSF) of medical office space for use by Veterans Affairs (VA) personnel, furnishings, and equipment is required. Space must be in an existing quality-built structure and must be acceptable in its current floor plan. The building must be in compliance with Federal requirements, local Building Codes and ordinances, and meet all utility company requirements for the operation of the medical clinic. The space must be ready for full clinic operations no later than October 1, 2026.

2) GENERAL CRITERIA

a) The Leased Space must provide for at a minimum: Primary Care, Audiology, Mental Health, Laboratory space for Sampling/Testing, Clinical Storage space, Pharmacy, and Telehealth. Space will require 4 Admin/Offices, a front waiting room and check-in counter, along with restrooms for both patients and staff. A conference room for video conferencing and staff meetings will be required in space.

b) Audiology and Speech-Language Pathology, Physical Medicine and Rehabilitation (PM&R), Pharmacy, and Laboratory spaces are to meet all requirements set forth in this document. Space must have an existing audio booth for use on acceptance and occupancy of the space to maintain scheduled appointments.

c) Space must have a Lab Room with blood draw chair and an adjacent restroom with a pass-thru window for samples from patients. Restrooms must have changing stations and sanitary disposal for sanitary napkins for women.

d) Exit signage systems must include identification, directional, informational, and code required signage. Comply with accessibility standards for any signage.

e) Portable fire extinguishers recessed in cabinets must be provided, inspected, and maintained by the Lessor in accordance with National Fire Protection Association (NFPA) 10, Standard for Portable Fire Extinguishers.

f) Locate one eyewash station on the same level as the hazard and the path of travel must be free of obstruction.

g) There must be a minimum of four (4) medical exam rooms and one (1) procedure room. All must have sinks. Each restroom must have a minimum of

one (1) toilet and one (1) sink, a changing station~~s~~ and provisions to support Women's Health services.

h) Potable water will be provided for clinical use either from the building or through a 3rd party.

i) There must be a dirty storage or janitorial room with a floor sink.

j) There must be a Pharmaceutical Room that must have a secured storage area to support storage of sensitive medical supplies.

k) There must be Emergency Power for all medication storage and medication refrigeration equipment, laboratory refrigerators, and essential laboratory equipment.

3) PHYSICAL SECURITY

a) In addition to any other physical security requirements of the lease, the Lessor must provide a level of security which reasonably deters unauthorized entry to the space leased during non-duty hours and deters loitering or disruptive acts in and around the space leased. The Lessor must ensure that security cameras and lighting are not obstructed.

4) ARCHITECTURAL

a) Flooring: All Flooring material must be in good repair and acceptable to the VA at the time of beneficial occupancy or October 1, 2026, whichever comes first.

b) Casework: Casework must be in like new and/or acceptable condition as determined by the VA at the time of beneficial occupancy or October 1, 2026, whichever comes first.

c) Audiology and Speech areas must have under cabinet lighting installed for all overhead cabinets at the time of beneficial occupancy or October 1, 2026, whichever comes first.

d) Countertops: Countertops must be in like new and/or acceptable condition as determined by the VA at the time of beneficial occupancy or October 1, 2026, whichever comes first.

e) Window Treatments: All exterior windows must be equipped with window blinds or shades and must be in like new and/or acceptable condition as determined by the VA at the time of beneficial occupancy or October 1, 2026, whichever comes first.

5) PARTITIONS

a) Non-bearing interior partitions must be capable of supporting equipment and furnishings specified for the space.

6) BUILDING MAINTENANCE BY LESSOR

a) The Lessor is responsible for total maintenance of the leased premises. Such maintenance and repairs include but are not limited to site and private access roads, sidewalks, parking areas, driveways, lawns, shrubbery, utilities, and building service equipment including repairs and replacement when needed. All building service equipment and systems must be maintained in accordance with industry standards and the Original Equipment Manufacturers (OEM) recommendations to provide reliable, energy efficient service without unusual interruption, disturbing noises, exposure to fire and safety hazards, uncomfortable drafts, excessive air velocities, or unusual emissions of dirt or fumes. The Lessor's maintenance responsibility includes supply and replacement of all supplies, materials, and equipment necessary for such maintenance. Maintenance, testing, and inspection of appropriate equipment and systems must be done in accordance with applicable codes, and inspection certificates must be displayed as appropriate. Copies of all records in this regard must be forwarded to the VA COR or a designated representative.

b) The lessor is responsible to assure that the building is properly maintained to provide a safe and healthy environment and as required by the National Fire Prevention Association (NFPA). Provide VA documentation annually that required testing and maintenance was performed.

c) Without any additional charge, the Government reserves the right to require documentation of proper operations or testing prior to occupancy of such systems as fire alarm, fire sprinkler, emergency generator, physical security systems, etc. to ensure proper operation. These tests must be witnessed by a designated representative of the Lease Contracting Officer (LCO).

d) The Lessor must have a building superintendent or a local, designated representative available to promptly correct deficiencies or attempt to correct deficiencies upon written notice of such condition from VA. The Lessor’s superintendent or designated representative must correct or attempt to correct deficiencies within the timeframes agreed to by the LCO. If no substantial attempt has been made to correct the deficiencies within the specified time, action may be taken by VA to correct such deficiencies and the cost of repairs will be deducted from the next month's rental payment.

e) The Lessor must provide the labor, material, and supervision to adequately maintain the structure, the roof, the exterior walls, windows, doors, and any other

necessary building appurtenances to provide watertight integrity, structural soundness, and acceptable appearance.

f) The Lessor must provide interior and exterior extermination of insects and rodents. Use of chemicals must conform to EPA and State requirements. The Lessor must provide additional service at the request of VA, if any signs of re-infestation appear. Pest management is to be done using an integrated pest management approach that minimizes the use of toxic chemicals. Pesticide must only be applied by persons deemed qualified by EPA and state requirements. Lessor must coordinate application of pesticide with the Government and only apply pesticide in a manner that is protective of the health of VA patients, employees, and visitors.

g) The Lessor must replace all filters in HVAC systems and clean HVAC units and drain pans based on manufacturer recommended frequencies. Cleaning must be performed at times outside of normal working hours.

h) Lessor is responsible for the repair and replacement of all light fixture ballasts and starters. Lessor must replace burned out bulbs and fluorescent tubes in interior light fixtures.

i) Lessor is responsible for the repair and replacement of all Plumbing fixtures and leaks within the Plumbing system.

7) WASTE AND RECYCLING

a) The Lessor must have no responsibility for disposing of hazardous or pathological waste and sensitive VA documents. The Lessor must provide collection, disposal, and recycling for all other waste materials generated by VA.

b) Locate waste and recycling containers in locations based on consideration of security concerns. The Lessor must provide and maintain adequate quantity of trash container(s), including compacting equipment as required, based on volume of waste and frequency of collection.

c) The Lessor must provide the covered recycling receptacles and must collect and remove recycled materials.

8) INTERIOR CLEANING BY LESSOR (JANITORIAL SERVICES)

a) Lessor’s Responsibilities: The Lessor must furnish all supplies, materials, machinery, appliances, supervision, and labor necessary to provide complete janitorial services for the clinic. Services must be provided in all interior areas of the leased premises to provide a clean, neat, and attractive appearance by performing the functions described below. The Lessor must make careful selection of cleaning products and equipment to ensure they are packaged

ecologically, environmentally beneficial and/or recycled products that are phosphate-free, non-corrosive, non-flammable, and fully biodegradable, and minimize the use of harsh chemicals and the release of irritating fumes. The Lessor must select paper and paper products with recycled content conforming to EPA's CPG Comprehensive Performance Guideline.

b) Janitorial Staff and Supervision: Janitorial staff may have access throughout the building; therefore, none of the janitorial staff may have a police record for anything more serious than traffic or parking violations.

c) There must be a janitorial staff supervisor on duty at all times when janitorial staff is in the building. Any person whose work or conduct is found to be unacceptable by the Government must be removed from the janitorial staff or prevented from working within VA spaces.

d) Janitorial staff may be required to obtain and wear at all times photo identification badges at no additional cost to the government.

e) The janitorial staff must comply with applicable Federal, State, and Local safety and fire regulations and codes. The Lessor must immediately bring to the attention of the Government any fire and safety deficiencies. The Lessor must take such safety precautions as necessary to protect the lives and health of occupants of the building.

f) Cleaning Products: The Lessor must provide all labor, materials, supplies, machinery, and appliances that may be necessary or appropriate in the performance of janitorial services.

g) The Lessor must provide supplies such as toilet tissue, multifold paper towels, toilet seat covers, and hand soap.

h) The Lessor must provide plastic linings for all trash receptacles. Provide clear plastic linings for trash receptacles.

i) Specifications for supplies are as follows:

   i) Toilet tissue: Contractor furnished toilet paper, roll type, 4-1/2 inches wide, single ply, of acceptable quality as determined by the COR. It must be of appropriate size and quality to accommodate all toilet tissue dispensers throughout the VA leased space.

   ii) Paper towels: Contractor Furnished, Multi-fold, 10-1/8 inches wide or of appropriate size to accommodate all paper towel dispensers of acceptable quality towel as determined by the COR

iii) Hand Soap/Foam Hand Sanitizer: Contractor provided hand soap and hand sanitizing foam must be of a quality consistent with the prevailing standards for hand washing as prescribed by the Centers for Disease Control. The product or liquid will be dispensed from a closed bacteria-free system. Refillable containers will not be used. Only disposable cartridge/bag type refills will be used for the compatible dispensers.

iv) Carpet shampoo and soil resistant treatment: Non-allergenic type.

v) Window cleaner: Ammonia type sufficient to remove smoke film and dust.

vi) Upholstery cleaners: Dry or foam type recommended for fabric upholstery.

vii) Germicide: Contractor furnished, EPA-registered.

viii) Resilient floor tile cleaner and maintainer: As recommended by manufacturer of resilient flooring.

ix) Flushable toilet seat covers: Contractor furnished, paper, white, must be of acceptable quality as determined by COR.

j) Material Safety Data Sheets (MSDS): The Contractor will maintain MSDS(s) for all chemicals used to carry out the specifications of this contract. The Contractor will maintain a clearly marked separate file of all MSDS sheets of contractor used products at the VA leased space in the cleaning room. The Contractor will ensure MSDS(s) are readily available to each contractor employee for all chemicals used to carry out the specifications of this contract. Each contractor employee must have documented safety training on each chemical used to carry out the specifications of this contract.

k) Cleaning Frequencies: At a minimum, the Lessor must perform the following at the frequency indicated:

i) Daily Cleaning Requirements for Office & General Use Space:

(1) Dust furniture, desks (do not disturb papers on desks), machines, phones, file cabinets, window ledges, etc.

(2) All resilient tile floor areas must be swept and wet mopped with neutral cleaner. Areas wet mopped must have wet floor signage temporarily placed until areas have fully dried.

(3) Carpeted areas and mats must be vacuumed. Carpet sweeper is not acceptable.

(4) Spot-clean any carpet stains using carpet stain remover.

(5) Spot-clean walls and doors.

(6) Dust and clean waiting room tables, sills, baseboards, and chairs.

(7) Clean all glass at entrances.

(8) Clean and disinfect handrails.

(9) Empty trash.

ii) Daily Cleaning Requirements for Restrooms:

(1) All restrooms must be swept and wet mopped at least twice each day. Areas wet mopped must have wet floor signage temporarily placed until areas have fully dried.

(2) All paper products and hand soap must be replenished from dispensers.

(3) All surfaces, including toilets, urinals, walls, mirrors, counters and sinks, must be cleaned and disinfected. Sponges and cloths must not be used to clean toilets and urinals. Toilets and urinals must be cleaned with disposable items that are disposed of after cleaning toilet and/or urinal in each toilet room. Items used to clean toilets and urinals must not be used in turn for cleaning other items or wiping down other surfaces. Clean exterior of toilets and urinals first, followed by cleaning of the interior.

(4) Tile floors must be swept and damp mopped. If dirt build-up occurs, tile floors must be scrubbed when determined that it is required by COR.

(5) Empty trash.

iii) Daily Cleaning Requirements for additional VA leased spaces

(1) HAC Closets: Clean daily including sinks, floors, and shelves.

iv) Monthly Cleaning Requirements for Air Conditioning Grilles and Registers:

(1) Vacuum all grilles and registers to remove dust and lint from interior of register.

v) Quarterly Cleaning Requirements for VA leased spaces

(1) Dust window coverings/blinds

(2) Dust handrails and handrail brackets.

(3) Dust light diffuser lenses

vi) Annual Cleaning Requirements for VA leased spaces

(1) Have carpets professionally steam cleaned, and soil resistant treatment applied during January and July. Spot clean monthly as needed.

(2) Wash inside glass and clean interior of all window frames and window stools.

9) VA CLEANING RESPONSIBILITY

a) VA must have no cleaning responsibility for the interior or exterior of the leased premises. The Lessor must have responsibility for interior janitorial services and must maintain the interior of the leased premises as described above. The Lessor must provide all cleaning supplies and equipment.

b) The Government will be responsible for the disposal of hazardous or pathological waste.