



LCOR Asset Management LTD

One Penn Plaza, Suite 1801
New York, New York 10119
212-760-0060
212-760-0891 (Fax)

Effective: November 11, 2014

General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Pricelist

On-line access to contract ordering information, terms and conditions, up-to-date pricing and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is:
<http://www.GSAAdvantage.gov>.

**FSC GROUP J,
SCHEDULE 03FAC:**

Facilities Maintenance

SPECIAL ITEM NUMBERS: 811-002 – Complete Facilities Maintenance

CONTRACT NUMBER: GS-06F-0026R

CONTRACT PERIOD: December 16, 2004 through December 15, 2019

CONTRACTOR: LCOR Asset Management, LTD
One Penn Plaza, Suite 1801
New York, NY 10119
Telephone: (212) 760-0060
Facsimile: (212) 760-0891
Internet Address: <http://www.lcor.com>

**CONTRACT
ADMINISTRATION**

Mr. David W. Klock
Senior Vice President
One Penn Plaza, Suite 1801
New York, NY 10119
Telephone: (212) 760-0060
Facsimile: (212) 760-0891
Email: dklock@lcor.com

SECTION 1 – ABOUT LCOR

LCOR is a national real estate investment, development and services' company principally focused in the eastern United States with offices in the New York, Washington, D.C. and Philadelphia areas. The company also maintains project and leasing offices in cities where development projects are underway or where LCOR provides property or asset management services.

LCOR was formed in 1992 when its principals acquired the assets of The Linpro Company, a national real estate development and investment corporation founded in 1978. This acquisition maintained the previous executive alignment as the majority partners of Linpro became the key shareholders of LCOR. In 2005 LCOR and the California State Teacher's Retirement System (CalSTRS) formed a joint venture (LCOR Residential Associates LLC) to develop and acquire multifamily housing assets primarily on the East Coast. The organizations' combined equipment to the joint venture is \$287.5 million. When leveraged with debt, the equity is allowing the venture to complete multifamily investments of up to approximately \$1 billion.

In addition to new development, LCOR provides third-party residential and commercial property management services. Clients include institutional investors and lenders; corporations; private owners and investors; educational institutions and local, state and federal agencies and authorities. LCOR's attention to every aspect of property and facility management ensures their high performance. LCOR currently manages over \$7million SF of commercial space.

LCOR provides a well-managed and maintained building, emphasizing the importance of responding positively and promptly to tenant concerns. The goal focuses on tenant satisfaction and asset value, which can only be achieved by careful, constant and diligent facilities maintenance.

LCOR recognizes three general areas of facilities maintenance as critical to a property's success: tenant service, building maintenance and cost effective operations. It is LCOR's policy and practice to optimize the results from these areas. This is accomplished by corporate standards, training and implementation programs

To learn more about LCOR visit <http://www.lcor.com>.

SECTION 2 – CUSTOMER INFORMATION FOR ORDERING OFFICES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

A. CONTRACT DATA (ALL SPECIAL ITEM NUMBERS)

- 1a. AWARDED SPECIAL ITEM NUMBERS: 811-002 – Complete Facilities Maintenance.

- 1b. LOWEST PRICED MODEL NUMBER OR LOWEST UNIT PRICE: Not applicable.

- 1c. HOURLY RATES AND LABOR CATEGORIES: Descriptions of all labor categories and corresponding functional responsibilities, experience, education and applicable hourly rates are available by contacting LCOR’s representative identified in the Ordering Address at Section 13a below.

- 2. MAXIMUM ORDER: \$1,000,000 Pursuant to Clause 52.216-19

- 3. MINIMUM ORDER: None.

- 4. GEOGRAPHIC COVERAGE: The forty-eight (48) contiguous states and the District of Columbia.

- 5. POINT(S) OF PRODUCTION: Not applicable.

- 6. NET PRICES: Basic services (Including IFF) = \$4.18 per square foot

For subsequent contract years this rate is subject to adjustment pursuant to the Fair Labor Standards Act and Service Contract Act – Price Adjustment (Multiple Year and Option Contracts) (FAR 52.222-43, May 1989) and the Economic Price Adjustment – FSS Multiple Award Schedule (Jan 2002) clauses of Contract No.: GS-06F-0026R.

- 7. QUANTITY DISCOUNTS: None.

- 8. PROMPT PAYMENT: None.

- 9. GOVERNMENT PURCHASE CARDS (MasterCard and Visa) are accepted for purchases below the micropurchase threshold.

- 10. FOREIGN ITEMS: Not Applicable.

- 11. TIME OF DELIVERY: Normal delivery is 30-90 days after receipt of order. This is dependent on the scope of work.

12. F.O.B. POINT: Not Applicable.
- 13a. ORDERING ADDRESS: Mr. David W. Klock
Senior Vice President
One Penn Plaza, Suite 1801
New York, NY 10119
Telephone: (212) 760-0060
Facsimile: (212) 760-0891
Email: dklock@lcor.com
- 13b. ORDERING PROCEDURES: All valid/approved government purchasing
installments/procedures are accepted. See "Ordering Services"
below.
14. PAYMENT ADDRESS: Mr. Damon Chapman
Regional Controller
LCOR Asset Management, LTD
One Penn Plaza, Suite 1801
New York, NY 10119
15. WARRANTY: Standard Commercial Warranty. LCOR also will flow through
the manufacturer's warranty on any equipment provided or
replaced.
16. EXPORT PACKING
CHARGES: Not Applicable.
17. TERMS AND CONDITIONS
OF GOVERNMENT
PURCHASE CARD
ACCEPTANCE See Section 9 above.
18. TERMS AND CONDITIONS
OF RENTAL, MAINTENANCE
AND REPAIR: Not Applicable.
19. TERMS AND CONDITIONS
OF INSTALLATION: Not Applicable.
20. TERMS AND CONDITIONS
OF REPAIR PARTS: See Section 15 above.
21. LIST OF SERVICE AND
DISTRIBUTION PARTS: Not Applicable.
22. LIST OF PARTICIPATING
DEALERS: None.
23. PREVENTIVE
MAINTENANCE: See SIN 811-002 below.

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24. SPECIAL ATTRIBUTES: Not Applicable.
25. DUNS NUMBER: 110560104
26. CENTRAL CONTRACTOR
REGISTRATION (CCR)
DATABASE: LCOR Asset Management, LTD has registered in the Central
Contractor Registration (CCR) Database.

B. ORDERING SERVICES

1. Ordering Mechanisms

Agencies may use written orders, EDI orders, credit card orders, blanket purchase orders, individual purchase orders, etc. to order services. The order must contain a complete and accurate description of the services required.

2. Initiating and Finalizing Orders

A detailed description of the services required should be sent to the attention of the individual listed in 13a (Ordering Address). Upon receipt of the order a meeting will be conducted to ensure that the ordering agency and LCOR are agreed as to the scope of work.

At this juncture LCOR will submit a technical proposal and price quote for approval. No work will be performed without written authorization from a contracting officer.

3. Invoices and Payment

Invoices for services provided will be submitted by LCOR monthly, or as soon as possible after performance of the work. Invoices will be submitted separately to each Government agency ordering services.

4. Travel and Lodging

LCOR's prices do not include the costs of travel and lodging for personnel. No travel and lodging costs will be incurred and/or billed to the Government without the prior written authorization of the contracting officer. Any such costs will be billed in accordance with the Joint Travel Regulation.

C. SERVICES AVAILABLE

- **SIN 811-002 COMPLETE FACILITIES MAINTENANCE**

LCOR's approach to facilities maintenance encompasses three main components. They are safety, tenant service and building /equipment maintenance.

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Although building/equipment maintenance is comprised of many factors, LCOR believes the two major elements are a comprehensive preventive maintenance program and a professional, qualified staff to properly execute it.

LCOR expends great effort to select qualified employees. LCOR's high standards are applied to every position from project manager to mechanical helper.

Currently LCOR provides facilities maintenance for GSA at 290 Broadway and 26 Federal Plaza located in New York City. LCOR has maintained the 290 Broadway site since its opening in October 1994 and 26 Federal Plaza since November 1, 2010. LCOR also managed 201 Varick Street in New York City from March 1, 2009 to November 30, 2010.

The facilities maintenance services available under this contract include:

Preventive Maintenance:

A successful preventive maintenance program minimizes equipment breakdown and maximizes equipment usable life. An aggressive preventive maintenance program also ensures efficient and cost effective operation.

LCOR develops site specific preventive maintenance programs based on:

1. Manufacturer's Recommendations
2. Operation and Maintenance Manuals
3. Prudent Industry Standards
4. Equipment History
5. Specific Building Requirements
6. Applicable Federal, State and Local Codes/Laws and Requirements
7. Safety Considerations
8. Building Profile
9. Tenant/Client Satisfaction
10. Cost vs. Benefit Analysis

The following are components of sample basic preventative maintenance:

Elevators: Examine, adjust, lubricate, repair or replace:

Traction Machines: Worm and gear, thrust bearings and housings, drive sheave, drive sheave shaft bearings, brake (including brake pulley), brake coil, brake contact and linings.

Hydraulic Pump Unit: Valves, pumps, motors, valve magnet coils, v-belts, bearings, seals and packing.

Plus controller components, selector components, governor, hoistway door interlocks and limit switches, guide shoes, buffers, door operators, car and counter safety mechanisms, fixtures, traveling cables, motor and motor-generator components.

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These services are provided continuously by and on-site qualified elevator mechanic supported by the LCOR engineering staff.

In addition, LCOR utilizes the services of an independent certified elevator inspector to perform six-month and annual elevator inspections. Every five years a rated load, rated speed test of each car and counterweight safety device, activating governor, and the car and counterweight buffers is performed.

Electrical

Switchboards and main distribution boards

- a) Remove network protectors.
- b) Employ lockout/tag-out program.
- c) Test all boards to ensure power is off.
- d) Remove all covers.
- e) Vacuum interior.
- f) Dislodge any dirt or debris using low pressure dry compressed air (25psi max).
- g) Clean and lubricate switch mechanisms.
- h) Inspect all components for overheating, burning, arcing, moisture, corrosion or rusting.
- i) Tighten all mechanical connection to manufacturer's torque valves.
- j) Fuses: remove, inspect, clean. Lubricate clips and ferrules. Replace fuses.
- k) Exercise switches and observe proper operation.
- l) Replace covers and open switches.
- m) Reinstall network protectors.
- n) Remove locks and tags.
- o) Close switches.
- p) Inspect facility to insure all power has been restored.

This type of P.M. is performed on all components of the electrical distribution system. This includes bus ducts, disconnect switches, transformers, motor control centers, automatic transfer switches, sub-panels, synchronizing gear, etc.

HVAC

LCOR performs a multitude of maintenance on a variety of HVAC equipment. The following are examples:

Basic Air Handlers:

- a. Fans, motors and dampers are cleaned and lubricated
- b. Filters are changed and magnehilic is calibrated
- c. Amp readings are taken on motors and all electrical connections are checked and cleaned.
- d. Coils and plenums are cleaned
- e. Condensate pans are cleaned and treated to eliminate slime and algae
- f. Belts are checked and changed (in sets) as required

Chillers:

- a. Remove and clean strainer-use new gaskets when replaced
- b. Remove machine heads and punch all tubes with proper size brushes (annual for condenser, five years for chilled water)
- c. Perform eddy current testing (certified subcontractor)
- d. Change oils (send samples of old oils to a certified lab for analysis)
- e. Take refrigerant sample and send to a certified lab for analysis
- f. Perform vibration test

If unit is a steam driven turbine: have condensate water analyzed for chloride ion, lift turbine casing, and review for wear or damage and proper alignment. Every five years the rotor should be sent to a manufacturer's recommended shop to be blast cleaned with aluminum oxide, bench checked for shaft alignment and surface condition, have a magnetic particle examination and be dynamically balanced. During this five year inspection the diaphragms should be removed and replaced if any damage is observed.

This level of maintenance is performed on all HVAC related equipment, i.e., package units, heating units, exhaust and return fans, chilled water and condenser pumps, hot water radiation systems, make-up and condensate pumps, plate frame heat exchangers, refrigerant recovery units, cooling towers, humidifiers, fan powered boxes, air compressors, etc.

There is a water treatment program for all chilled water, condenser water and hot water radiation systems. In addition all water is tested for legionella.

Computerized preventive maintenance programs are written by LCOR and approved by GSA. Program is broken down by equipment type and frequency. Each piece of equipment is issued a unique identification designation. Daily PM's are addressed by posting a procedure and log sheet at the individual piece of equipment or system i.e. condenser water chemical station. All weekly, monthly, quarterly, semi-annual and annual PM work orders are automatically printed by the computer, one work order per each piece of equipment. The work orders are distributed to the appropriate personnel. Upon completion of the PM, the work order is returned and entered into the computer. The computer notes any issued orders that were not returned and prints an exception report to be addressed by the program administrator (Chief or Assistant Chief Engineer). The program is designed to provide the maximum life and reliability of the building systems and equipment. To ensure that the PM was performed properly an inspection of randomly selected equipment is conducted under the Quality Assurance Program.

Plant Operations:

The facility is staffed as required, including 24 hours a day, seven days per week, and holidays, by licensed operating engineers and assistant operating engineers. This staff starts and stops equipment in accordance with GSA guidelines to maintain a safe and healthful environment for the occupants. Tours of mechanical/electrical spaces, UPS rooms, fire life safety equipment, security equipment, etc. are conducted twice per shift. During the cooling season one engineer per shift is assigned the watch to monitor, adjust and log the performance of the chillers and all associated equipment.

Fire Life Safety:

LCOR employs a staff of licensed fire life safety professionals on-site and an authorized fire life safety subcontractor. The on-site staff's duties include: monitoring the fire command center, conducting fire drills, training personnel (fire wardens, evacuations supervisors, etc.), investigating alarms daily, testing fire safety devices, inspection of fire extinguishers, monitoring and updating the hazardous communication program, ensuring that all reports, logs and records regarding alarms and maintenance are complete, current and accurate. This staff also monitors and controls operation of the elevator system. They are responsible for implementing the elevator entrapment procedure and dispatching elevators for emergency personnel (medical, fire, etc.). The entire fire life safety system is tested twice per year by a manufacturer's authorized contractor. The fire safety director oversees this testing to ensure all devices are included and all laws/codes are observed.

Elevator Maintenance/Repair/Inspection:

During normal business hours an on-site certified elevator mechanic is responsible for the monitoring, operation, repair and preventive maintenance of all elevator equipment. The mechanic's efforts are supported by the in-house LCOR staff and the subcontracted elevator company. All major repairs and preventive maintenance (motor-generator replacement, hoist bearing replacement, rope replacement, etc.) are performed by the subcontracted elevator company's maintenance/repair teams. All elevators are inspected twice per year by a certified independent LCOR subcontractor. A report is issued and any deficiencies are corrected. A final report is issued to GSA indicating all corrective action taken.

Building Maintenance/Repair:

Utilizing an in-house staff of licensed operating engineers, assistant operating engineers, electricians, fire life safety personnel, elevator mechanics, and office staff LCOR addresses all building maintenance and repair issues. Through tours, inspections and tenant service calls problems i.e. leaks, overflowing water closets, no power, lights out, too cold, too hot, no air, malfunctioning door, broken window, etc. are resolved. An inventory of regularly used parts is maintained to expedite repairs and maintenance. In addition, LCOR maintains contracts with a variety of vendors, i.e., generator, elevator, security system, energy management system, etc., to ensure that all maintenance/repair concerns are resolved in a prompt and professional manner.

Customer Service:

LCOR is a service orientated organization. The importance of responding positively and promptly to tenant concerns is consistently emphasized to all LCOR and subcontracted on-site staff. The goal of maximizing tenant satisfaction is aggressively pursued at all levels within LCOR.

The first step to achieving tenant satisfaction is providing a safe and comfortable work environment. LCOR implement a comprehensive preventive maintenance program. This program ensures the effective and efficient operation of the building systems and minimizes equipment failure. The external elements that affect the facility's environment are constantly

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monitored. Adjustments in operations, staffing and/or scheduling are made to meet the needs of the tenant. A prime example is adjusting staffing and equipment start-up times to compensate for outdoor temperatures.

LCOR personnel tour the facility at least twice every eight-hour shift. These tours assist with the identification of potential problems. Early detection minimizes and in some cases, eliminates adverse effects on the clients.

The fire safety director inspects the entire facility monthly. This includes all tenant space. Although, fire safety issues are a primary concern, LCOR has also incorporated a review of general conditions into these inspections. The purpose is to identify and repair problems that have not been reported.

LCOR will provide all management, supervision, labor and basic materials to maintain military and government facilities. LCOR will tailor the labor force and maintenance programs to ensure that each facility is maintained in a safe, efficient, cost effective manner. LCOR will supply all services as delineated under SIN 811-002 in the Federal Supply Schedule.