

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**ITN #700:1144**  
**A D D E N D U M #2**

Department of Corrections  
501 South Calhoun Street  
Tallahassee, FL 32399-2500

SOLICITATION NO.: 700:1144

SOLICITATION TITLE: ITN 700:1144 - Lease of Office Space; Daytona Main Probation & Parole Office

OPENING DATE: November 1, 2017

ADDENDUM NO.: Two (2)

DATE: September 15, 2017

PLEASE BE ADVISED THAT THE FOLLOWING CHANGES ARE APPLICABLE TO THE ORIGINAL SPECIFICATIONS OF THE ABOVE-REFERENCED ITN:

This addendum includes the following:

1. Page 2 of 95 is being replaced with the attached revised page 2 of 95. **Revisions are highlighted in yellow.**
2. Page 3 of 95 is being replaced with the attached revised page 3 of 95. **Revisions are highlighted in yellow.**
3. Revised Calendar of Events page 4 of 95. **Revisions are highlighted in yellow.**

Note that all other requirements/specifications of ITN 700:1144 remain in effect.



STATE OF FLORIDA  
**DEPARTMENT OF MANAGEMENT SERVICES**  
**INVITATION TO NEGOTIATE (“ITN”) FOR LEASED SPACE FORM 4065(A)**

**I. INTRODUCTION AND OVERVIEW**

The State of Florida’s Department of Corrections (hereinafter referred to as the “Agency”), requests your participation in a space search in Daytona Beach, Volusia County, Florida [refer to detailed boundaries as specified in Attachment B]. The Department of Corrections is seeking detailed and competitive proposals to provide built-out office facilities and related infrastructure for the occupancy by the Agency. As relates to any space that is required to be built-out pursuant to this Invitation to Negotiate in accordance with this Invitation to Negotiate, see Attachment ‘A’ which includes the Agency Specifications detailing the build-out requirements. The Department of Corrections has authorized CBRE, Inc. (Tenant Broker Representative) to be its exclusive representative during this solicitation for space.

Competitive proposals may be submitted for consideration under this Invitation to Negotiate (ITN) for the lease of office space in either an **existing** building or a **non-existing** (build-to-suit/turnkey) building.

**OPTION 1 - an 'existing' building:** To be considered an 'existing' building, the facility offered must be enclosed with a roof system and exterior walls must be in place at the time of the submittal of the Reply. The offered facility shall be of a condition which is suitable for renovations to meet the specifications of the ITN and shall not subject to destruction.

**OPTION 2 - a 'non-existing' building:** Offeror agrees to construct a building as a 'build-to-suit' (turnkey) for lease to the agency.

All responses to this Invitation to Negotiate Number 700:1144 (hereinafter referred to as a “Reply” or “Replies”) must be received by the date required in Article II, Section A, in written/typed form. The Reply must be sent, within the timeframes provided herein, to the Department of Corrections at the address specified in Article II of this Invitation to Negotiate.

The “Offeror” shall mean the individual submitting a Reply to this Invitation to Negotiate, such person being the owner of the proposed facility or an individual duly authorized to bind the owner of the facility. The term “Reply” or “Replies” shall be the Offeror’s response to the Invitation to Negotiate. The term “State” shall mean the State of Florida and its Agencies.

*This is an Invitation to Negotiate. Nothing contained herein shall be deemed an offer to lease, and the State reserves the right to negotiate with all or none of the respondents in its sole discretion. Please note that the State has the right, at any time during the process, to reject any and all proposals that are not, in the State’s sole discretion, in the best interests of the State.*

**II. ITN INSTRUCTIONS AND GENERAL INFORMATION**

**A. PROPOSAL REPLIES**

Complete written Replies must be received at the below address no later than **10:30 AM (EST) on November 1, 2017** in order to be considered. Submissions must include:

- The original and four copies of the Reply;
- Two (2) electronic copies on CD-ROMs in .pdf format;
- Submission must be in a sealed envelope (or other sealed/suitable package)
- The referenced ITN (**ITN Number 700:1144**) must be clearly marked on the outside of the sealed envelope.

**Issue Date: 8/22/2017**

**ITN 700:1144**

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**Offeror's initials of acknowledgement are required on all pages of this submittal:** \_\_\_\_\_  
 Offeror’s Initials



STATE OF FLORIDA  
**DEPARTMENT OF MANAGEMENT SERVICES**  
**INVITATION TO NEGOTIATE ("ITN") FOR LEASED SPACE FORM 4065(A)**

**The written Replies are acceptable via US Mail, private courier service, or hand-delivery to:**  
**Florida Department of Corrections**  
**Division of Facilities Management & Building Construction**  
**ATTN: Shelrine Berry - Leasing Section (Suite M35R)**  
**501 South Calhoun Street**  
**Tallahassee, Florida 32399-2500**

Replies which are late, unsealed, missing, and Replies which are deemed by the Agency (in the Agency’s sole discretion), to be substantially incomplete, inaccurate, vague, or illegible are not the responsibility of the State and will not be considered. Once received, all Replies and attachments shall become the property of the State of Florida exclusively and will not be returned.

**Replies will be opened at 11:00 AM (EST) on November 1, 2017 at the address referenced in Item C, Key Invitation to Negotiate Dates.**

**B. MANDATORY PRE-BID CONFERENCE AND QUESTIONS REGARDING THE ITN**

A mandatory pre-bid meeting will be held at **10:00 AM (EST)** on **September 19, 2017**. **In order for a Reply to be accepted, the Offeror must participate in the mandatory pre-bid meeting.** Material clarifications to the ITN specifications, or other information, as solely determined by the Department, resulting from the pre-bid meeting will be posted at **5:00 PM (EST)** on **September 26, 2017** on the vendor bid system at: [http://myflorida.com/apps/vbs/vbs\\_www.main\\_menu](http://myflorida.com/apps/vbs/vbs_www.main_menu);

Any questions or clarifications regarding this ITN or its specifications which arise must be submitted, **in writing** (which may include e-mail), to the Agency’s Official Contact Person specified in Item D - Official Contact Person – Agency, of this Article II.

Any such questions or request for clarification must be received in writing **no later than 5:00 PM (EST)** on **September 22, 2017**. Answers to questions will be posted on **September 26, 2017** on the Vendor Bid System (VBS) web site at: [http://myflorida.com/apps/vbs/vbs\\_www.main\\_menu](http://myflorida.com/apps/vbs/vbs_www.main_menu);

Material clarifications, amendments to specifications, notices, and/or other information related to this ITN (as solely determined by the Agency) will be posted on the Vendor Bid System (VBS) web site at: [http://myflorida.com/apps/vbs/vbs\\_www.main\\_menu](http://myflorida.com/apps/vbs/vbs_www.main_menu).

It is the responsibility of interested individuals to check the VBS website frequently for required Addendums, Notices and/or other postings relevant to this ITN.

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**C. KEY INVITATION TO NEGOTIATE (ITN) DATES**

The process of soliciting and selecting Replies will follow the general schedule given below:

<b>DATE AND TIME</b>	<b>ITEM/TASK</b>
August 22, 2017	Date on which the ITN is advertised on the Vendor Bid System at: <a href="http://myflorida.com/apps/vbs/vbs_main_menu">http://myflorida.com/apps/vbs/vbs_main_menu</a>
September 19, 2017 @ 10:00 AM (EST)	<b>Mandatory pre-bid meeting - Attendance is Required</b> Offers which are received from individuals/entities who do not participate in the pre-bid meeting will be considered 'non-responsive' at opening. Attendance may be either in person or via teleconference. <u>Location:</u> 501 South Calhoun Street Carlton Building (Room M35) Tallahassee, Florida 32301 <u>Dial-up Teleconference:</u> 1-888-670-3525; <b>Participate Code:</b> 9455774406 then # and follow prompts
September 26, 2017 @ 5:00 PM (EST)	Material clarification or other information related to this ITN (as solely determined by the Department) pertaining to the pre-bid conference will be posted on the vendor Bid System at: <a href="http://myflorida.com/apps/vbs/vbs_main_menu">http://myflorida.com/apps/vbs/vbs_main_menu</a>
September 22, 2017 @ 5:00 PM (EST)	Deadline for submitting questions, in writing, relating to this ITN (Refer to Article II, Section B)
September 26, 2017 @ 5:00 PM (EST)	Date responses to written questions received relating to this ITN will be posted at: <a href="http://myflorida.com/apps/vbs/vbs_main_menu">http://myflorida.com/apps/vbs/vbs_main_menu</a>
November 1, 2017 @ 10:30 AM (EST)	<b>Deadline for Receipt of Replies.</b> (Refer to Article II, Section A) <i>EXCEPTIONS AND/OR LATE REPLIES WILL NOT BE CONSIDERED</i>
November 1, 2017 @ 11:00 AM (EST)	<u>Date, Time and Location for Opening of Replies:</u> Florida Department of Corrections - Leasing Section Carlton Building (Room M35) 501 South Calhoun Street Tallahassee, FL 32399-2500
November 3, 2017 – November 10, 2017	Time period for evaluation of Replies
November 10, 2017 – November 29, 2017	Time period for negotiation with preferred Offeror(s)
November 30, 2017 – January 5, 2018	Estimated time period for required OPB approval
January 5 – January 22, 2018	Estimated time period for Agency Decision of Recommendation/Intent to Award
January 23, 2018 – February 5, 2018	Estimated Notice of Intent of Award on Vendor Bid System at: <a href="http://myflorida.com/apps/vbs/vbs_main_menu">http://myflorida.com/apps/vbs/vbs_main_menu</a> ;
<b>November 1, 2018</b>	Lease Effective/Commencement Date

The above 'Key ITN Dates' dates which are identified as 'estimated' are subject to change in the sole and absolute discretion of the Agency.

**D. OFFICIAL CONTACT PERSON(S) – TENANT BROKER**

Questions relating to this ITN 700:1144 must be directed *in writing only* to the below-listed individual:  
**All communication relating to this ITN should include the reference: ITN 700:1144 in the SUBJECT line.**

Agency Authorized Tenant Broker Representative – ITN 700:1144  
**CBRE, Inc.:** David Hulsey, Licensed Real Estate Broker  
 Email: [david@tbsfl.com](mailto:david@tbsfl.com); (or)

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