

EXHIBIT A-1

SPACE REQUIREMENTS

Space Requirements							
MN Dept of Human Services Issuance Operations Center							
Employee Spaces							
Agency, Division, or Team	Unassigned Workstation (in office 2 or fewer days/week)	Assigned Workstation (in office 3+ days/week)	Unassigned Private Office (in office 2 or fewer days/week)	Assigned Private Office (in office 3+ days/week)	Total Employees		Notes
Issuance Operations Center/Financial Management Division (IOC)	1	11	1	2	15		2 Supervisors
					0		1 Touch down for visiting MGT
					0		1 Touch down for visitor
					0		10 Employee
					0		1 FT Contractor
					0		*Office standard size 10x12
					0		*Station size 6x8
					0		
Total Employees	1	11	1	2	15		
Sharing Ratio (Workspace : Employees)	1 : 2	1 : 1	1 : 2	1 : 1			
Total Workspace Counts	1	11	1	2	15		
Workspace SQFT	48	48	120	120			
Total Workspace SQFT	48	528	120	240	936		

Support Spaces							
Space Type	Quantity	SQFT	Area	Shared with other Building Tenants		Calculated room size to meet the equipment requirements	Notes
				SQFT	Area		
Security/Reception Center	1	289	289		0		Security Reception desk space near entrance and dock (ideally) Must be enclosed, secured with video surveillance, and monitoring of alarms. Inside Seating for 4, 2 -4 adjacent for visitors waiting
Conference Room	1	323	323		0		12 Person-Video Conferencing- 80" +- monitor, camera, stand.
Small Copier near offices, workstations	1	64	64		0	8'x8'	Dedicated 20a outlet, data. Supply cabinet
Mail Print Room-See Exhibit A	1	2,800	2,800		0	40'x70'	Produces a mass amount of mailing daily to clients and provider at Enterprise level. Not solely DHS.
Mail Insertion Room-Exhibit B	1	5,795	5,795		0	61'x95'	Inserts mailing into envelopes and place postage. HVAC temp/RH Requirements not noted, but necessary
Mail Sorting Room- Exhibit C	1	4,416	4,416		0	48'x92'	Takes stuffed envelopes, and sorts into zip codes, and tracking HVAC temp/RH Requirements not noted, but necessary
Compactor	1	120	120		0	8'x15'	Used for Perforated paper ends-printing waste.
UPS room	1	288	288		0	12'x24'	250KW UPS System with 2-5 Ton Spot Coolers tied to 2 PDU's feeding all mail production and processing equipment, security, and IT equipment. UPS and possibly spot CRCU's units furnished by DHS.
Generator	1	0	0		0	400KW	400KW To back up UPS system, and support Life/Safety and Mechanical systems. May be possible to move with DHS to new site.
Compressor	1	40	40		0	5x8	Used for 4 inserter machines, adjacent or in the same room. 208/50amp
Pallet Racking	60	50	3,000		0	5x10	Pallet Racking requires 5'wx10'Lx 10'H per section. 1,500 SF + add for projected production increases
Storage. Shelving/Pallet floor space	1	8,190	8,190		0	5x10x10	Flooring space for pallets of stock paper, recycling materials, equipment. USPS shipping carts Pallet jacks, Pallet Lift.

Space Type	Quantity	SQFT	Area	Shared with other Building Tenants		Calculated room size to meet the equipment requirements	Notes
				SQFT	Area		
Storage Cabinets	40	6	240		0	2x3x7.1	24Dx36Wx85H 2 door storage cabinets
Vault	1	350	350		0		Highly secured room with keypad. Block walls inaccessible ceiling, solid metal door.
Quiet Room	1	120	120		0		Lounge chair, no windows or a shade, phone
Kitchen/Break. Community Center	1	240	240		0		Sink, Fridge, Microwave, Keurig, 1-2 Vending machines
Accessible Restroom	1	120	120		0		Transfer table 35x60
Semi-trailer acceptable dock slot	1		0		0		Semi-trailers come regularly. Need a designated dock acceptable to accommodate with lift
Van/street level dock	1		0		0		for mail vans, and delivery vehicles.
Lockers	30	68	2,040		0		For employee's to lock up personal items so not to bring into the production spaces.
Mothers Room	1	100	100		0		Sink, Mini Fridge, Lounge chair, side table
MPOP/Server Room for network equipment and production servers	1	240	240		0		Meet State's MPOP requirements
			0		0		
			0		0		
Total Support Space			28,775		0		
Agency Subtotal	29,711				29,711		
Panel Creep, etc.	225				225		
Circulation (40%)	11,974				11,974		
Total Space Required	41,910				41,910		
Square Foot Per Person	2,794				2,794		

Additional Requirements		
Parking	36	
Stalls for State-owned vehicles	3	Mail, Security, Service Vehicles
Stalls for employee vehicles	20	Multiple shifts 24/5 days a week. Overnight parking, needs lighting, cameras for all stalls
Stalls for visitor vehicles	9	
Accessible Stalls	4	
Security	On Site Security required during operational hours 16HRx5 days Key card access for all secured rooms with alarms, solid core doors, sliding or auto-open pallet approved doors on rooms where production or supplies are transported thru. Ideally open plan for production areas as possible. Intercoms at entrances. 1080P camera surveillance Throughout Space	
Acoustical	Hard walls throughout. Acoustics will be important in very high decimal noise Production Space	
Adjacency	DHS Central office. Due to the nature of the business. Colocation must meet IRS 1075 requirements. Production spaces, products will need to be kept separate from contracted personal.	
Colocation	none	
Location	Surrounding Twin Cities	
Other	Light industrial warehouse space for critical business functions to State of MN. Requires mission critical electrical, mechanical and security infrastructure support and ensure no production down time. Paper products and printing processing equipment must be climate controlled to ensure the temp and humidity levels are within acceptable levels 24/7.	