

STATE OF NEW YORK  
EXECUTIVE DEPARTMENT  
OFFICE OF GENERAL SERVICES  
REAL ESTATE PLANNING  
MAYOR ERASTUS CORNING 2<sup>ND</sup> TOWER - 26<sup>TH</sup> FLOOR  
THE GOVERNOR NELSON A. ROCKEFELLER  
EMPIRE STATE PLAZA  
ALBANY, NEW YORK 12242

AGREEMENT OF LEASE

Premises:

Landlord:

Project No.:

Agency:

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**3. FIXED RENT**

The Tenant shall pay the Landlord for the Premises rent at a rate of [redacted] per annum (hereinafter the "Rent").

Landlord shall provide completed, accurate vouchers for the Rent specified herein to the Occupying Agency in order to receive payment and the name and address that should be used on those vouchers for the Landlord is: [redacted] (name) at [redacted] (address).

At the commencement of this Lease, vouchers will be provided to the Landlord by the Occupying Agency named in Section 1. Completed vouchers must contain all information and supporting documents required by this Lease, the Occupying Agency, the Tenant and/or the Office of the State Comptroller (hereinafter "OSC").

Payment for vouchers submitted by the Landlord shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner of the New York State Office of General Services, in his/her sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary State procedures and practices, including but not limited to, Article 11-A of the New York State Finance Law. The Landlord shall comply with OSC's procedures to authorize electronic payments. Authorization forms are available at the OSC website at [www.osc.state.ny.us/epay/index.htm](http://www.osc.state.ny.us/epay/index.htm), by e-mail at [epunit@osc.state.ny.us](mailto:epunit@osc.state.ny.us) or by telephone at 518-474-4032. Landlord acknowledges that it will not receive any payment allowed for in this Lease or payment on any voucher submitted under this Lease if it does not comply with the State Comptroller's electronic payment procedures, except where the Commissioner has expressly authorized payment by check as set forth above.

**3A. ESCALATION/TAXES**

a. As used herein:

1. The term "Base Year" shall mean:

the [redacted] calendar year.

The [redacted] Tax Year. The term "Tax Year" shall mean the twelve month period commencing on July 1<sup>st</sup> of each year, or such other twelve month period as hereafter may be duly adopted as the fiscal year for real estate tax purposes in the city, county or other taxing authority in which the real property is located.

The twelve month period, commencing on the first day of the month following the date possession is given or beneficial use is conferred under this Lease, constituting the first Lease year.

The first Tax Year in which the Building is completed and fully assessed.

2. The term "Escalation Year" shall mean each twelve month period (or portion thereof within the Term or holdover period) the first day of which shall commence on the first day immediately following the Base Year. Each successive Escalation Year shall commence on the anniversary of the immediately preceding Escalation Year.

3. The term "Taxes" shall mean all real estate taxes, water consumption, sewer rents, rates and charges (provided the same are not included in Operating Expenses), county taxes, transit taxes or any other governmental charge of a similar nature, including business improvement district (BID) charges, which may be levied or assessed upon or with respect to all or any part of the real property of which the Premises are a part, by the city, county or any other taxing authority.

If at any time during the Term the method of taxation prevailing at the date hereof shall be altered so that in lieu of or as an addition to or as a substitute for the whole or any part of the taxes, levies, impositions or charges now levied, assessed or imposed on all or any part of the real property, there shall be levied or imposed (i) a tax, levy, imposition or charge based on the rents received therefrom whether or not wholly or partially as a capital levy or otherwise, or (ii) a tax, levy, imposition or charge measured by or based in whole or in part upon all or any part of the real property and imposed upon Landlord, or (iii) a license fee measured by the Rent payable by Tenant to Landlord, or (iv) any other tax, levy, imposition, charge or license fee however described or imposed, then all such taxes, levies, impositions, charges or license fees or the part thereof so measured or based, shall be deemed to be Taxes.

Taxes shall also include all reasonable expenses, including reasonable attorney's fees, incurred by Landlord in connection with any successful application for a reduction in the assessed valuation of the real property; however, in no event shall the amount of such expenses exceed the amount of any reduction in Taxes resulting from such application.

The foregoing notwithstanding, Taxes shall not include:

- a) any special ad valorem levies;
- b) special assessments;
- c) assessments for specific local improvements; or
- d) general income, franchise, corporate, personal property, capital levy, capital stock, excess profits, transfer, revenue, estate, inheritance, gift, devolution or succession taxes.

4. The term "Tenant's Proportionate Share" shall mean a fraction, the denominator of which is the rentable area of the Building ( [redacted] square feet) and the numerator of which is the rentable area of the Demised Premises ( [redacted] square feet). Tenant's Proportionate Share, expressed as a percentage, is [redacted]%. If the numerator or denominator used in the square footage percentage calculation is found to be inaccurate, the State can conduct a survey of space and calculate the numbers in accordance with applicable standards and seek adjustment of billings based on the revised Proportionate Share. This adjustment may be reviewed by the

Landlord within sixty (60) days of submission of the same by the Tenant. If the Landlord does not respond within sixty (60) days from receipt of the proposal from the Tenant the new Proportionate Share shall be deemed to be accepted. If the Landlord objects to the revised calculation in a timely manner, the Parties shall work to resolve the dispute; but such dispute, if the Parties are unable to agree, shall be finally determinable by the Commissioner.

- b. In the event that the Taxes for any Escalation Year shall be more or less than the Taxes for the Base Year, then the Rent shall be adjusted up or down, as the case may be, by an amount equal to Tenant's Proportionate Share of such increase or decrease. The provisions of this Section shall survive the end of the Lease Term. In the event that the Term of the Lease has ended, the Landlord and Tenant shall still be required to make payment in accordance with this section.

The Landlord may take the benefit of the provisions of any statute or ordinance permitting any Taxes to be paid over a period of time, and the installments of any such Taxes as shall become due and payable during any year of the Lease Term, or holdover period, shall be included in the calculation of any rent adjustment for the tax increase or decrease hereinabove provided. However, in no event shall the Tenant be liable for any interest, carrying charges or any other charges arising out of or in any way attributable to the Landlord's election to take the benefit of the provisions of any statute or ordinance permitting Taxes to be paid over a period of time. Any amount due either Party, as a result of the above, shall be due and payable within thirty (30) days after the Landlord shall have submitted copies of the paid tax bills, and a statement in reasonable detail, showing the computation of the amount of said increase or decrease to the Tenant. The Occupying Agency shall be provided with an informational copy of all submissions made to the Tenant. Payment to the Landlord shall be governed by Article 11-A of the State Finance Law. Any amount due Tenant shall be in the form of a credit against the next payment or payments of Rent due pursuant the provisions of this Lease.

The amount of Taxes for the Base Year, as above described, shall be the amount finally determined to be legally payable by legal proceedings or otherwise; provided further, however, that in the event the Base Year Taxes are reduced through such legal proceedings after the execution of this Lease, Landlord shall contest any subsequent increase in assessed valuation unless Landlord, acting reasonably and in good faith, determines that such contest would be futile.

If Landlord fails to make his request for an adjustment to the Tenant, as set forth above, within one (1) year from the last day of the applicable Escalation Year, no increase shall be allowed and the claim therefore shall be deemed waived. No claim for escalated taxes shall be allowed unless satisfactory written substantiation has been submitted to the Tenant, along with the request, showing that the tax has been paid. The Occupying Agency shall be provided with an

informational copy of all submissions made to the Tenant.

In no event shall the Tenant be liable for any tax increase, or portion thereof, attributable to the Landlord's election to take the benefit of any tax abatement statutes or similar provisions but, instead, the Base Year Taxes shall be computed as if no such abatement existed. Subsequent escalation years will be calculated based on the actual taxes paid with the abatement included with the understanding that the state will not take a credit for lower taxes paid in escalation years due to the handling of the abatements.

### **3B. ESCALATION/OPERATING**

- a. If the costs incurred for Operating Expenses (as defined hereinafter) for any Lease year subsequent to the first Lease year (hereinafter referred to as the "Base Year") shall be more than such costs incurred during the Base Year, then Tenant shall pay to Landlord, Tenant's Proportionate Share (as defined hereinafter) of the difference between the costs for the Base Year and any subsequent Lease year. If the Operating Expenses in any Lease year are less than the Base Year, the Landlord shall credit the Tenant's Proportionate Share of such decrease against the next payment or payments of Rent due under this Lease. Any adjustments shall be made within thirty (30) days following the completion of the review by Tenant of Landlord's statement which shall show the details and reasons for the proposed adjustment. Said review may necessitate the provision of additional documentation by the Landlord as requested by Tenant. If Landlord is unable or refuses to produce sufficient documentation, in accordance with Generally Accepted Accounting Principles (hereinafter "GAAP"), consistently applied, to support the amounts set forth and included in the Base Year or any subsequent Lease Year, to the Tenant as set forth above, within one hundred and twenty (120) days of demand for, such escalation amounts shall be disallowed and payment therefore denied without recourse. The Occupying Agency shall be provided with an informational copy of all submissions made to the Tenant. Payment to the Landlord shall be governed by Article 11-A of the State Finance Law. Such payment shall not preclude any subsequent audit by Tenant as described hereinafter.

The provisions of this Section shall survive the end of the Lease Term. In the event that the Term of the Lease has ended, the Landlord and Tenant shall still be required to make payment in accordance with this Section.

- b. As used herein:
  1. The term "Tenant's Proportionate Share" shall mean a fraction, the denominator of which is the rentable area of the Building ( [REDACTED] square feet) and the numerator of which is the rentable area of the Premises ( [REDACTED] square feet). Tenant's Proportionate Share, expressed as a percentage, is %. If the numerator or denominator used in the square footage percentage calculation is found to be inaccurate, the State can conduct a survey of

space and calculate the numbers in accordance with applicable standards and seek adjustment of billings based on the revised Proportionate Share. This adjustment may be reviewed by the Landlord within sixty (60) days of submission of the same by the Tenant. If the Landlord does not respond within sixty (60) days from receipt of the proposal from the Tenant the new Proportionate Share shall be deemed to be accepted. If the Landlord objects to the revised calculation in a timely manner, the Parties shall work to resolve the dispute; but such dispute, if the Parties are unable to agree, shall be finally determinable by the Commissioner.

2. "Operating Expenses" shall mean the aggregate of those costs, expenses, disbursements and expenditures paid or incurred by or on behalf of Landlord whether directly or through independent contractors with respect to the operation, maintenance, repair, cleaning, and security of the Building. Operating Expenses shall be "net" only, and for that purpose shall be reduced by the amounts of any insurance reimbursement, other reimbursement, recovery, recoupment, payment, discount, credit, reduction, allowance or the like, received by Landlord in connection with such Operating Expenses.

a) Operating Expenses shall include:

- 1) Costs incurred in connection with the repair of Building equipment, facilities and installations including repairs to the heating, ventilation and air conditioning systems (HVAC);
- 2) Payroll taxes, wages and salaries of all persons engaged in the repair and maintenance of the Building through and including the Building manager, and fringe benefits including social security taxes, unemployment taxes, workers' compensation premiums, coverage for disability benefits, contributions to any pension, hospitalization, welfare, or retirement plans or any other similar or like expense incurred under the provisions of any collective bargaining agreement and any other similar or like expense incurred to provide benefits for employees not covered by collective bargaining agreements who are engaged in the repair and maintenance of the Building;
- 3) Water consumption and sewage charges, provided the same are not included in Taxes;
- 4) Fuel consumed for the heating of the Building;
- 5) Electricity for the common areas of the Building (and for the Demised Premises, if base Rent includes the cost of electricity);

- 6) Building services for cleaning, janitorial, window cleaning, and exterminating;
- 7) Service and maintenance contracts with independent contractors including HVAC and elevators;
- 8) Cost of insurance coverage on the Building (excluding rent and plate glass);
- 9) Grounds maintenance, including snow removal;
- 10) Cost of supplies used in such operation, repair and maintenance.

3. It is agreed that Operating Expenses shall exclude or be adjusted to exclude the following:

- a) Any costs that would be required to be capitalized as a capital repair or improvement under GAAP, consistently applied;
- b) Salaries, payroll taxes and fringe benefits of any employee above the position of Building manager including any form of compensation to principals, officers or partners of Landlord;
- c) Any cost paid to a related or affiliated person or company of Landlord which is in excess of the amount which would have been paid in an arms-length transaction;
- d) Any real estate taxes, special assessment charges, Business Improvement District (B.I.D.) payments, or Payment in Lieu of Taxes (P.I.L.O.T.) payments or any fees or costs to have such items reduced;
- e) Leasing commissions or other portions of general and administrative expenses, including advertising, travel and entertainment attributable to leasing in the Building. Also excluded are expenses (if any) for the entertainment of tenants, including Tenant, and/or political or charitable contributions;
- f) Late charges, interest or carrying charges;
- g) Management or attorney's fees;
- h) Mortgage payments, mortgage refinancing costs, ground lease payments (if any), and depreciation of the Building and capital improvements located therein;
- i) The cost of any service which is provided to another tenant in the Building but not provided to Tenant. For example: electricity that is provided to another

tenant as part of base rent when Tenant has a separate meter in its own name;

- j) Major new items or services not included in the Base Year (for example, elevator maintenance contract costs which are covered by warranties during the Base Year), unless such items were included under general maintenance line items for the Building for the Base Year. However, notwithstanding anything herein provided to the contrary, any subsequent or new expense item(s) incurred after the Base Year which Landlord and Tenant mutually agree can be added to the approved list of acceptable expense items detailed herein for the remaining Lease Term, are to be added both to the current Lease year Operating Expenses in which they were incurred and to the Base Year, so that thereafter in the remaining Lease years, such item(s) will qualify as an Operating Expense subject to these escalation provisions;
  - k) The cost of major repairs to the structure of the Building; for purposes of this section, structure shall mean the exterior walls, including curtain and window walls, structural slabs, foundations, roof and supporting members, columns, and beams or bearing walls;
  - l) The cost of any work performed (such as preparing Tenant's space for occupancy, including painting, decorating, or redecorating) or services provided (such as above-standard cleaning services) for any tenant (including Tenant) at such tenant's cost, or provided by Landlord without charge as an inducement to Lease (such as rent adjustment, improvement allowances or free overtime air-conditioning);
  - m) The cost of any work or services done to ensure that the Building and the Premises comply with all applicable laws, rules, ordinances and regulations in effect as of the Commencement Date or to bring the Building or Premises into compliance after issuance of a Notice of Non-Compliance with such laws, rules, ordinances and regulations by the regulating governmental entity.
- c. If during the Base Year or any subsequent Lease year, Landlord shall furnish any particular item(s) of work or service which would otherwise constitute Operating Expense hereunder to some but not all of the Building due to the fact that (i) less than the entire rentable space of the Building is occupied or leased, (ii) such item(s) of work or service is not required or desired by a tenant, (iii) a tenant is itself obtaining and providing such item of work or service or (iv) the Building has not yet opened or is unoccupied, then, for purposes of computing Operating Expenses for such Lease year, the amount included in Operating Expenses for such item(s) for such period shall be deemed to be increased to reflect the Operating Expenses that would have been payable had the Building been \_\_\_%

occupied for the entire Base Year or subsequent Lease year (as the case may be) or if such item(s) of work or service had been furnished to [REDACTED] % of the entire Building.

- d. Landlord shall establish and maintain complete and accurate books, records, documents, accounts, and other evidence directly pertinent to performance under this Lease (hereinafter, collectively, "the Records") in accordance with GAAP, consistently applied. The Records must be kept for the balance of the calendar year in which they were made and for six (6) additional years after the expiration of the Lease. The State Comptroller, the Attorney General, and any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this Lease, shall have access to the Records during normal business hours at an office of the Landlord within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State of New York, for the term specified above for the purpose of inspecting, auditing, and copying. All audits will be performed in accordance with Generally Accepted Auditing Standards (hereinafter "GAAS"). The State shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute"), provided that (i) Landlord shall timely inform an appropriate State official, in writing, that said Records should not be disclosed; (ii) said Records shall be sufficiently identified; and (iii) said Records are determined by the State to be exempt under the Statute. Nothing contained herein shall diminish, or in any way adversely affect, the State's right to discovery in any pending or future litigation.

If Landlord fails to submit a written claim for an Operating Expense escalation payment to the Tenant, within one (1) year from the end of the respective Lease year, no payment will be allowed for such period and the claim therefore shall be deemed waived. The Occupying Agency shall be provided with an informational copy of all submissions made to the Tenant.

#### **4. EXECUTORY PROVISION**

As required by law, the contract of the State hereunder shall be deemed executory only to the extent of the monies available to the Commissioner of General Services for the leasing of said Premises and no liability shall be incurred by the State beyond the monies available for such purpose; provided that, if the monies available therefore are monies appropriated for and made available to one or more departments, commissions, boards or officers other than the Commissioner of General Services, the contract of the State hereunder shall be deemed executory only to the extent of the monies available to the one or more departments, commissions, boards, or officers to which the Premises shall be allotted by such Commissioner of General Services and no liability in such cases shall be incurred by the State beyond the monies available for such purposes.

#### **5. POSSESSION**

Notwithstanding the provisions of Section 2, the Lease Term and the obligation to pay Rent shall commence upon the first day of the month following (i) the date of Substantial Completion as may be defined in the Work Letter incorporated in Section 41 hereof, or, if not so defined, (ii) the date the Demised Premises are ready for occupancy (hereinafter the "Commencement Date"), and the Lease Term shall terminate on the last day of that calendar month occurring [REDACTED] years from the Commencement Date.

It is further agreed that all terms or events provided for in this Lease which are intended to run coincident with or are measured from the commencement or termination of the Lease Term, including but not limited to Lease years and Rent or other payment provisions, shall be computed or determined in a manner consistent with the preceding paragraph. The Commissioner of General Services, at her sole discretion, shall determine if Rent shall be paid on a prorata basis for any days from Substantial Completion to the Commencement Date.

The Landlord shall make a good faith and determined effort to perform Work as defined in Section 41 hereof such that the Tenant may occupy the Demised Premises at the commencement of the Term set forth in Section 2. If the Landlord has commenced such Work within [REDACTED] days of delivery of a fully executed copy of this Lease and has used its good faith and determined efforts to complete the Work, the failure to give possession on such date shall not affect the validity of this Lease. However, without limiting any other remedy the Tenant may have including termination, if Tenant reasonably determines that Landlord has not made a good faith and determined effort to complete the Work in a timely fashion, Tenant shall be entitled to offset Rent otherwise due to the extent of any expenses, costs or other losses it may have suffered as a result of such delay.

## **6. RENEWAL**

This Lease may, at the option of the Tenant, be renewed for a term of [REDACTED] year(s) commencing [REDACTED] and terminating [REDACTED] and otherwise on the same terms and conditions as are specified herein (except as may be modified hereinafter) by giving to the Landlord written notice of its intention to renew [REDACTED] days prior to the end of the Term stated herein.

## **7. CANCELLATION**

The Commissioner of General Services may, at any time after [REDACTED], 20 [REDACTED] and without respect to whether money is available for the payment of Rent, and in his sole discretion, give Landlord notice of the State's election to terminate this Lease or any renewal thereof, on a day therein mentioned and not less than [REDACTED] days from the date of such notice; and thereupon this Lease or renewal shall terminate on the day therein fixed with the same force and effect as though that day were the last day of the Term of this Lease.

## **8. HOLDOVER**

Any holdover after the expiration of the said Term or any extensions thereof shall be construed to be a tenancy from month-to-month and shall to the extent not inconsistent with this provision be on the same terms and conditions in this Lease.

## **9. ELECTRIC SERVICE**

The Commissioner encourages Landlords and Tenants to take steps to reduce energy consumption with respect to this section. Floor plans and designs shall, to the extent possible, be

developed in a manner to maximize natural lighting and HVAC efficiencies that meet or exceed the Energy Conservation Construction Code and the specifications contained in the OGS Material Specifications for Leased Facilities (MSLF). These specifications require use of energy conservation measures, such as: Energy Star rated products, programmable thermostats, motion and lighting sensors, low wattage fluorescent lighting, and high efficiency variable speed motors/controllers. Landlord and Tenant shall also work cooperatively together to improve Building efficiency and operational procedures through use of measures such as angling blinds to limit solar gains.

The Landlord shall furnish, throughout the Term of this Lease or extension thereof, electric service distribution equipment, lighting fixtures, and electric service of sufficient amount and quality for properly lighting said Premises and for the operation of Tenant's occupancy including, in addition to normal Building requirements, electrical services for computer data or telephone server and distribution rooms, electrical office equipment and appurtenances.

Lighting levels, electrical devices and design of energy consuming equipment shall comply with the most current adopted version of the Energy Conservation Construction Code that is in place at the time the building permit is issued and the Material Specifications for Leased Facilities attached to this Lease. Within the limitations of the Energy Conservation Construction Code the following general levels of illumination, measured in foot candles shall be provided and maintained as follows:

- a. Office Areas - 45, at work surface (generally 30 inches above finished floor)
- b. Corridors - 35,
- c. Lobbies - 40.

The measurement of the actual foot candle levels will be accomplished in accordance with the Illumination Engineers Society standard practices and procedures for measuring light level uniformity. The cost of furnishing and distribution of electric energy, electric equipment, devices, fixtures, electric wiring, and appurtenances is the responsibility of the Landlord. The Landlord, at its sole cost, also shall provide and install a revenue grade electric meter or submeter to clearly measure all electrical power consumption within the Demised Premises. The Landlord, at its sole expense, except when included as an operating expense escalation, shall provide and replace all electric lamps in lighting fixtures during the Term of the Lease.

Exit and emergency illumination shall be designed and installed as per the latest adopted version of the State Building Code.

The Landlord shall implement a program to appropriately recycle the replaced lighting ballasts, lamps and bulbs in an environmentally sensitive manner.

## **10. HEATING AND AIR CONDITIONING**

The Commissioner encourages Landlords and Tenants to take steps to reduce energy consumption with respect to this section. The Landlord shall provide a written description of the existing Building and/or Demised Premises HVAC system(s), including operating hours, energy management, maintenance schedules and any other pertinent requirements, and indicate any portion(s) of the HVAC system(s) that are serving other tenants or the common areas. The Landlord shall install and operate an adequate and suitable

year round environmental control system and appurtenances which shall be capable of providing the following:

- a. Year-round daily ventilation (present requirement calls for the introduction of a minimum of 20 CFM per person of fresh air, tempered as required), as per the latest American Society of Heating, Refrigeration and Air Conditioning Engineers, Inc. ("ASHRAE") 62 requirements, including all referenced standards (e.g., ASHRAE 55). The capacity of the system(s) shall be based on weather data and design conditions for one percent frequency of design dry-bulb and mean coincident wet-bulb. The Tenant stipulates that for the purpose of this Section the maximum number of people in the Demised Premises shall not exceed [REDACTED] persons.
- b. The air conditioning or cooling portion of said system shall be capable of maintaining inside conditions of not more than 78 degrees F dry bulb and not greater than 60% relative humidity when the outside ambient temperature is that which is specified for the cooling season in the State Energy Conservation Construction Code for the locale in which the Demised Premises are located. When the air conditioning system is operational, no energy shall be used to maintain a relative humidity in the space below 60% in accordance with the State Energy Conservation Construction Code. Conference and hearing rooms shall be capable of maintaining temperature and ventilation conditions as stated above by means of an independent thermostatic control for each conference, hearing and training room. Use of a dedicated variable air volume box will be acceptable if temperature and ventilation requirements can be maintained at full room occupancy load; otherwise a separate air conditioning system will be required. Outside air, tempered as required, shall be supplied for ventilation as stated in paragraph (a) above for the number of occupants calculated as per the New York State Building Code for each conference, hearing and training room.
- c. The heating portion of the said system shall be capable of maintaining heat when necessary for the proper comfort of the occupants, which shall be not less than 68 degrees F nor more than 75 degrees F, throughout the Demised Premises. Thermostatic controls installed in the Tenant's space should be installed to allow the Tenant to lower the heat or raise the air conditioning beyond the above levels if so desired or if directed to do so by the Commissioner or other appropriate authority in order to conserve energy.
- d. The Landlord shall pay all costs of fuel, service and maintenance, including filter changes, and electrical consumption for the above facilities for the duration of occupancy by the Tenant.

#### **11. BUILDING ACCESS FOR UTILITY SERVICES, TENANT ACCESS AND ELEVATOR SERVICE**

Landlord shall at all times provide Tenant with reasonably direct access from the Premises to the points of entry to the Building for all utility services usually and customarily utilized by office tenants and available at the Building, including without limitation, telephone, electric, gas and cable (hereinafter referred to collectively as "Utility Services").

Tenant shall have the right to install, use, repair, replace and maintain Utility Services between points of access to the Building and the Premises and shall have and enjoy continual rights of access, ingress and egress over the lands on which the Premises are situate, to enable Tenant to effectively access and use such Utility Services.

To the extent necessary for Tenant's access to and use of the Utility Services, Tenant shall have, appurtenant to the Premises, the non-exclusive right to use, in common, all necessary facilities, areas and spaces of the Building used or identified as common areas, including, without limitation, lobbies, corridors, stairways, elevators, loading docks, shafts, pipe chases, vents and ducts located in the Building or the Premises, as the case may be.

Landlord shall, upon Tenant's request, afford utility companies or other third parties access to the Building and Premises for the purpose of locating, installing and maintaining Utility Services, and Landlord shall execute any and all documents, agreements and instruments in order to effectuate the same, all at Landlord's expense. Tenant shall have the right to enter into reasonable agreements with utility companies or other third parties providing utilities or utility-type services creating easements in favor of such companies and/or other third parties as are required in order to service the Premises, and Landlord covenants and agrees to consent thereto and to execute any and all documents, agreements and instruments, and to take all other actions, in order to effectuate the same, all at Tenant's cost and expense.

The Landlord shall provide Tenant access to the Building daily from \_\_\_\_\_ AM to \_\_\_\_\_ PM, and on Saturdays, Sundays and State Legal Holidays from \_\_\_\_\_ AM to \_\_\_\_\_ PM.

As used herein, the term "State Legal Holidays" shall mean the calendar of legal holidays as established and maintained by the New York State Department of Civil Service. Annual updates of State Legal Holidays are available at <http://www.cs.state.ny.us/attendance leave/>, once you are on the website, scroll down to *Calendars of Legal Holidays* and click on the year in question.

The Landlord shall, at its expense, furnish safe and reliable elevator service at all times Tenant has access to the Building. In no event shall the elevator service be less than the same number of elevators providing service to the Premises at the Commencement Date.

## **12. PARKING**

The Landlord shall provide the Tenant with \_\_\_\_\_ ( ) designated, on site paved parking spaces, for the exclusive use of the Tenant, and will keep such parking spaces free of ice, snow and debris, at no additional charge to the Tenant.

## **13. WATER**

The Landlord shall furnish, at its own expense, hot and cold potable water from the local supply sufficient for drinking, washroom and cleaning purposes in the Demised Premises.

## **14. JANITORIAL SERVICE**

Landlord shall provide janitorial services in accordance with the specifications in Schedule "A" annexed hereto and made a part hereof.

Governor Paterson's Executive Order 4 ("EO-4"), which was continued by Governor Cuomo's Executive Order 2, directs all state agencies and authorities to purchase green products and promote sustainability. EO-4, a copy of which is annexed hereto as Exhibit [REDACTED], directs state agencies and authorities to develop and implement specific projects, programs and policies designed to reduce the public health and environmental impacts of the activities and operations of the agency or authority, including: the reduction or elimination of the use and generation of toxic substances, pollution and waste; the reduction, reuse, recycling and composting of solid waste; and maximizing the use of environmentally preferable or "green" commodities, services and technology.

In an effort to assist state agencies and authorities in complying with these directives, the Interagency Committee on Sustainability and Green Procurement (the "Interagency Committee") has approved specifications for Industrial/Institutional Cleaning Products and Hand Soap/Cleaner. These specifications, along with other approved specifications, can be found at: <http://www.ogs.state.ny.us/EO/4/ApprovedSpecs.asp>.

In order to comply with these directives, the Landlord and the Occupying Agency have agreed that the Landlord will make careful selection of effective janitorial cleaning products and equipment that reduce or eliminate the health and environmental risks from the use or release of toxic substances and minimize the risks of the discharge of pollutants into the environment.

In addition, EO-4 requires State agencies and authorities, to the maximum extent practicable, to purchase janitorial paper and other paper supplies, including but not limited to bathroom tissue and paper towels, that are processed chlorine-free and composed of 100% post-consumer recycled content. EO-4 also requires State agencies and authorities, to the extent practicable, to implement effective programs to source separate recyclable materials, including paper, metal, glass and plastic, that will maximize materials recovery and reduce waste. The Landlord agrees to assist the Occupying Agency in meeting these requirements by, to the maximum extent practicable making careful selection of janitorial paper and other paper supplies including but not limited to bathroom tissue and paper towels, in order to use products that are composed of 100% post-consumer recycled content and shall be processed chlorine-free.

Additional information on these requirements and EO-4 are available through the Office of General Services (OGS) upon request.

Landlord acknowledges an understanding of these State policies and pledges to cooperate with the State in their implementation.

Landlord and Occupying Agency shall also comply with local recycling laws enacted under General Municipal Law § 120-aa, requiring that solid waste be separated into recyclable, reusable or other components.

## **15. PEST CONTROL**

Landlord shall implement and maintain at its cost an Integrated Pest Management (IPM) program for the Building in which

the Demised Premises are located and the grounds on which it sits. The program shall provide for an overall plan which minimizes the use of toxic pesticides, and provides for an on-going, practical, least-toxic approach to preventing and/or treating pest infestation. It shall provide for technical training for the Landlord's employees directly involved in IPM; establish an inspection program to identify infested zones, type of infestation, and pest population levels; and detail procedures to be implemented should a pest infestation problem develop.

Landlord shall initially employ non-chemical means to eliminate pest infestation, localizing treatment whenever necessary to a defined affected area, using baits and traps rather than traditional chemical applications. At a minimum, semi-annual inspections (spring and fall) shall be conducted by the Landlord or Landlord's contractor to identify and correct structural conditions allowing pests access (interior and exterior cracks, openings, crevices and ledges, etc.). The preventative measures of this program shall include controls to ensure proper cleaning/maintenance, handling and disposal of food and organic waste products, and reviews of environmental conditions or tenant practices which increase the potential for pest problems.

Application of pesticides should be avoided unless subsequent inspection or monitoring indicates the continued presence of pests in a specific area after non-chemical means have been exhausted or have been found to be ineffective. An actual specimen or recent sign of the pest must be confirmed before pesticides are applied. The least toxic pesticide, of the pesticides available to treat a specific problem, shall be selected. All pesticides used must be registered with the EPA and appropriate state and/or local jurisdictions, and use of all pesticides shall be in strict accordance with the manufacturer's label instructions and all applicable federal, state, and local laws and regulations.

Landlord and Tenant shall each designate an on-site liaison to review and coordinate necessary IPM Building activities. Tenant and Occupying Agency shall be given an opportunity to review, and reasonable time to comment on the content of, and coordinate with the schedule of events specified in, the IPM program. This opportunity will be provided through notification from the Landlord prior to the implementation of the IPM plan. Pesticide treatment(s), when necessary, shall be scheduled for late Friday afternoons or evenings unless alternative times for such treatment applications are scheduled by mutual agreement with Tenant IPM liaisons. Tenants shall be notified of the location(s) of planned pesticide and herbicide treatments 24 hours prior to chemical application(s). Landlord shall furnish Tenant IPM liaisons with Material Safety Data Sheets (MSDS) for all pesticides and herbicides in use and pending use prior to any use interior or exterior to the Building.

## **16. REPAIRS**

The Landlord shall take good care of the Building, the Demised Premises, fixtures and appurtenances and Landlord shall make all repairs necessary to put and keep the same in good order and condition at its own cost and expense except repairs required as a result of the negligence of the Tenant or its employees, the cost of which shall be the responsibility of the Tenant.

## **17. TENANT ISSUES / PROCESS**

Landlord and the Tenant shall each designate an on-site representative. All issues, complaints and requests for service(s) shall be in writing, utilizing the "Request for Lease Compliance Service(s)" form attached hereto as Exhibit "2," which form shall be delivered by the Tenant's representative to the

Landlord's representative. A copy of such form shall be returned to the Tenant's representative at such time as the issue is resolved, indicating what, if any, action was taken and, if no action was taken, the reason therefore. Landlord's representative shall maintain a log in which shall be recorded the date and nature of the request, and the date and resolution of the request. Such log shall be available for Tenant's inspection at the Building. The provisions of this Section shall not be construed as superseding the other notice requirements and provisions of this Lease.

#### **18. COMPLIANCE WITH LAWS**

The Landlord shall, at its own cost and expense, ensure that the Building and Premises comply with all laws, rules, orders, ordinances and regulations at any time issued or in force, applicable to the Building and Demised Premises, of the borough, city, county or other municipality, state or federal governments, and each and every department, bureau and official thereof, and those of any insurance services organizations having jurisdiction in the Premises. The Tenant agrees that it will not use the Premises for any purpose which shall be violative of applicable laws, rules, orders, ordinances and regulations.

#### **19. LANDLORD'S RIGHT OF ENTRY**

The Tenant shall permit the Landlord, at all usual and proper times, to enter the Premises for the purposes of inspection or sale and to make repairs and improvements to all parts of the Building and to comply with all governmental orders and requirements applicable to the Building. The Landlord, in exercising its rights under this Section, shall not unreasonably interfere with the Tenant's access, use and occupancy of the Premises.

#### **20. TO LET SIGNS**

The Tenant shall permit the Landlord, during the three (3) months immediately prior to the expiration of the Term to place the usual notices of availability upon the exterior of the Demised Premises.

#### **21. DESTRUCTION OF PREMISES**

If the Building or the Demised Premises are destroyed or so injured by fire or the elements or any cause as to render the Premises untenable or unfit for the Tenant's uses, as the Tenant in its sole discretion may determine, the Tenant may serve notice declaring its intent to vacate the Premises and may thereafter, as soon as practicable subsequent to the provision of notice, quit and surrender the entire Demised Premises, in which event Rent shall abate from the time of destruction and Tenant shall be relieved of further liability under this Lease.

If, however, the Building (in the reasonable judgment of the Landlord) or the Demised Premises (in the reasonable judgment of the Tenant) shall be so injured by any cause aforesaid so as not to be rendered unfit for occupancy, then the Landlord shall repair the same with reasonable promptness, and in that case the Rent shall cease during such repair period, except only that the Tenant shall during such time pay a pro rata portion of such Rent apportioned to that portion of the Demised Premises which are in condition for occupancy or which may be actually occupied during such repair period.

All improvements or betterments placed by the Tenant on the Demised Premises shall, however, in any event be repaired and/or

replaced by the Tenant at its own expense and not at the expense of the Landlord, provided the injury and damage to such improvements or betterments have been caused without the fault or neglect of the Landlord, its agents or employees.

If the Demised Premises are destroyed or damaged by fire or the elements or by any other cause, the Tenant shall give notice thereof to the Landlord with reasonable promptness.

In the event the Premises are so damaged or destroyed as above described, any advance Rent paid by Tenant to Landlord shall be apportioned to the date of the destruction and the difference promptly returned by the Landlord to the Tenant.

This Section shall be deemed an "express agreement to the contrary" within the meaning of Section 227 of the Real Property Law.

## **22. SET OFF**

In the event Landlord refuses or fails to make repairs or to provide services for which it is responsible under the terms and conditions of this Lease the Tenant, upon reasonable written notice to the Landlord, and after five (5) business days following such written notice may, and, at its sole option, either: (i) make such repairs or provide such services, deducting all the costs incurred thereby from the Rent which is or shall be owing Landlord; or (ii) not make such repairs nor provide such services and deduct from said Rent a reasonable amount for the diminution in value of the Premises due to such disrepair or lack of services. The provisions of this Section are in addition to and not in lieu of, any and all rights and remedies available to Tenant at law or in equity.

## **23. MITIGATION OF DAMAGES**

In the event Tenant quits the Demised Premises such that it remains responsible for payment of Rent to the Landlord, the total Rent to be paid the Landlord shall be reduced by that portion of the Rent attributable to charges for utility and other services which Landlord is obligated to provide pursuant to the terms of this Lease, whether or not such charges have been itemized.

Furthermore, in the event Tenant shall so quit the Premises, Landlord shall be obligated to make all reasonable efforts to re-let the Demised Premises in order to cover the cost otherwise accruing to Tenant. The Landlord shall not in any event be required to pay the Tenant any surplus of any sums received by the Landlord on a reletting of said Premises in excess of the Rent reserved in the Lease.

## **24. SUBORDINATION**

This Lease is subject and subordinate to all ground or underlying leases, and to all mortgages which may now or hereafter affect such leases, or the real property of which the Demised Premises form a part, and to all renewals, modifications, consolidations, replacements and extensions thereof. However, no property owned or removable by the Tenant shall be subject to the lien of paramount mortgages. This provision shall be self-operative, and no further instrument of subordination shall be required by any mortgagee. In confirmation of such subordination, Tenant shall promptly execute a certificate to such effect that Landlord may reasonably request.

This Lease shall be subject and subordinate to the lien of any future mortgage or any future underlying lease provided that

the holder of any such mortgage or the Landlord under any such underlying lease shall agree in the mortgage or lease or otherwise that this Lease shall not be terminated or otherwise affected by the enforcement of any such mortgage or underlying lease, provided that at the time thereof Tenant shall not be in default, and the Tenant, when requested by the holder of such mortgage, or the Landlord under any such underlying lease, shall execute an attornment agreement to the holder of such mortgage or the Landlord under any such underlying lease should either succeed to the rights of the Landlord under this Lease.

## **25. QUIET ENJOYMENT**

The Landlord covenants with the Tenant that the Tenant, on complying with the terms of this Lease, shall and may peacefully and quietly have and enjoy the said Premises.

## **26. NUISANCE CONTROL**

If the Building in which the Demised Premises are located is occupied by other tenant(s) in addition to Tenant, the Landlord shall adopt, promulgate and enforce Building rules and regulations that shall proscribe the maintenance or occurrence of nuisances including, but not limited to, noise, dust, vibration, odors or other unreasonable impact or infringements upon Tenant's use and enjoyment of the Premises. The Landlord shall, in addition, promptly take such other measures as are reasonable and within its control to enjoin, curtail, eliminate or proscribe any such nuisances resulting from the acts of non-tenants.

## **27. CONDITION OF PREMISES**

The Tenant shall at the end of the Term quit and surrender the Demised Premises in as good order and condition as when received, normal wear and tear and damage by the elements, including fire, excepted.

## **28. NEW LANDLORD / NON ASSIGNMENT**

Subject to the other provisions of this Section, in the event the Demised Premises or the Building of which the same is a part shall be sold, conveyed, transferred, assigned, leased or sublet, or if the Landlord shall sell, convey, transfer or assign this Lease or Rent due under this Lease, or if for any reason there shall be a change in the manner in which Rent reserved hereunder shall be paid to the Landlord, proper written notice, as provided below in Section 49, of such change shall be given immediately by the Landlord to the Tenant by providing a properly completed and executed Consent to Assignment Form attached hereto as Exhibit \_\_\_\_\_ and all necessary documentation (Consent to Assignment, Substitute W-9 and Landlord Disclosure Sheet Forms). No assignment of this Lease shall be made without the prior approval of the Tenant as required by Section 138 of the State Finance Law, provided such approval shall not be unreasonably withheld, conditioned or delayed.

## **29. BROKERAGE FEES / UNLAWFUL INDUCEMENT**

- a. The Landlord warrants that no person or selling agency other than \_\_\_\_\_, has been employed or retained to solicit or secure this Lease upon an agreement or understanding for a commission, percentage, brokerage, contingent fee or other compensation.

- b. Landlord, for itself, its agents, employees, and as the case may be, its directors, officers, managers, members or partners (limited or general), represents and warrants to the Tenant, after its due inquiry, and for the express purpose of inducing Tenant's reliance upon such representation and warrant, that neither the Landlord, its agents, employees, nor, as the case may be, its directors, officers, managers, members or partners (limited or general) has made any payment or given any good, service or other thing of value or made any promise or representation that it will make any future payment or give any good, service or other thing of value, to entice Tenant to enter into this Lease, and further that upon its due inquiry, neither the Landlord nor any agent, employee or, as the case may be, any director, officer, manager, member or partner (limited or general) has been solicited by any person to give, now or in the future, any good, service, payment or other thing of value for the purpose of securing this Lease, excepting from such solicitation the ethical actions of licensed real estate brokers whose identity has been disclosed in this Lease. Landlord makes this representation and warranty under penalty of perjury and expressly agrees that a false representation herein will be deemed to and will in fact constitute fraud in the inducement of Tenant to enter into this Lease.

### **30. LANDLORD'S INTEREST**

The Landlord represents that the Demised Premises are owned by the Landlord in fee simple absolute or leased for a period exceeding the Term herein, including any renewal terms which may be herein provided. Landlord shall provide Tenant with a copy of underlying and ground leases.

### **31. ALTERATIONS BY TENANT**

It is understood and agreed by and between the Parties hereto that during the Lease Term, extension or holdover period the Tenant reserves the right to make minor alterations or installations, including but not limited to carpeting, telephones and related equipment.

### **32. ALTERATIONS BY LANDLORD**

As to any alterations or improvements, other than minor alterations as mentioned above in Section 31, which may subsequently be required by the Occupying Agency, the Landlord shall provide the Tenant with cost estimates based upon Tenant's written requirements and/or drawings (concept drawings) for the work to be performed. The Landlord shall provide the written cost estimates to the Tenant within (15) fifteen days after receipt of the Tenant's concept drawings.

Written cost estimates shall be accompanied by an itemized description of work to include the following: itemized description of work elements; quantities; units; material unit cost; total material unit cost; labor unit cost; total labor unit cost; total material and labor unit cost; summary of total material and labor unit cost; architectural and engineering fees; permit fees, which shall be submitted to Tenant by Landlord using the form attached hereto as "Exhibit "3." Such costs shall be competitive, consistent with costs in an arm's length

transaction, and employ labor at rates which do not exceed prevailing wage rates.

The total of any additional fees charged by the Landlord and/or construction manager employed by the Landlord attributable to overhead, profit or management fee shall be limited to the following percentages of the total direct labor and material costs: ten percent of the first \$10,000, five percent of the next \$90,000, and three percent of any sum in excess of \$100,000.

Upon written approval of the cost estimate by the Tenant, the Landlord shall promptly proceed with the subject alterations or improvements. In the event the Tenant does not approve the cost estimate, Tenant may submit a reduced scope of work to achieve cost savings. In the event Landlord and Tenant cannot agree on the cost of the work, Tenant may contract directly for such work provided, however, that any Tenant selected contractors shall be subject to Landlord's reasonable approval and in no event shall such work involve structural alterations or modification of building wide systems. Payment shall be made within thirty (30) days of completion of the work to the satisfaction of the Tenant or the Occupying Agency, and submission of proper vouchers.

### **33. ASBESTOS / LEAD**

Landlord represents and warrants, as an inducement to encourage Tenant's initial and continued occupation of the Demised Premises, and as a material term of this Lease, that the Demised Premises are free from hazard, particularly with reference to United States Department of Labor, Occupational Safety and Health Administration Standards for permissible exposure limits to asbestos.

Landlord further represents that, immediately upon the discovery of any asbestos or asbestos containing materials within or about the Demised Premises, Landlord shall give written notice to the Occupying Agency and to the Tenant of the existence of such materials, and shall, at its sole cost and expense, completely remove said materials in full compliance with federal, state, municipal or local laws, rules, or regulations relating to the removal of asbestos.

Notwithstanding any provision of this Lease or any rider or addendum hereto, Landlord agrees that each and every breach of any warranty or representation contained in this Section, without regard to any measure of the magnitude of the breach, shall constitute a default under this Lease which shall entitle Tenant, in addition to all other rights and remedies of Tenant, to deduct from the Rent or other monetary obligation of Tenant, or to recover by action, all costs, whether direct or indirect, resulting from any cause whatsoever, incurred by Tenant as a result of such breach.

Landlord represents and warrants that the Demised Premises are free of paint or other conditions conducive to lead poisoning. Notwithstanding the foregoing, Landlord further represents that, upon discovery of any condition conducive to lead poisoning, Landlord shall take any and all reasonable steps necessary to abate such condition. Tenant shall have and be entitled to the same rights and remedies with respect to any such conditions as is herein provided with respect to the existence and removal of asbestos.

### **34. SIGNAGE**

The Tenant may post and maintain such signs and notices as is reasonably required to inform the public as to its location in the

Building and shall have a right to have its name and other pertinent information on Landlord's lobby directory board.

### **35. INSURANCE REQUIREMENTS**

Prior to the Commencement Date on which possession of the Premises is delivered to the State, the Landlord shall file with the Tenant, Certificates of Insurance evidencing compliance with all requirements contained in this Lease. Such Certificates shall be in the form and substance acceptable to the Tenant.

Acceptance by the Tenant of the evidence of insurance does not, and shall not be construed to, relieve Landlord of any obligations, responsibilities or liabilities under this Lease to obtain the required coverage or indicate acceptance of the adequacy of coverage and limits. All insurance required by the Lease shall be obtained at the sole cost and expense of the Landlord; shall be maintained with insurance carriers licensed or authorized by the New York State Department of Financial Services to issue insurance in New York State ("admitted carriers"); shall be primary and non-contributing to any insurance or self insurance maintained by the Tenant or Occupying Agency and shall provide that written notice be given to the Tenant, at least thirty (30) days prior to the cancellation, non-renewal, or material alteration of such policies, which notice shall be sent to the Tenant at the following address: Office of General Services, Director, Real Estate Planning, Governor Nelson A. Rockefeller Empire State Plaza, Corning Tower Building, 26th Floor, Albany, New York 12242 with an informational copy to the Tenant Agency at the following address: (insert State Agency name and exact address here).

The Landlord shall be solely responsible for the payment of all deductibles and self insured retentions to which such policies are subject.

Each insurance carrier must be rated at least "A-" Class "VII" in the most recently published Best's Insurance Report. If, during the term of the policy, a carrier's rating falls below "A-" Class "VII", the insurance must be replaced no later than the renewal date of the policy with an insurer rated at least "A-" Class "VII" in the most recently published Best's Insurance Report. Said policies shall name the PEOPLE OF THE STATE OF NEW YORK as an additional insured (in the case of fire insurance, as its insurable interest may appear).

The Landlord shall cause all insurance to be in full force and effect as of the Commencement Date of this Lease and to remain in full force and effect throughout the Term of this Lease and as otherwise required by this Lease. The Landlord shall not take any action, or omit to take any action, that would suspend or invalidate any of the required coverages during the period of time such coverages are required to be in effect.

Not less than thirty (30) days prior to the expiration date or renewal date, the Landlord shall supply the Tenant with updated replacement Certificates of Insurance, and amendatory endorsements.

The Landlord, throughout the Term of this Lease, or as otherwise required by this Lease, shall obtain and maintain in full force and effect, the following insurance with limits not less than those described below and as required by the terms of this Lease, or as required by law, whichever is greater (limits may be provided through a combination of primary and umbrella/excess policies):

- a. Commercial General Liability Insurance with a limit of not less than \$5,000,000 each occurrence. Such liability shall be written on the Insurance Service Office's (ISO) occurrence form CG 00 01, or a substitute form providing equivalent coverages, and shall cover liability arising from premises operations, independent contractors, broad form property damage, personal & advertising injury, cross liability coverage, liability assumed in a contract (including the tort liability of another assumed in a contract).
  - 1) Commercial General Liability Insurance shall name The People of the State of New York, its officers, agents, and employees as additional insureds thereunder.
  - 2) If such insurance contains an aggregate limit, it shall apply separately to this Premises.
- b. Commercial Property Insurance on the Premises in an amount not less than the Full Insurable Value of the Premises covering at a minimum, the perils insured under the ISO Basic Causes of Loss Form (CP 10 10). Full Insurable Value shall mean actual replacement cost of the real property (exclusive of the cost of non-insurable portions thereof, such as excavation, foundations and footings).

Waiver of Subrogation - Landlord shall cause to be included in each of its policies for the insurance indicated a waiver of the insurer's right of subrogation against the State, or, if such waiver is unobtainable (i) an express agreement that such policy shall not be invalidated if Landlord waives or has waived before the casualty, the right of recovery against Landlord; or (ii) any other form of permission for the release of the State.

### **36. WORKERS COMPENSATION INSURANCE & DISABILITY BENEFITS COVERAGE**

Prior to this Lease becoming effective, Landlord must submit proof that they have the workers' compensation and disability benefits coverage required by the New York State Workers' Compensation Law, or proof that they are legally exempt from obtaining such coverage. Proof of compliance must be demonstrated in accordance with the requirements set forth by the New York State Workers' Compensation Board (An instruction manual clarifying the Workers' Compensation Law requirements is available to download at the Workers' Compensation Board's website,

<http://www.wcb.state.ny.us/content/main/Employers/ProveItToMoveIt5-2010.pdf>. The Landlord shall notify the Office of General Services, Real Estate Planning, Governor Nelson A. Rockefeller Empire State Plaza, Corning Tower Building, 26th Floor, Albany, New York 12242 with an informational copy to the Tenant Agency at the following address: (insert State Agency name and exact address here), at least thirty (30) days prior to material change or cancellation of such coverage.

### **37. AUTOMATED EXTERNAL DEFIBRILLATOR**

Landlord covenants and agrees to cooperate with Tenant, at Tenant's expense, with regard to the installation of AEDs (Automated External Defibrillator) within the Demised Premises.

### **38. FIRE EXTINGUISHER**

Landlord shall provide fire extinguishers in the Premises and elsewhere throughout the Building. The types of extinguishers

provided and their locations, testing and maintenance shall, at all times during the Lease Term, comply with the standards of the Occupational Safety and Health Administration of the U.S. Department of Labor as such standards are contained in Title 29 of the Code of Federal Regulations at Section 1910.157 as amended from time to time, unless State statutes or local ordinances impose stricter requirements in which event the Landlord shall comply with the strictest of said requirements. All fire extinguisher installations shall be in accordance with the New York State Fire Prevention and Building Code and Americans With Disabilities Act (ADA) Accessibility Guidelines.

### **39. REDECORATION**

Landlord shall, without cost to Tenant, completely redecorate the entire Demised Premises at the starting date of this Lease and again at five (5) year intervals during the Term. All plaster surfaces, wall and trim surfaces ordinarily painted, shall be painted in adequate coats of architectural quality latex paint, eggshell finish (Benjamin Moore or equal), not to exceed 150 grams/liter VOC (volatile organic compound), in colors to be selected by the Tenant. Wood surfaces shall be cleaned and refinished with clear water based Urethane (Benjamin Moore or equal), not to exceed 150 grams/liter VOC. Also any vinyl-covered walls, or walls ordinarily cared for by washing, shall be washed to present a clean, finished appearance. Heavily used areas such as hallways, waiting rooms, common areas and facilities used by visitors shall be likewise redecorated at two and one-half (2½) year intervals. All work under this Section shall be done outside of normal office hours, if so requested by the Occupying Agency.

### **40. GENERAL PROVISION AS TO REMEDIES**

- a. Landlord and Tenant may exercise their respective rights and remedies at any time, in any order, to any extent, and as often as deemed advisable, without regard to whether the exercise of one right or remedy precedes, concurs with, or succeeds, the exercise of another.
- b. A single or partial exercise of a right or remedy by Landlord or Tenant shall not preclude a further exercise of the right or remedy or the exercise of another right or remedy from time to time.
- c. No delay or omission in exercising a right or remedy by Landlord or Tenant shall exhaust or impair the right or remedy or constitute a waiver of, or acquiescence to, an event of default.
- d. No waiver of an event of default by Landlord or Tenant shall extend to or affect any other event of default or impair any right or remedy with respect to an event of default.
- e. No action (including the payment or acceptance of Rent or additional rent) or inaction shall constitute a waiver of an event of default.
- f. No waiver of any event of default shall be effective, unless it is in writing.
- g. The payment of Rent or additional Rent shall not be construed as a waiver of any claim Tenant may have against Landlord.

- h. The rights and remedies granted hereunder are cumulative, and are not in lieu of, but are in addition to, and shall not be affected by the exercise of any other remedy or right now or hereafter existing at law or in equity.
- i. The Court of Claims Act (McKinney's Consolidated Laws of New York) sets forth the exclusive jurisdiction of the New York State Court of Claims to render judgment of such sums as should be paid by the State. Nothing herein shall be interpreted or construed to limit, waive or nullify the rights of the State existing by virtue of its sovereign status.

#### **41. WORK LETTER**

Landlord's work to be performed at the Building and Premises is set forth in Schedule "B" annexed hereto and made a part hereof.

#### **42. LANDLORD'S CONSENT**

Whenever the Landlord's consent is required under any provisions of this Lease such consent shall not be unreasonably withheld or delayed.

#### **43. MARGINAL NOTES**

The sectional headings as to contents of particular sections herein are inserted only for convenience, and are not to be construed as a part of this Lease or as limitation of the scope of the particular section to which they refer.

#### **44. BINDING EFFECT**

This Lease shall be binding upon the Parties and their respective successors and assigns. The submission of any unexecuted copy of this Lease shall not constitute an offer to be legally bound by the provisions of the document submitted. No Party shall be bound by this Lease until (i) it is executed by all necessary Parties; (ii) it has been approved as to form by the Attorney General; (iii) has been approved by the State Comptroller; and (iv) it has actually been delivered by the Tenant to the Landlord. This Lease has been executed in counterparts, and each counterpart constitutes an original document.

#### **45. INTERPRETATION**

- a. A provision of this Lease which requires a Party to perform an act shall, if required, be construed so as to require the Party to cause the act to be performed. A provision of this Lease which prohibits a Party from performing an act shall, if required, be construed as to prohibit the Party from permitting others within its control to perform the act.
- b. Each Party shall be deemed to be required to perform each of its obligations under this Lease at its own expense, except to the extent, if any, that this Lease specifies otherwise.
- c. This Lease shall be governed by the laws of the State of New York.

- d. All prior agreements of the Parties are merged into this Lease and neither Party is relying upon prior statements or representations.
- e. If any provision of this Lease shall be invalid or unenforceable, the remainder of this instrument shall remain in full force and effect.
- f. Words of masculine gender shall be deemed and construed to include correlative words of the feminine and neuter genders. Unless the context shall indicate otherwise, words importing persons shall include firms, associations and corporations, including public bodies as well as natural persons.
- g. The terms "hereby," "hereof," "hereto," "herein," "hereunder," and any similar terms, as used in this Lease, refer to this Lease.
- h. Unless otherwise specifically set forth herein, the term "day" shall refer to a calendar day, including Saturdays, Sundays and State Legal Holidays.

#### **46. REMOVAL OF PERSONAL PROPERTY**

Any and all articles of personal property including, without limitation, business and trade fixtures, machinery, equipment, cabinet work, furniture, movable partitions, carpeting and water coolers, owned or installed by the Tenant are and shall remain the property of the Tenant and may be removed by it at any time during the Lease Term, extension or holdover period, but Tenant shall not be required to remove them at the end of the Lease Term, extension or holdover period unless it so elects, providing that if such fixtures, machinery, equipment, cabinet work, furniture, movable partitions, carpeting, and water coolers are removed, the cost of repairing any damage to the Building arising from such removal shall be paid by Tenant.

#### **47. NO DEVIATIONS**

The Commissioner of the New York State Office of General Services or his designees are the only individuals on behalf of Tenant authorized to allow any deviations from the provisions of this Lease, including substitutions for, or additions to, items of construction or alterations, or to commit the State in any way, and the State agency in occupancy of the Demised Premises is not designated for this purpose.

#### **48. MERGER**

No representations or promises have been made in respect to the Demised Premises other than those contained herein or as may be contained in any rider, schedule, appendix or exhibit attached to, and made a part of, this Lease. This Lease may not be changed or canceled orally.

#### **49. NOTICE**

Any notice by the Tenant to the Landlord shall be deemed to be duly given if mailed by certified mail, addressed to the Landlord at the address given above, and any notice by the Landlord to the Tenant shall be deemed to be duly given if mailed by certified mail addressed to the Office of General Services, Director, Real Estate Planning, Governor Nelson A. Rockefeller Empire State Plaza, Corning Tower Building, 26th Floor, Albany, New York 12242 with an informational copy to the Occupying Agency, (title, agency name and address)

, sent by certified mail.

**50. REQUIREMENTS/FEDERAL CERTIFICATIONS  
(Department of Labor Leases Only)**

The funding for this agreement is provided by the United States Department of Labor, which requires the following:

- a. Certification regarding debarment, suspension, ineligibility and voluntary exclusion.
  1. The Landlord certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- b. Certification Regarding Lobbying - Certification for Contracts, Grants, Loans, and Cooperative Agreements.

By signing this agreement, the Landlord certifies to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The Landlord shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements), and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of facts upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

- c. Drug Free Workplace.

By signing this agreement, the Landlord certifies that it will provide a Drug Free Workplace by implementing the provisions at 29 Code of Federal Regulations Section 98.630, Appendix C, pertaining to the Drug Free Workplace.

d. Nondiscrimination & Equal Opportunity Assurance.

As a condition of entering into this agreement with the Department of Labor, and in accordance with Title I of the Workforce Investment Act, the Landlord/LICENSOR assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Investment Act of 1998 (WIA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I - financially assisted program or activity;
2. Title VII of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;
3. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
4. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
5. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

It is further agreed that the Landlord assures that it will comply with 29 Code of Federal Regulations Part 37 and all other regulations implementing the laws listed above. The Landlord understands that the United States has the right to seek judicial enforcement of this assurance.

e. Prevailing Wage

In relation to all work performed by laborers, workmen, or mechanics involving alteration, renovation, reconstruction, repair, rehabilitation, construction, or demolition performed on behalf of a public agency (entity) under this Lease/License Agreement, or in relation to all building service work as defined in Article 9 of the New York State Labor Law, performed on behalf of a public agency (entity) under this Lease/License Agreement, the Landlord/Licensors shall abide by the provisions of Articles 8 and/or 9 of the New York State Labor Law. The Landlord/Licensors agrees that the wages to be paid to any building service employee (including, but not limited, to watchmen, guards, doormen, building cleaners, porters, janitors, gardeners, groundskeepers, stationary firemen, elevator

operators and starters, window cleaners and occupations relating to the collection of garbage or refuse and to the transportation of office furniture and equipment, and the transportation and delivery of fossil fuel), or to any worker, laborer, or mechanic, shall not be less than the prevailing wage for the locality in which the work is to be performed. The schedules of wages required to be paid to the various classes of service employees, workers, laborers, or mechanics for the work to be performed pursuant to this Lease at the present time can be found at <http://wpp.labor.state.ny.us/wpp/publicViewPWChanges.do?method=showIt> (Article 8) and <http://wpp.labor.state.ny.us/wpp/publicViewPWChangesArt9.do?method=showIt> - (Article 9). The Landlord/Licensors is responsible for obtaining updated schedules as they are published annually by the Department of Labor. The Landlord/Licensors shall pay each service employee, worker, laborer, or mechanic performing work pursuant to this Lease not less than the wage specified for the craft, trade or occupation in such schedule either through the payment of such wages or through the furnishing of any equivalent combinations of fringe benefits or equivalent or differential payments in cash under the rules and regulations established by the Commissioner of the New York State Department of Labor. The Landlord/Licensors shall comply with all reporting, filing, retention and other requirements set forth in Articles 8 and/or 9 of the New York State Labor Law.

#### **51. NON-PUBLIC PERSONAL INFORMATION SECURITY BREACH**

Landlord shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law Section 899-aa; State Technology Law Section 208). Landlord shall be liable for the costs associated with such breach if caused by Landlord's negligent or willful acts or omissions, or the negligent or willful acts or omissions of Landlord's agents, officers, employees or sublandlords.

#### **52. APPENDI (X/CES), EXHIBIT (S), SCHEDULE (S) AND FORM**

The following appendi(x/ces), exhibit(s), schedule(s) and Form are being attached and made part of this Lease:

Appendix "A"	Standard Sections for NYS Leases
Exhibit "1"	Leased area plan (Section 1 and Work Letter)
Exhibit "2"	Request for Lease Compliance Service(s) (Section 17)
Exhibit "3"	Itemized Estimate Form (Section 32)
Exhibit "4"	OGS Material Specifications for Leased Facilities, (referred to in Work Letter)
Exhibit "5"	DOL Material Specifications for Leased Facilities (FOR Department of Leases ONLY)
Exhibit " "	Executive Order 4
Exhibit " "	Consent to Assignment Form
Exhibit " "	Substitute W-9 Form
Schedule "A"	Janitorial Service Specification (Section 14)
Schedule "B"	Work Letter (Section 41)
Schedule "C"	Construction and Renovation Schedule
Form 1	Landlord Disclosure Sheet (Typist, please attach completed form by LL when putting docs together in blue-backs).

#### **53. IRAN DIVESTMENT ACT**

By entering into this Lease, Landlord certifies that it is not on the "Entities Determined To Be Non-Responsive

Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such Lease any subcontractor that is identified on the Prohibited Entities List. Landlord agrees that should the Parties seek to renew or extend this Lease, it must provide the same certification at the time the Lease is renewed or extended. Landlord also agrees that any proposed Assignee of the Lease will be required to certify that it is not on the Prohibited Entities List before Tenant may approve a request for Assignment of Lease in compliance with Section 28 of this Lease.

During the Term of the Lease, should Tenant or Occupying Agency receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certifications, Tenant will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then Tenant shall take such action as may be appropriate and provided for by law, rule, or this Lease, including, but not limited to, seeking compliance, recovering damages, or declaring the Landlord in default.

Tenant reserves the right to reject any request for assignment made by or to not agree to a renewal or extension of the Lease with an entity that appears on the Prohibited Entities List prior to the renewal, extension, or assignment of the Lease, and to pursue a responsibility review with Landlord should it appear on the Prohibited Entities List hereafter.

#### **54. PRIOR LEASE / CANCELLATION**

This Lease cancels and supersedes Lease No. [REDACTED] dated [REDACTED]. In the event Rent has been paid under such lease (or as a holdover under such lease) that is attributable to the Lease Term herein, Tenant shall receive a full credit for any such payments to be applied to Rent otherwise due hereunder.

IN WITNESS WHEREOF, the Parties hereto have caused this Lease to be executed in duplicate originals the day and year first written above.

Landlord certifies that all information provided to the State of New York with respect to Landlord Disclosure Sheet and State Finance Law §139-k is complete, true and accurate. The State reserves the right to terminate this contract in the event it is found that the certification filed by the Landlord in accordance with New York State Finance Law § 139-j or 139-k was intentionally false or intentionally incomplete. Upon such finding, the State may exercise its termination right by providing written notification to the Landlord in accordance with the written notification terms of the contract.

(Name of Landlord)

Corporate Seal

By \_\_\_\_\_  
Name:  
Title:

\*\*\*\*\*

\*\*\*\*\*

APPROVED AS TO FORM

THE PEOPLE OF THE STATE OF NEW YORK

Eric T. Schneiderman  
Attorney General

Commissioner of General Services

By \_\_\_\_\_  
Assistant Attorney General

By \_\_\_\_\_  
RoAnn M. Destito

\*\*\*\*\*

\*\*\*\*\*

Approved: 20\_\_

By \_\_\_\_\_  
Real Estate Planning

Approved:

Thomas P. DiNapoli  
State Comptroller

By \_\_\_\_\_

Date \_\_\_\_\_









**EXHIBIT "1"**

**EXECUTIVE ORDER No 4:**

**ESTABLISHING A STATE GREEN PROCUREMENT AND AGENCY SUSTAINABILITY PROGRAM**

---

**WHEREAS**, the State of New York ("State") is dedicated to the simultaneous pursuit of environmental quality, sound public health, economic prosperity and social well-being; and

**WHEREAS**, the production, use and disposal of materials, and the generation and use of energy, can have significant impacts on environmental quality and public health; and

**WHEREAS**, State government is a major consumer of materials and energy; and

**WHEREAS**, the State's policies include conserving, improving and protecting natural resources and the environment; preventing water, air and land pollution; and enhancing the health, safety and welfare of State residents and their overall economic and social well-being; and

**WHEREAS**, it is the State's policy to promote cost effective methods to reduce energy and resource consumption, and reduce or eliminate the use of hazardous substances and the generation of hazardous substances, pollution and waste at the source; and

**WHEREAS**, the State's solid waste management priorities include reducing the generation of solid waste, reusing materials, and recycling materials that cannot be reused; and

**WHEREAS**, by making sound choices in the course of their daily activities, such as the commodities, services, and technology they consume, and the amount of waste they generate, State agencies and public authorities can minimize potential environmental and health impacts on workers and the public; and

**WHEREAS**, the State's procurement of commodities, services and technology can be enhanced through State agency and public authority choices that minimize the potential environmental and health impacts of their activities; and

**WHEREAS**, State government can be a leader in environmental stewardship through the use of green procurement and sustainable management practices.

**NOW, THEREFORE, I, DAVID A. PATERSON**, Governor of the State of New York, by virtue of the authority vested in me by the Constitution and laws of the State of New York, do hereby order as follows:

**A. Definitions**

1. "State agency" or "agency" shall mean any State agency, department, office, board, commission or other instrumentality of the State, other than a public authority.

2. "Public authority" or "authority" shall mean a public authority or public benefit corporation created by or existing under any State law, a majority of whose members is appointed by the Governor (including any subsidiaries of such public authority or public benefit corporation), other than an interstate or international authority or public benefit corporation.

## **B. Interagency Committee on Sustainability and Green Procurement**

1. There is hereby established an Interagency Committee on Sustainability and Green Procurement (the "Committee"). The Committee shall be comprised of the Director of the Budget, the Commissioner of General Services, the Commissioner of Environmental Conservation, the Commissioner of Health, the Commissioner of Economic Development, the President of the Urban Development Corporation, the Commissioner of Transportation, the President of the Environmental Facilities Corporation, the President of the New York State Energy, Research and Development Authority, the Chair of the Power Authority of the State of New York, and the Executive Director of the Dormitory Authority of the State of New York. The Commissioner of General Services and the Commissioner of Environmental Conservation shall serve as co-chairs of the Committee.

2. Members of the Committee may designate an executive staff member to represent them and participate on the Committee on their behalf. A majority of the members of the Committee shall constitute a quorum, and all actions and recommendations of the Committee shall require approval of a majority of the total members of the Committee.

## **C. Green Procurement Lists and Specifications**

1. The Committee, no later than September 1, 2008, and annually thereafter, shall select a minimum of three "priority categories" of commodities, services or technology, and at least twelve "priority commodities, services and technology" within each of the priority categories, for which the Committee shall develop "green procurement lists" ("procurement lists") and "green procurement specifications" ("procurement specifications") for use by State agencies and public authorities in the procurement of commodities, services and technology. The Committee shall focus on commodities, services and technology that reasonably will: (a) reduce or eliminate the health and environmental risks from the use or release of toxic substances; (b) minimize risks of the discharge of pollutants into the environment; (c) minimize the volume and toxicity of packaging; (d) maximize the use of recycled content and sustainably managed renewable resources; and (e) provide other environmental and health benefits.

2. The Committee, no later than December 1, 2008, shall develop: (a) procurement specifications to be used for the development and issuance of new contracts and new solicitations for priority commodities, services and technology; and (b) procurement lists of priority commodities, services and technology that are available under existing procurement arrangements that satisfy the requirements of this order.

3. In developing the procurement lists and procurement specifications, the Committee shall consider the following factors: (a) protection of the public health and the environment, including the health of children and other vulnerable populations; (b) avoidance of risks from the use or release of toxic substances; (c) pollution reduction and prevention; (d) sustainable resource management and use, and sustainable manufacturing and production processes; (e) reduction of greenhouse gases; (f) the use of renewable resources, remanufactured components and recycled content; (g) waste reduction, recyclability and compostability; (h) quality, durability and utility; (i) minimizing adverse

impacts throughout a commodity's or technology's life cycle; (j) cost; (k) extended producer liability; and (l) legal and regulatory requirements applicable to the use and procurement of commodities, services and technology.

4. The Committee may review the priority categories, priority commodities, services and technology, procurement lists and procurement specifications periodically and revise or supplement them as appropriate in a manner consistent with the requirements of this section.

5. The Committee shall establish specific goals to achieve reasonable reductions in the amount of solid waste generated and paper consumed annually by State agencies and authorities. The Committee shall also develop and implement strategies to assist State agencies and authorities to achieve such reduction goals.

#### **D. Sustainability and Environmental Stewardship Programs**

1. Each State agency and authority shall develop and implement a Sustainability and Environmental Stewardship Program, which shall include:

(a) specific projects, programs and policies designed to achieve compliance with the requirements of this Order; and

(b) specific projects, programs and policies designed to reduce the public health and environmental impacts of the activities and operations of the agency or authority, including: (i) the reduction or elimination of the use and generation of toxic substances, pollution and waste; (ii) the reduction, reuse, recycling and composting of solid waste; (iii) increasing energy efficiency; (iv) increasing the use of renewable energy sources; (v) conserving water and other natural resources; and (vi) maximizing the use of environmentally preferable or "green" commodities, services and technology.

2. Commencing no later than July 1, 2008, all copy paper, janitorial paper and other paper supplies purchased by each State agency or authority shall be composed of 100% post-consumer recycled content to the maximum extent practicable, and all copy and janitorial paper shall be process chlorine-free to the extent practicable, unless such products do not meet required form, function or utility, or the cost of the product is not competitive.

3. Commencing no later than July 1, 2008, all State agency and authority publications shall be printed on 100% post-consumer recycled content paper. Where paper with 100% post-consumer recycled content is not available, or does not meet required form, function and utility, paper procurements shall use post-consumer recycled content to the extent practicable. Non-recycled content shall be derived from a sustainably-managed renewable resource to the extent practicable, unless the cost of the product is not competitive.

4. State agencies and authorities shall rely on and use the procurement lists and specifications issued by the Committee when developing new solicitations and contracts for the procurement of commodities, services and technology, and for the procurement of commodities, services and technology under existing contracts, unless the head of the agency or authority determines: (a) that such commodities, services or technology will not meet required form, function or utility;

(b) the cost of the commodities, services or technology is not competitive; or (c) there is an emergency or other compelling public health or safety reason not to purchase such commodities, services or technology. Such form, function, utility or other determination shall be presented in the procurement record, and notice of the determination shall be provided to the Committee Chairs.

5. All State agencies and authorities shall, to the extent practicable: (a) implement effective programs to source separate recyclable materials, including paper, metal, glass and plastic, that will maximize materials recovery; (b) implement effective programs to reduce waste; (c) use locally available compost, mulch and soil amendments produced from secondary materials; and (d) utilize secondary materials in construction.

#### **E. Training and Staff**

1. State agencies and authorities, no later than September 1, 2008, shall assign an employee to serve as a Sustainability and Green Procurement Coordinator ("Coordinator"). Coordinators shall be given full management support and provided with the necessary resources to enable the agency or authority to comply with this order.

2. The Committee shall design and implement training and outreach programs for Coordinators and assist them with the training of appropriate staff, vendors and contractors.

3. The Commissioner of General Services, no later than September 1, 2008, shall select an employee to serve as Director of Green Procurement, who shall assist the Commissioner of General Services in carrying out his or her duties under this order.

4. The Office of General Services, the Department of Environmental Conservation, the Environmental Facilities Corporation, and the New York State Energy Research and Development Authority are authorized to assist State agencies and authorities in complying with this order, including through the development and implementation of Sustainability and Environmental Stewardship Programs.

#### **F. Reporting**

1. The Committee, no later than December 1, 2008, shall develop a format for a progress report to be used by State agencies and authorities to inform the Committee of: (a) the progress each agency and authority has made toward achieving the goals described in or established pursuant to this order; (b) the effectiveness of the procurement lists and specifications; and (c) the specific sustainability projects that have been implemented and the effectiveness of such programs.

2. Each State agency and authority, no later than March 1, 2009, and on March first each year thereafter, shall submit a progress report to the Committee in the form and containing the information specified by the Committee. At a minimum, such report shall describe the agency or authority's efforts regarding waste reduction and recycling activities, recycled products procurement, quantities of waste generated and materials recycled, incentives and disincentives to waste reduction and recycling, and recommendations for additional measures to encourage efficient use of the State's resources.

3. The Committee, on or before June 1, 2009, and on June first each year thereafter, shall submit a report to the Governor, which shall compile the information submitted by State agencies and authorities pursuant to this section and report on progress made on the implementation of this order.

#### **G. Sustainability and Green Procurement Advisory Council**

There is hereby established a Sustainability and Green Procurement Advisory Council ("Council"), which shall consist of 11 members appointed by the Governor who have experience in the fields of green procurement, public health, waste prevention and recycling, energy efficiency, workplace safety, labor relations, environmental protection, environmental justice, or chemical manufacturing. The Governor shall select a Chair of the Council from among its members. The Council shall meet at the times requested by the Committee and provide such advice and assistance as the Committee may require.

#### **H. Miscellaneous**

1. Every agency and public authority of this State shall furnish such information and assistance as the Committee determines is reasonably necessary to accomplish its purposes.

2. Executive Order 142, issued on January 16, 1991, is hereby revoked and superseded by this Executive Order.

Given under my hand and the Privy Seal of the State in the City of Albany this twenty-fourth day of April in the year two thousand eight.

David A. Paterson  
Governor

**SCHEDULE "A"**

**SECTION 14 – JANITORIAL SERVICE  
Specifications**

Landlord shall provide the following janitorial services using materials and procedures that comply with the requirements set forth in Section 14 of the Lease. As used herein, the word "Daily" shall mean to occur once each day, Monday through Friday, five days a week, excepting State Legal Holidays as defined in Section 11 of this Lease.

**Drinking Fountains:** Wash inside and outside Daily. Water shall be set at a high enough level that the mouth does not touch the faucet.

**Office Floors-Resilient Tile:** Dust mop Daily with chemically treated cloths or mops, and spot mop as necessary. Spray buff monthly with commercially prepared spray buff material or a solution of water and floor finish. Strip and redress annually with synthetic, metal, interlocked, non-slip material with a minimum of seventeen percent (17%) solids. Floors shall have a clean appearance at all times.

**Floors-Carpeted:** High traffic areas are to be vacuumed Daily. All carpet shall be completely vacuumed once a week, and shall be shampooed once a year.

**Furniture:** All surfaces must be clean and dust free.

**Restrooms:**

**Daily** - thoroughly clean all urinals, water closets and sinks, inside and outside, with a disinfectant and odor-counteractive solution. Empty all trash and sanitary receptacles. Wash and sanitize all shelves, dispensers, receptacles. Clean all mirrors. Spot wash walls, partitions, doors and furniture. Wet mop and rinse all floor areas. Fill all dispensers so as to last a full working day.

**Weekly** - Dust all partitions and air vents.

**Monthly** - Wash all furniture in lounge area and partitions in restrooms.

**Annually** - Wash all walls, partitions, and ceilings, and all air supply and return vents.

**Light Fixtures:** Annually wash inside and outside of all light fixtures, tubes and diffusers.

**Venetian Blinds:** Dust monthly. Completely wash annually. Repair as needed.

**Walls, Ceilings, Entrances, Metal Trim, Doors, Etc.:**

**Daily** - Damp wipe fingerprints, smears, smudges, etc. from all entrance doors and frames, ornamental metal elevator doors and frames, elevator car interiors, escalator sides, handrails and glass. Clean elevator door tracks. Damp wipe floor indicators, wall surfaces and wall hung fixtures. Clean all entrance glass both inside and outside in public areas. Clean telephone booths and fixtures. Damp mop all non-carpeted floor surfaces in lobbies, corridors and entrances. Vacuum entrance mats. Sweep and wash floor in all elevators. Sweep escalator treads.

**Monthly** - Spray buff all non-carpeted corridor, lobby and vestibule floors.

**Semi-annually** - Completely wash both sides of all outside entrances and vestibules, glass, frames, handrails, steps, risers, handicapped ramps and doors. Strip and redress corridor and lobby floors. Shampoo entrance carpets.

**Annually** - Wash corridor walls, vestibule walls and ceilings, and lobby walls.

**Woodwork (Natural Wood Finish):** Dust Daily. Clean and polish annually.

**Stairwells, Landings and Concrete Floors:**

**Daily** - Sweep, spot mop spills and remove gum Daily. Damp wipe fingerprints, smudges, smears on stairway doors, wall surfaces, hose racks and handrails.

**Monthly** - Mop and rinse stairway landings.

**Annually** - Wash and rinse walls, light fixtures, sills, treads, risers and handrails and apply dressing to all landings and treads.

**Windows:** To be cleaned, inside and out, in April and October. Interior partition glass to be clean at all times.

**Rubbish:** Wastepaper baskets, trash cans are to be emptied and trash removed from the Premises Daily. Wastepaper baskets are to be clean, odor free, and lined Daily. In order to maximize materials recovery and implement effective programs to reduce waste, Tenant shall source separate all recyclable waste materials, including paper, metal, glass and plastic, hereafter referred to as "Wastes," from rubbish generated within the Demised Premises (see Section 14). The Landlord agrees, to the extent practicable, to assist the Tenant with implementing said programs (see Section 14) and shall likewise source separate and remove all such recyclable waste materials, including paper, metal, glass and plastic, causing the same to be disposed of for purposes of recycling and materials recovery in accord with all laws, rules, orders, ordinances, and regulations at any time issued or in force and applicable in the borough, city, county, or other municipality in which the Demised Premises are located.

**Maintenance and Trimming:** Grass, shrubs and trees surrounding the Building to be clipped and trimmed. Use of chemicals shall be in accord with all applicable federal, state and local laws, rules, orders, ordinances and regulations.

**Sidewalks, Entrances, and Parking Areas:** Remove refuse and debris Daily. In winter, remove snow and ice from the walkway and parking lots and spread de-icer as needed.

**SCHEDULE "B"**

**SECTION 41 - WORK LETTER**

Prior to the Commencement Date \_\_\_\_\_ of the Term hereof, the Landlord shall, at its expense, perform all Work (as defined in 1(e) below and including demolition, architectural, engineering and construction and all costs and fees associated with such Work) within the Demised Premises. The Work shall be accomplished in two phases: (1) Design and (2) Construction. Office of General Services Drawing No. \_\_\_\_\_, Revision \_\_\_\_\_, dated \_\_\_\_\_, referenced in Section 1 of this Lease as Exhibit "1," shall be considered "concept" drawings for use by the Landlord's architect and/or engineer to develop, design and provide working drawings as required for Work to be in accordance with all codes, rules and regulations of the State of New York, including all referenced standards (including, but not limited to, the Americans with Disabilities Act Accessibility Guidelines (ADAAG), the Occupational Safety and Health Administration Act (OSHA), the Building Code of \_\_\_\_\_, any local rules or ordinances as may be applicable, and OGS Material Specifications for Leased Facilities (MSLF), attached hereto as Exhibit "4," and Department of Labor Specifications for Leases Facilities, attached hereto as Exhibit "5" (for DOL LEASES ONLY) receipt of which is acknowledged by Landlord. All specific material specifications depicted on the Tenant's Plans shall be incorporated into the Landlord's working drawings. It is the responsibility of the Landlord's architect and/or engineer to verify existing site dimensions and conditions during design and construction, and to confirm that they are compatible with Tenant's Plans. Any conflicts between the existing site dimensions, conditions and Tenant's Plans shall be immediately brought to the Tenant's attention.

Schedules: A preliminary project schedule with an estimated Substantial Completion date \_\_\_\_\_ ( \_\_\_\_\_ ) days following Lease execution is attached hereto as Schedule C. The schedule includes design milestones and an estimated construction duration. Landlord agrees to begin and complete the Work at the times specified in Schedule C. Time is of the essence of this contract. Landlord shall accordingly prosecute all Work diligently, using such means and methods of construction as will assure Substantial Completion not later than the date specified therefore, or on the date to which the time of Substantial Completion has been extended due to force majeure or Tenant Delay. Nothing herein, however, grants to Landlord the privilege to use means, methods or materials that do not accord with sound and accepted practices or the requirements of this Work Letter.

Landlord recognizes and acknowledges that Tenant will suffer damages by virtue of Landlord's failure to complete the Work within the time specified which damages are difficult to ascertain. Accordingly, Landlord shall pay Tenant, not as a penalty but as liquidated damages, the sum of \_\_\_\_\_ (\$ \_\_\_\_\_ ) for each day beyond the date specified for completion of the Work (as extended) during which Landlord fails to complete the Work, which amount represents the difference between the Rent provided in this Lease and the rent which Tenant pays at its present location.

1. Design Phase: The following procedures shall apply during this phase:
  - a. Landlord shall initiate a design kick-off meeting within ten (10) business days of receipt by Landlord of

a fully executed copy of this Lease. The meeting shall include the Landlord's representative, Landlord's general contractor, Landlord's architect and/or engineer, and Tenant representatives.

- b. Landlord shall submit within ( ) business days of the design kick-off meeting three (3) complete sets of working drawings, including specifications, (stamped and signed by a New York State licensed architect or engineer), and a detailed cost estimate breakdown, by labor and material, for "Special Tenant Work." Working drawings shall consist of, but not be limited to, the following: floor plans; reflected ceiling plans; interior elevations; sections; door and window details; finish schedules; electrical drawings, HVAC drawings, fire protection (sprinkler) drawings; plumbing drawings and demolition drawings.
  - c. Tenant shall review and comment on, or approve Landlord's working drawings within fifteen (15) business days of receipt of same.
  - d. If comments are provided by Tenant, Landlord shall incorporate Tenant's comments or provide a written response to each comment as required, and resubmit three (3) complete sets of final working drawings within ten (10) business days of Landlord's receipt of Tenant's comments.
  - e. Provided Landlord has incorporated Tenant's comments, Tenant shall approve working drawings within five (5) business days of receipt of same. The approved working drawings shall thereafter be referred to as the "Approved Plans and Specifications," and all work therein described or shown shall hereinafter be referred to as "Landlord's Work" or "Work."
2. Construction Phase: All Work to be furnished herein shall be completed in accordance with the following conditions:
- a. Landlord shall initiate a construction pre-meeting within ten (10) business days after approval of the working drawings. The meeting shall include the Landlord's representative, Landlord's general contractor, Landlord's architect and/or engineer, and Tenant representatives including, but not limited to, the Project Manager.
  - b. Tenant shall designate a Project Manager to deal with Landlord in connection with Landlord's Work. Any notices and/or approvals given by said Project Manager shall be binding upon Tenant. Tenant may change such designation by notice in writing to Landlord. Tenant's designated Project Manager for the Lease project is (name and title) whose address is OGS Lease Construction & Compliance Unit Real Estate Planning and Development, 26<sup>th</sup> Floor, Corning Tower, Empire State Plaza, Albany, New York 12242, telephone number (518)473-9887.
  - c. No work of any nature shall be undertaken without written approval of the Project Manager unless such work is required as part of the Approved Plans and Specifications.
  - d. Substantial Completion shall be deemed to have been achieved only when each and every one of the following events have occurred:

- 1) The Landlord's architect has reviewed all Approved Plans and Specifications, and has certified in writing that the Landlord's Work has been performed in accordance with the Approved Plans and Specifications, complies with all applicable codes, rules and regulations, is suitable for occupancy notwithstanding incomplete, minor items or details, and Tenant has acknowledged receipt of such certifications.
- 2) A "punch list" has been established by Landlord's Architect and approved by the Tenant detailing all uncompleted items of Work not essential to Substantial Completion, and the Landlord has provided to Tenant a construction schedule for the completion of all items of Work listed thereon.
- 3) All Building systems, including but not limited to heating, ventilating, air conditioning, electric and fire control serving the Demised Premises are in working order and have been operated for five (5) consecutive days to demonstrate to Tenant's satisfaction that they are in working order.
- 4) All furniture, systems furniture, [telecommunications systems, materials, equipment and goods] for equipping or furnishing the Premises have been installed, including all necessary wiring.
- 5) A test and balance report has been provided to the Tenant by Landlord, pertaining to the heating, ventilating and air conditioning systems, certifying that their installation has been completed in accordance with the latest ASHRAE standards and all design drawings and specifications, taking into account the Approved Plans and Specifications, stating exceptions, if any, and setting forth recommendations for all necessary adjustments.
- 6) The Landlord shall have removed all construction debris and performed, as far as applicable, the janitorial services provided for by this Lease in compliance with Section 14 of the Lease (or, if this Lease does not provide for such janitorial services, Landlord shall perform such cleaning services as are reasonably required so that Tenant may occupy the Demised Premises). All resilient floors shall be stripped and redressed. Carpets shall be stain free and completely vacuumed. Pre-existing light fixtures shall be washed inside and out; venetian blinds shall be completely washed and repaired as needed. All interior windows and frames shall be cleaned on both sides; inside surfaces of exterior windows and frames shall be cleaned. All diffusers shall be cleaned. Restrooms shall be thoroughly cleaned in accordance with the procedures set forth in Section 14 of the Lease.
- 7) Landlord shall have given Tenant at least thirty (45) days advance written notice of the expected date of Substantial Completion.

- e. Changes in the Work requested by the Tenant ("Change Orders") shall not be accepted by Landlord unless the Project Manager shall have first reviewed and approved an estimate of the cost thereof in the manner as hereinafter provided for Special Tenant Work. Emergency Change Orders (i.e., those which may be of a life threatening nature or may have a severe impact upon work progress), may be immediately approved on site by the Project Manager on the following conditions:
  - 1) Such approval or authorization to complete the emergency work shall not be construed as an assumption of responsibility for the cost thereof by the State of New York.
  - 2) The Party responsible for the cost of approved Emergency Change Orders must be decided upon between Landlord and Tenant within the next succeeding fifteen (15) business days.
- f. After the Work has progressed sufficiently, Landlord shall permit, schedule and coordinate Tenant's entering the Demised Premises for the purpose of taking measurements and installing Tenant's equipment, fixtures, furnishings and telephone system. Tenant, however, shall not interfere with Landlord's performance of Work.
- g. Landlord reserves the right to re-enter the Premises after delivery of possession to Tenant in order to complete any unfinished portions of the Work.
- h. Landlord, at its expense, shall file with the appropriate governmental agencies all necessary architectural plans, together with any mechanical plans and specifications, in such form (building notice, alteration or other form) as may be necessary. Landlord shall perform any changes required by local governmental departments for the completion of the Demised Premises, and such changes shall not be deemed to be a violation of the Approved Plans and Specifications or any provisions of this Section. Upon completion of all Work (including Special Tenant Work), Landlord or Landlord's architect shall provide to Tenant one set of record as-built drawings and one electronic file copy in dxf/dwg format.
- i. If Landlord shall be delayed in Substantial Completion of Landlord's Work because of any of the following (hereinafter referred to as "Tenant Delay"):
  - 1) Any work performed by Tenant; or
  - 2) Tenant's changes in Tenant's Plans, specifications or materials subsequent to their submission to Landlord; or
  - 3) The performance or completion of work by a person, firm or corporation employed by Tenant; or
  - 4) Tenant's failure to timely respond to requests for approvals or changes; or
  - 5) Any Change Order delays contained in the approved estimate,

then Landlord shall not be responsible for any such substantiated Tenant Delays resulting therefrom, and the Lease Commencement Date shall be accelerated by the number of days attributable to such Tenant Delay. Any claim by Landlord of Tenant Delay shall be substantiated in writing and accompanied by an updated construction schedule noting that Tenant Delay.

- j. Tenant shall reimburse Landlord for the Landlord's actual costs including redesign costs for providing Special Tenant Work which shall mean:

1) Requirements of the Tenant for a security system, the installation of modular furniture, \_\_\_\_\_ (and) \_\_\_\_\_.

2) Change Orders requested and approved as provided herein.

- k. Special Tenant Work shall not be commenced unless Landlord has submitted to Tenant (i) written estimates which must include as a minimum: itemized description of work elements; quantities; units; material unit cost; total material unit cost; labor unit cost; total labor unit cost; total material and labor unit cost; summary of total material and labor unit cost; architectural and engineering fees; permit fees; etc., (no lump sum cost will be accepted), together with a credit for avoided costs for any Work not performed as a result of such Change Order; (ii) the number of substantiated days of Tenant Delay, if any, and the substantiated cost or charges therefore; (iii) indication by Landlord's architect that such estimate and Tenant Delay (if any) is consistent with the design. Landlord's architect shall review and approve, for technical sufficiency and cost, such submittals. In addition Special Tenant Work shall not be commenced unless Tenant has approved Landlord's estimate in writing and has authorized Landlord to commence such Special Tenant Work. The approved estimate shall be considered a maximum cost to Tenant subject to downward revision based on costs actually incurred. If Tenant shall fail to approve such estimates in writing within ten (10) business days, the same shall be deemed disapproved in all respects by Tenant and Landlord shall not be authorized or required to proceed thereon. Landlord shall be paid for Special Tenant Work in interim payments drawn no more frequently than every thirty (30) days. Such payments shall bear the same proportional relationship to the total compensation for the Special Tenant Work, as the amount of the Special Tenant Work for which an interim payment is sought bears to the total amount of Special Tenant Work to be performed. The total interim payments shall not exceed 90% of the total cost for Special Tenant Work. The balance shall be payable upon certification by the Landlord's Architect and approval by Project Manager that the Special Tenant Work has been satisfactorily completed, and that Landlord has achieved Substantial Completion and has completed all punch list items of Work.

- l. Landlord shall submit all applications for payment for Special Tenant Work to: Project Manager, Office of General Services, Division of Real Estate Planning, Corning Tower - 26<sup>th</sup> Floor, Empire State Plaza, Albany, New York 12242.

### 3. General Provisions

- a. During the design and construction phase(s) it shall be necessary for the Landlord to participate in meetings with the Tenant. The Landlord shall be responsible for taking, preparing and distributing minutes within five (5) business days to all in attendance at all such meetings.
- b. During the design and construction phase(s) the Landlord and/or its representatives shall periodically update the project schedule (Schedule C). Upon submission of the working drawings, a revised schedule shall be submitted. Within five (5) business days of the pre-construction meeting, a detailed construction schedule shall be provided outlining major construction milestones including Special Tenant Work (e.g.: telephone and data installations, security system installation, systems furniture) and coordination with any Tenant contractors.
- c. Review by Tenant shall be non-technical review of design, materials and equipment, and shall not be deemed to mean technical architectural or engineering approval of structural capacity, size of ducts and piping, adequacy of electrical wiring, compressor capacities and, without limitation, other technical matters; and shall not relieve Landlord of his responsibility for proper and adequate design and construction of the Building and improvements. It shall remain Landlord's responsibility to insure that the structure and detail of the utilities and mechanical systems meet the design requirements as set forth in this Lease.
- d. All concealed field conditions which impact the design or construction work hereunder are and shall be the responsibility and cost of the Landlord.
- e. All materials used in the performance of Landlord's Work shall be new material conforming to the requirements of Work Letter Schedule "B" and the Landlord's working drawings unless (i) written authorization for a substitution is received from Tenant; or (ii) Landlord uses any part of the existing installation relating to the building systems, provided the same is put in good condition.
- f. All applications for payment hereunder shall be made by standard New York State vouchers submitted no more frequently than every thirty (30) days. All applications shall be itemized, supported by accurate documentation, including receipted bills for expenditures made by the Landlord, and shall extend all hours and rates into dollar amounts.

**SCHEDULE "C"**

**Construction and Renovation Schedule**

(To be prepared at time of lease negotiations.)