

24 East Washington

Vendor Building Access & Delivery Requirements

To ensure that your 24 East Washington access request is granted, please fill out the below fields of information and email to 24ewashington@am.jll.com.

Date:

Time:

Suite or Building Location:

Contractor(s):

Type of Delivery:

Type of Work:

Number of Freight Trips Required:

Access to Tenant Space Needed Without Tenant Onsite (Y/N):

If Yes, Name of Tenant & Contact Info Authorizing Access:

Please note the following:

1. All access requests need to be submitted 24 hours in advance to ensure adequate time for scheduling.
2. 24 East Washington is a union building; proof of union membership will be requested.
3. Deliveries of more than two trips on the freight elevator need to be scheduled prior to 6am or after 5pm.
4. All vendors must have a valid Certificate of Insurance on file prior to being granted access (requirements can be found attached).
5. Any access to tenant spaces when the tenant is not present needs to be confirmed with the tenant prior to access.
6. An email stating that your access request has been granted will be delivered after all information has been properly submitted and reviewed.

If you have any questions or need further clarification, contact the office of the building at 312-736-7924 or email 24ewashington@am.jll.com.

LOADING DOCK

Dimensions:

- Dock Height from grade: 3’11”H
- Door Frame Opening: 8’W x 7’11”H
- Dock Leveler: Available

Dock Hours:

- Monday – Friday: 6:00 a.m. - 5:00 p.m.

15 Minute Parking Limit

Due to the high volume of traffic in the loading dock, trucks will only be allowed a fifteen (15) minute stay between 6am and 5pm and in no event should deliveries impede traffic in dock or service corridor. Extended parking on the dock is available outside of these times by special request only, with 48 hours advance notice.

Please contact 24ewashington@am.jll.com to schedule use of the dock.

FREIGHT ELEVATOR

There are two freight elevators at 24 East Washington.

F2	F3
Door Opening (on grade): 6’8”W x 9’H	Door Opening (on grade): 10’6”W x 8’H
Door Opening (Floor 1.5 / back-side door): 7’3”W x 7’5”H	Door Opening (Floor 1.5 / back-side door): 10’7”W x 7’11”H
Car dimensions: 7’3”W x 7’3”D x 11’1”H	Car dimensions: 11’8”W x 6’2”D x 9’1”H
Max Capacity 4,000 lbs.	Max Capacity 8,000 lbs.
Available for reservation: <ul style="list-style-type: none"> ● M-F: 5:00 p.m. to 6:00 a.m. ● Weekends 	Unavailable from 6:00 a.m. – 9:00 p.m. Available for reservation: <ul style="list-style-type: none"> ● Every day: 9:00 p.m. to 6:00 a.m.

Tenants and Service Contractors who require use of the service elevator must notify Building Management in advance by e-mailing 24ewashington@am.jll.com.

Special requests for after-hours use of the freight, which are made on a first-come, first-served basis, must be scheduled two (2) business days in advance by contacting the Tenant Services Representative at the Office of the Building.

24 East Washington – CONTRACTOR/VENDOR INSURANCE REQUIREMENTS

Please review your lease or contract with the Office of the Building to determine the exact requirements for insurance as your requirements may vary from those listed below.

Prior to commencing any work at the Building, Tenant shall: (1) require and verify that the Tenant’s contractors, subcontractors, architects, engineers, design consultants, vendors and any other consultants (individually, a “Contractor” and collectively, “Contractors”) have procured the insurance required by Tenant’s lease or contract with the Office of the Building and that Landlord’s owner is named as the loss payee on the Builder’s Risk Insurance; and (2) provide Landlord/Owner with copies of current certificates of insurance showing that all Tenants and Contractors as applicable, have procured the required insurance.

Landlord’s failure to request, obtain or approve the required documents prior to the work beginning shall not constitute a waiver of any obligations imposed upon Tenant or a Contractor.

General Contractors are responsible for coordinating all insurance certificates for **all** subcontractors and vendors prior to mobilization and before any onsite work will be allowed to commence.

REQUIREMENTS FOR CERTIFICATES OF INSURANCE

EXHIBIT C – INSURANCE

INSURANCE REQUIREMENTS

I. The Contractor shall provide the following minimum insurance coverage:

- A. Commercial general liability insurance shall cover all operations and work of Contractor for bodily injury and property damage, advertising and personal injury liability with limits of not less than that noted in below matrix. Coverage shall be written on an “occurrence” basis using an ISO CG 00 01 form or equivalent form and include: i) separation of insureds; ii) contractual liability; iii) Owner as an additional insured with coverage at least as broad as the insurance available to the named insured; iv) additional insured status must be on a primary and noncontributory basis; v) waiver of subrogation in favor of Owner. Contractor shall maintain coverage, inclusive of products – completed operations for a minimum period of six (6) years after the completion of work and/or up to the application statute of repose/limitations after substantial completion.

Contractors are required to maintain limits in accordance with the below (minimum Limits of Liability may be provided through a combination of primary and umbrella/excess insurance policies:

Scope of Work	Contractor is on-premises to deliver services that are both non-hazardous and do not impact the building’s structural integrity.	Contractor is on premises to deliver a service that requires either a possibly hazardous worksite or impacts the building’s structure and environment or repeats at regular intervals.	Contractor delivers a service deemed critical to tenant health and safety during an emergency.	Contractor performs general construction on-site
Total Limit of Liability	\$2,000,000 per Occurrence/Aggregate	\$5,000,000 per Occurrence/Aggregate	\$10,000,000 per Occurrence/Aggregate	\$25,000,000+ per Occurrence/Aggregate

- B. Worker's Compensation - Statutory Limits
- C. Employer's Liability - With minimum liability limits of \$1,000,000 bodily injury by accident each accident, \$1,000,000 bodily injury by disease policy limit; \$1,000,000 bodily injury each employee.
- D. Commercial Automobile Liability - Combined Single Limit - \$1,000,000 per accident.
Such insurance shall cover injury (or death) and property damage arising out of the Ownership, maintenance or use of any private passenger or commercial vehicles and of any other equipment required to be licensed for road use.
- E. 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 property by the Contractor – an amount equal to the replacement costs of all such tools and equipment.
- F. And such other insurance as may be required by law, or as Owner or Contractor deems necessary to maintain. Higher limits of coverage may be required if the service and/or work to be performed is hazardous as determined and directed by Owner or Contractor.
- II. Policies described in Sections I (save for those in I.B and I.E). above shall include the following as additional insured, including their officers, directors, employees successors and assigns. 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 above. Please note that the spelling of these parties must be exactly correct or the Services will not be allowed to commence.
1. **BSREP II SS Chicago LLC**
 2. **Brookfield Properties (USA II) LLC**
 3. **Jones Lang LaSalle Americas (Illinois), L.P., an Illinois limited partnership**
 4. **Deutsche Bank AG, New York Branch, as Administrative Agent**
ISAOA ATIMA c/o Situs Asset Management, PO Box 177, Robbins, NC 27325, Loan Number 5922204
- III. Contractor waives any and all rights of subrogation with respect to its above noted and required 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 I.E. Original Certificate(s) of Insurance must be provided before Contractor commences Contract Duties or Contract Duties will not be allowed to commence. If any such policy will lapse or expire prior to completion of the work, renewal certificates shall be provided at least five (5) business days in advance of any expiration.
- VI. The insurance coverage set forth in this Insurance Exhibit, will in no way limit Contractor liability arising out of their work and/or services (including liability under indemnification provisions) or under any other agreements or by-law. Contractor will be responsible for determining appropriate inclusions, coverage and limits which may be in excess of the minimum insurance requirements set forth herein.
- VII. Certificate(s) of Insurance relating to policies required under this Agreement shall contain one of the following two provisions:
- "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, except ten (10) notice if cancellation is due to non-payment of premium"
- OR
- "Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions."
- VIII. The following should be named as the Certificate Holder:
**BSREP II SS Chicago LLC, c/o Jones Lang LaSalle Americas (Illinois), L.P.,
24 East Washington Street, Suite 900, Chicago, IL 60602, Attn: Property Manager – Insurance.**