



# Tenant Alteration Projects

Contractor Edition

## Introduction

The following policies have been developed by Building Management of 111 South Wacker to provide information regarding procedures in the Building. We reserve the right to change, modify or update any of our policies and procedures within this packet at any time.

### HIGH LEVEL INFORMATION

Certificates of Insurance (COI's)	All Certificates of Insurance (COI's) need to be submitted into building management prior to scheduling the contractor's work. All COI's can be sent to <a href="mailto:111southwacker@jll.com">111southwacker@jll.com</a> , cc'ing the AGM-Operations and Property Associate.  If sub-contractors are used, please make sure to provide a list and their COI's as well.
Permits	All permits and/or licenses must be obtained prior to beginning work and posted. Please send a copy to the AGM – Operations and Property Associate for records.
Drawings	All contractors, drawings, and plans must be submitted to Building Management prior to the beginning of construction for approval and sign offs. (Please see Rules and Regulations below).
Base Building Work	All work that involves base building must be reviewed by building engineers and building managers prior to the work being completed.
Distributed Antenna System (DAS)	Each floor is equipped with a building DAS system. The system looks like small fat cones and are labeled "VZN ####". In order for the most effective service, they are mounted parallel to the core and in line with each other. Each pair is connected to a box (above ceiling) and are on whips so that they can be moved ever so slightly from their current position. Moving any of the conduit is a large and expensive task.
Drain Downs	Please provide 24 hours notice for standard drain downs and 48 hours notice for a standpipe. Prior to beginning work, please confirm with Lobby Security that the drain down was initiated.
Burn Permit	Needed for all hot work and can be obtained from Engineering on the 10 <sup>th</sup> floor.
Coring	Any coring that needs to be done needs to be presented to the Management team (AGM - Operations) 1 week prior to scheduling. The Chief or Asst. Chief Engineer need to be present during the scanning and/or need to approve the cores prior to scheduling completion. Building Management can assist in providing engineering review, should one be needed for any cores that the Chief/Asst. Chief asked to be reviewed. Budget security costs for work requiring additional access.
OAC Meetings	The 111SW Landlord would like to be a part of the OAC meetings. We ask that our portion goes first so that if need be we can jump off the call.
Quiet Hours	Quiet hours in the building are from 8A – 6P. Any excessive noise that brings complaints from tenants will be stopped and will need to be rescheduled as after-hours work.  Excessive noise includes: shooting into the deck, drilling into the floor, etc.

### Property Management Contact Information

Building Management (COI Submittals)	(312) 252-6300	111southwacker@jll.com
Asst. General Mgr. (Operations) – Brandon Chanthavy	(312) 252-6304	Brandon.chanthavy@jll.com
Chief Engineer – Marty Hynes	(312) 252-6361	Martin.hynes@jll.com
Asst. Chief Engineer – Tim McCarthy	(312) 252-6362	Timothy.mccarthy@jll.com
Security Director – Bob Okonek	(312) 252-6305	Bob.okonek@jll.com
Property Associate – Anne Lamberton	(312) 252-6306	Anne.lamberton@jll.com

## ENGINEERING

ESD	Completed base building and most of the new engineering work at 111SW. If you do not use them, then we ask that your MEPs be reviewed by them.
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## SUBCONTRACTOR LIST:

	Company Name	Contact Information
Riser Manager (MUST)	CECO	Justin Jenicek (708) 602-8885; <a href="mailto:justin.jenicek@cecoinc134.com">justin.jenicek@cecoinc134.com</a>
Building Automation System (MUST)	Johnson Controls	Jim Konkol; <a href="mailto:jim.konkol@jci.com">jim.konkol@jci.com</a>
Fire/Life Safety (MUST)	Johnson Controls Fire Protection (formerly Simplex Grinnell)	Elizabeth Jarvis (630) 948-1216 <a href="mailto:Elizabeth.jarvis@jci.com">Elizabeth.jarvis@jci.com</a>
Building Waste Hauler (MUST)	Waste Management	(844) 843-8864
Security Integrator	Titan Electronics	Craig Murrian (312) 529-4420 <a href="mailto:cmurrian@titan-security.com">cmurrian@titan-security.com</a>

## BUILDING PROVIDERS

	Company	Contact Information
Cable Providers	Comcast	Misha Levchenko (773) 241-2110 <a href="mailto:Misha_lechenko@cable.comcast.com">Misha_lechenko@cable.comcast.com</a>
	Muzak/Mood	Shane Troyer (913) 433-6369; <a href="mailto:shane.troyer@moodmedia.com">shane.troyer@moodmedia.com</a>
Fiber Providers	AT&T	(888)288-8339
	Comcast	Richard LaPorte (847) 789-1610 <a href="mailto:Richard_LaPorte@cable.comcast.com">Richard_LaPorte@cable.comcast.com</a>
	Cogent	Maxwell Brady (312) 380-0423 <a href="mailto:mbrady@cogentco.com">mbrady@cogentco.com</a>
	MCI	Brian Trosper (908) 559-3295; <a href="mailto:brian.trosper@verizon.com">brian.trosper@verizon.com</a>
	Reliance Globalcom	Betty Milton (415) 901-2211; <a href="mailto:bmilton@reilanceglobalcom.com">bmilton@reilanceglobalcom.com</a>
	Sprint	(800) 927-2199; <a href="mailto:landlordsolutions@sprint.com">landlordsolutions@sprint.com</a>
	T Mobile	(877) 347-2127
	Verizon	(800) 444-1111
	XO Communications	(800) 421-3872

## FRIEGHT/DOCK RESERVATION


111 South Wacker’s dock and freight elevators are an extremely busy area of the building. The dock is open Monday-Friday, 6A – 6P. Deliveries made during this time must keep in mind the following:

- Spots on the dock are first-come, first-serve.
- Up to 1-hour parking on the dock
- Dock overhead truck clearance is 12'-6"
- Freight elevators are shared (Doors: 4'6"W x 2'D x 8'8"H; Cabs: 5'10"W x 8'6"D x 9'11"H +Roof ext 12'H

All construction deliveries are to be made outside of normal Dock hours. If you have a smaller delivery that you believe can be made during normal dock hours, please contact AGM – Operations or Security Director for confirmation.

If you are looking to obtain exclusive elevator access and a guaranteed spot on the dock, you will need to place a reservation through the Office of the Building.

- Reservations for freight/dock time can be scheduled Monday – Friday between the hours of 6:00P – 6:00A.
- Reservations for the freight/dock for the weekend can be scheduled through the Office of the Building.
  - Reservations are on a first-come, first-serve basis.
- To make a reservation please follow the steps below:
  - Please send the email to following individuals:
    - Asst. General Manager, Brandon Chanthavy ([brandon.chanthavy@jll.com](mailto:brandon.chanthavy@jll.com))
    - Director of Security, Bob Okonek ([bob.okonek@jll.com](mailto:bob.okonek@jll.com))
    - Property Associate, Anne Lamberton ([anne.lamberton@jll.com](mailto:anne.lamberton@jll.com))
    - Tenant Service Representative ([111southwacker@jll.com](mailto:111southwacker@jll.com))

 <span style="float: right;">Freight/Dock Reservation Form</span>	
Vendor/Contractor: _____	Tenant: _____
Date: _____	Working on Floors: _____
Time:      Start:                      End:	Number of Trucks: _____
Dumpster Required? <input type="radio"/> Yes <input type="radio"/> No	Exclusive Freight: <input type="radio"/> Yes <input type="radio"/> No
Contact: (Name & number) _____	
Type of Delivery: _____	
Comments: _____	

## CERTIFICATE OF INSURANCE

All Certificates of Insurance (COI's) need to be submitted into building management prior to scheduling the contractor's work. All COI's can be sent to 111southwacker@jll.com and cc'ing the AGM-Operations and Property Associate.

- If sub-contractors are used, please make sure to provide a list and their COI's as well.

### Certificate of Insurance

I. Contractor shall provide the following minimum insurance coverage:

A. Commercial General Liability

General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Each Occurrence	\$1,000,000
Personal & Advertising Injury	\$1,000,000

Such insurance shall be broad form and include, but not be limited to, contractual liability, independent contractor's liability, and personal injury liability. A combination of primary and excess policies may be utilized. Policies shall be primary and noncontributory.

B. Commercial Automobile Liability

Combined Single Limit (per accident)	\$1,000,000
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Such insurance shall cover injury (or death) and property damage arising out of ownership, maintenance or use of any private passenger or commercial vehicles and of any other equipment required to be licensed for road use.

C. Umbrella/Excess Liability

General Aggregate	\$5,000,000
Each Occurrence	\$5,000,000

D. Employer's Liability

With minimum liability limits of	
E.L. Each Accident	\$1,000,000
E.L. Disease – EA Employee	\$1,000,000
E.L. Disease – Policy Limit	\$1,000,000

E. Workers Compensation – Statutory limits

F. Property Insurance

All-risk, replacement cost property insurance to protect against loss of owned or rented equipment and tools brought onto and/or used on any portion of the Property by Contractor.

- II. Policies described in Sections I.A. and I.B. above shall include the following as additional insured, including their officers, directors and employees. Additional Insured endorsements CG 20 10 10 01 and CG 20 37 10 01A or their equivalent shall be utilized for the policy(ies) described in Section I.A. above. Please note that the spelling of these parties must be exactly correct of the Services will not be allowed to commence.
- 1) Union Investment Real Estate GmbH
  - 2) Metzler Realty Advisors, Inc.
  - 3) Jones Lang LaSalle Americas (Illinois), L.P.
  - 4) 111 South Wacker LLC
- III. Contractor waives any and all rights of subrogation with respect to its commercial property and workers' compensation liability insurance policies against the parties identified above in Paragraph II.
- IV. All policies will be written by companies licensed to do business in the State of Illinois and which have a rating by Best 's Key rating Guide not less than "A-/VIII".
- V. Contractor shall furnish Certificate(s) of Insurance evidencing the above coverage, except property insurance under Section I.F. Original Certificate(s) of Insurance must be provided before Contractor commences Contract Duties or Contract Duties will not be allowed to commence.
- VI. Certificate(s) of Insurance relating to policies required under this Master Agreement shall contain one of the following two provisions:
- 1) "Should any of the above described policies be cancelled before the expiration date, thereof, the issuing insurer will endeavor to mail thirty (30) days' written notice to the Certificate Holder."
  - 2) "Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions."
- VII. The following should be named as the Certificate Holder:
- Jones Lang LaSalle Americas (Illinois), L.P.  
111 South Wacker Drive  
Suite 1125  
Chicago IL 60606  
Attn: Property Manager – Insurance

## DUMPSTERS

At 111 South Wacker, any open-top dumpsters must be ordered through our Waste Hauler.

Waste Management	(844) 843-8864
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An account for the job needs to be set up and payment must go through the job, and not on the Building's account.

We allow the following:

- We allow for one (1) open-top dumpster to sit in our first bay on our dock at all times. This dumpster is shared by all construction jobs within the building.
  - Once you have been contracted to perform work within the building the AGM-Operations will provide you contracts of the other superintendents within the building so that your company may join the rotation.
- Live loads. You can conduct "Live Loads" outside of normal dock hours.

## SAFETY - ENVIRONMENTAL

- Tenant contractors are responsible for all temporary protection for their own work.
- The building strictly prohibits use of adhesives, solvents, lacquers, paints, thinners that contain VOC's.
- Any smoke, excessive noise or odor producing activities should take place after-hours with consent of Building Management.
- Each tenant contractor is responsible for own clean up, from point of origin to off-site.

## SITE ACCESS - RESTROOMS - SMOKING - PARKING

- Site access is restricted to the loading dock/freight elevators via Lower Wacker Drive or Messenger Center Entrance from Monroe Street.
- Port O Lets are available on the loading dock and are serviced by Waste Management on a weekly basis.
- No smoking is allowed anywhere inside the building or within 25 feet of a building entrance.
- Parking is available at vehicle owner or personal expense in the public garage at 111 S Wacker via Monroe Street.