



DEPARTMENT OF CHILDREN AND FAMILIES
Invitation to Negotiate for Leased Space

OKALOOSA COUNTY, FLORIDA
ITN #590:3160

CONTENTS

- I. INTRODUCTION AND OVERVIEW**
- II. INVITATION TO NEGOTIATE - INSTRUCTIONS AND GENERAL INFORMATION**
- III. INVITATION TO NEGOTIATE - REPLY WRITING GUIDELINES; TERMS OF THE REPLY**
- IV. LEASE TERMS AND CONDITIONS**
- V. REPLY EVALUATION AND NEGOTIATION PROCESS**
- VI. PROTEST PROCEDURES**
- VII. Mandatory Requirements**
- VIII. ITN DEFINITIONS**
- IX. ATTACHMENTS**

I. INTRODUCTION AND OVERVIEW

The State of Florida's Department of Children and Families, (hereinafter referred to as the "Agency" or the "Department") is seeking built-out office facilities and related infrastructure for occupancy by the Agency in **Crestview, Okaloosa County, Florida. Attachment A** to this Invitation to Negotiate (ITN) includes the Agency Specifications detailing the build-out requirements. **Attachment B** contains the detailed boundaries for the facilities. The Agency has authorized CBRE, Inc. (**Tenant Broker Representative**) to be its exclusive representative during this solicitation for space.

Competitive replies may be submitted for consideration under this ITN for the lease of office space in either an **existing** building or a **non-existing** (build-to-suit/turnkey) building. NOTE: All buildings must comply with the Americans with Disabilities Act (ADA) as stated in Attachment A, Agency Specifications, Section 7.D., prior to occupancy.

- **OPTION 1 - an 'existing' building:** A site for an Office Center with a 5, 7, & 10-year rate submission. 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.
- **OPTION 2 - a 'non-existing' building:** Offeror agrees to construct a building as a 'build-to-suit' (turnkey) for lease to the agency with a 5, 7, & 10-year rate submission.

All responses (hereinafter referred to as a "Reply" or "Replies") to this ITN must be received by the date specified in **Article II, Section A**, in written/typed form. The Reply must be sent, within the timeframes described herein, to the Department of Children and Families at the address specified in **Article II.A** of this ITN. No emailed or fax replies will be accepted.

The "Offeror" shall mean the natural person or the firm submitting a Reply to this Invitation to Negotiate, such person or firm being the owner of the proposed facility or a person or firm duly authorized to bind the owner of the facility. The term "State" shall mean the State of Florida and its Agencies. **Please see Article VIII regarding other definitions applicable to this ITN.**

The goal of this ITN is award a lease that best meets the needs of the State using a flexible, iterative process. Offeror(s) invited to negotiate may be given the opportunity to refresh the initial offer. At the conclusion of this negotiation process, the State may ask selected Offeror(s) to submit a written best and final offer, to memorialize all agreements reached during negotiations and to extend additional benefits to the State.

Note: 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, one 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. INVITATION TO NEGOTIATE INSTRUCTIONS AND GENERAL INFORMATION

A. REPLY DEADLINE

Complete written Replies must be received no later than **10:00 AM EDT on February 20, 2020.** Submission should be in a sealed envelope (or other sealed/suitable package). The referenced ITN (ITN Number 590:3160) should be clearly marked on the outside of the sealed envelope. **Submissions must include:**

- The original reply and two (2) hard copies of the original reply
- Two (2) electronic copies (on Flash Drives in PDF format)

Please initial Offeror acknowledgement on all pages of this submittal form: _____ ITN #590:3160

The written Replies may be delivered via US Mail, private courier service, or hand-delivery to:

DEPARTMENT OF CHILDREN AND FAMILIES

Jeff Hodge, FCCM, FCCN
Leasing/Contract Manager
2383 Phillips Rd, Suite 114
Tallahassee, FL 32308

Note that 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 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.

It's solely the Offerors' responsibility to check the Department of Management Services (**DMS**) Vendor Bid System website: http://vbs.dms.state.fl.us/vbs/main_menu (**VBS Web Site**) at least forty-eight (48) hours before the closing time of this Invitation to Negotiate to verify that no additional amendments or requirements that may have been issued for this ITN.

B. QUESTIONS REGARDING THE INVITATION TO NEGOTIATE

Any questions or clarifications regarding this ITN or its specifications must be submitted, in writing by e-mail, to the Official Contact Person specified in **subsection D of this Article II**. Any such questions or request for clarification must be received **no later than 5:00 PM EDT on Tuesday, January 14, 2020**. No facsimiles or telephone calls will be accepted for any reason. A Solicitation Conference for this ITN will be held at the time and date specified in the Schedule of Events and Deadlines set forth in **Section II.C** below.

A Solicitation Conference is to review the ITN with interested Offerors so that areas of misunderstanding or ambiguity are clarified. The Department **encourages but does not require that** all prospective Offerors participate in the Solicitation Conference, during which Offerors may pose questions. The conference will be held **at 2:00 pm EDT on Friday, January 3, 2020**.

Material clarifications, changes in specifications, dates, or any other information related to this ITN (as solely determined by the Agency) will be posted on the VBS Web Site along with this ITN. Each Offeror is responsible for monitoring the VBS for updates.

C. SCHEDULE OF EVENTS AND DEADLINES

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

Date	Time	Schedule of Events Times listed are Eastern Daylight Times
12/19/2019	5:00 pm	Date on which the ITN is advertised on the VBS.
1/3/2020	2:00 pm	*Solicitation Conference see Section "B" above. Dial-Up Teleconference: 1-888-585-9008 Participant Code: 202 090 389 then # and follow prompts
1/14/2020	5:00 pm	All questions from potential Offerors due to the Department's Official Contact Person in writing, no further questions accepted after this date.
1/21/2020	5:00pm	Date Department will post answers to Offerors' questions on the VBS Web Site.
2/20/2020	10:00 am	Deadline for Offerors to submit Replies to the Department.
2/20/2020	10:30 am	*Opening of Replies and review of Mandatory Requirements

Please initial Offeror acknowledgement on all pages of this submittal form: _____ ITN #590:3160

2/27/2020	9:00am	*Initial Meeting of the Department's Evaluators.
2/27/2020	5:00pm	Estimated Date evaluation of replies completed
3/2/2020	10:00am	* Debriefing meeting of the Department Evaluators and ranking of the replies
3/2/2020	10:00 am	Initial Organizational Meeting of the Negotiating Team
3/2/2020	11:00 am	Anticipated date the list qualified Offerors ("Short List") for Negotiation to be posted on the VBS Web Site.
3/3/2020 Thru 3/12/2020	10:00 am	Estimated time period for negotiation with selected Offerors.
3/16/2020	3:00 pm	* Meeting of Negotiation Team to Develop Recommendations for Award:
3/31/2020	5:00 pm	Estimated date of posting of 'Notice of Intent' to Award on the VBS Web Site.
4/1/2021	8:0 0am	Anticipated Lease Start Date.
All Offerors are hereby notified that the meetings noted with an asterisk () above are open to the public and may be electronically recorded by any member of the audience. Although the public is invited no comments and/or questions will be taken from Offerors or other members of the public (except for comments and questions of the potential Offerors at the Solicitation Conference.		

NOTE: All meetings will be held at the Department's Offices located at 2383 Phillips Rd, Suite 114 Tallahassee, FL 32308. All dates, times and locations are subject to change in the sole discretion of the Department. Such changes will be posted on the VBS Web Site.

D. OFFICIAL CONTACT PERSON

Inquiries and comments about this ITN should be directed to:

Jeff Hodge, FCCM, FCCN
Leasing/Contract Manager
Northwest Region
Department of Children and Families
2383 Phillips Rd, Suite 114
Tallahassee, FL 32308
Jeff_Hodge@myflfamilies.com or (850) 778-4059

This contact person is the only authorized individual to respond to ITN comments and questions.

E. OFFICIAL CONTACT PERSON - OFFEROR

Each Offeror MUST provide contact information, title, company name, address, phone number, fax number and email address with their submittal form, **Attachment I**.

F. PUBLIC ENTITY CRIMES STATEMENT

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids/proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold

Please initial Offeror acknowledgement on all pages of this submittal form: _____ ITN #590:3160

amount provided in Section 287.017, Florida Statutes, for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

G. SPECIAL ACCOMMODATION

Any person requiring a special accommodation at the Agency because of a disability should call the Agency Contact Person at least five (5) work days prior to the scheduled event. If you are hearing or speech impaired, please contact the Agency Contact Person by using the Florida Relay Service at (800) 955-8771 (TDD).

H. CLARIFICATIONS

Before award, the Agency reserves the right to seek clarifications, to request Reply revisions, and to request any information deemed necessary for proper evaluation of Replies. Offerors may be requested to make a presentation, provide additional references, provide the opportunity for a site visit, etc. The Agency reserves the right to require attendance by particular representatives of the Offeror. Any written summary of presentations or demonstrations shall include a list of attendees, a copy of the agenda, and copies of any visuals or handouts, and shall become part of the Offeror's Reply. Failure to provide requested information may result in rejection of the Reply.

I. RECEIPT OF PROPOSALS AND WAIVER OF MINOR IRREGULARITIES

- **Receipt Statement.** Replies not received at either the specified place, or by the specified date and time, or both, will be rejected and returned unopened to the Offeror by the Department. The Department will retain one unopened original for use in the event of a dispute.
- **Binding Proposals.** By submitting a Reply, each Offeror agrees that its offer shall remain a valid offer for at least 90 days after the Reply opening date and that, in the event the lease award is delayed by appeal or protest, such 90-day period is extended until entry of a final order in response to such appeal or protest.
- **Right to negotiate different terms and related price adjustments.** Offered prices/rates should assume those terms apply, but the Agency/Tenant Broker reserves the right to negotiate different terms and related price adjustments if the Agency determines that it is in the State's best interest to do so.
- **Waiver of Minor Irregularities.** The Department reserves the right to waive minor irregularities when to do so would be in the best interest of the State of Florida. A minor irregularity is a variation from the terms and conditions of this ITN which does not affect the price of the Offer or give the Offeror a substantial advantage over other Offerors and thereby restrict or stifle competition and does not adversely impact the interest of the Department. At its option, the Department may correct minor irregularities but is under no obligation to do so. In doing so the Department may request an Offeror to provide, and at the request of the Department the Offeror may provide to the Department, clarifying information or additional materials to correct the irregularity. However, the Department will not request, and an Offeror may not provide the Department with additional materials that affect the price of the Offer, or give the Offeror an advantage or benefit not enjoyed by other Offerors.
- **Request to Withdraw an Offer.** A written request to withdraw an offer, signed by the Offeror, may be considered if received by the Department within 72 hours after the Reply opening time and date. A request received in accordance with this provision may be granted by the Department upon proof of the impossibility to perform based upon an obvious error on the part of the Offeror.

Please initial Offeror acknowledgement on all pages of this submittal form: _____ ITN #590:3160

J. REJECTION OF ALL REPLIES.

The Department reserves the right to reject all replies at any time, including after an award is made when to do so would be in the best interest of the State of Florida, and by doing so assumes no liability to any Offeror.

K. WITHDRAWAL OF ITN.

The Department reserves the right to withdraw the ITN at any time, including after an award is made when to do so would be in the best interest of the State, and by doing so assumes no liability to any Offeror.

L. RESERVED RIGHTS AFTER NOTICE OF AWARD

The Department reserves the right to schedule additional negotiation sessions with Offerors identified in the posting of a Notice of Award in order to establish final terms and conditions for contracts with those Offerors.

The Department reserves the right, after posting notice thereof, to withdraw or amend its Notice of Award and reopen negotiations with any Offeror at any time prior to execution of a contract.

M. PUBLIC RECORDS

All electronic and written communications pertaining to this ITN, whether sent from or received by the Department, is subject to the Florida public records laws. Sealed proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution.

If an Offeror considers any portion of the materials submitted in its Reply to this solicitation to be confidential, proprietary, trade secret, or otherwise not subject to disclosure pursuant to chapter 119, F.S., the Florida Constitution, or other authority, the Offeror must mark the document as "Confidential" and simultaneously provide the Agency with a separate redacted copy of its Reply and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the Department's solicitation name, number, and the Offeror's name on the cover and shall be clearly titled "Redacted Copy." The Redacted Copy should only redact those portions of material that the Offeror claims are confidential, proprietary, trade secret, or otherwise not subject to disclosure pursuant to chapter 119, F.S., the Florida Constitution, or other authority.

In the event that a requestor for public records asserts a right to the Confidential Information, the Agency will notify the Offeror that such an assertion has been made. It is the Offeror's responsibility to assert that the information in question is exempt from disclosure under chapter 119, F.S., or other applicable law. If the Agency becomes subject to a demand for discovery or disclosure of the Confidential Information of the Offeror in a legal proceeding, the Agency shall give the Offeror prompt notice of the demand prior to releasing the information (unless otherwise prohibited by applicable law). The Offeror shall be responsible for defending its determination that the redacted portions of its Reply are confidential, proprietary, trade secret, or otherwise not subject to disclosure.

By submitting a Reply, the Offeror agrees to protect, defend, and indemnify the Agency for any and all claims arising from or relating to the Offeror's determination that the redacted portions of its Reply are confidential, proprietary, trade secret, or otherwise not subject to disclosure. If the Offeror fails to submit a redacted copy of information it claims is confidential, the Agency is authorized to produce all materials submitted to the Agency in answer to a public records request for these records.

N. FAMILIARITY WITH LAWS

The Offeror is required to be familiar with all federal, state and local laws, ordinances, rules and regulations that in any way affect this project. Lack of knowledge by the Offeror shall in no way allow relief from responsibility. All costs associated with compliance shall be borne by the Offeror. The Department shall exercise due care in response to questions concerning matters of law, but if in error, shall not be stopped from asserting the correct principles of law.

O. LEGAL REQUIREMENTS

Applicable provisions of all federal, state, county and local laws and administrative procedures, regulations or rules shall govern the development, submittal and evaluation of all proposals received in response hereto. Florida law, excluding Florida's provisions on conflict of laws, shall govern any and all claims and disputes, which may arise between persons submitting a Reply hereto and the Agency. Lack of knowledge of the law or applicable administrative procedures, regulations or rules by any Offeror shall not constitute a cognizable defense against their effect.

P. VENUE

The validity, interpretation and performance of the lease shall be controlled by and construed under the laws of the State of Florida. Any and all litigation arising under the lease must be instituted in the appropriate court in Leon County, Florida.

Q. WAIVER

The failure of any party to the lease resulting from this ITN to object to or take affirmative action with respect to any conduct of the other which is in violation of the terms of the lease shall not be construed as a waiver of the violation or breach, or of any future violation or breach.

R. VENDOR REGISTRATION IN MYFLORIDAMARKETPLACE.

To comply with Rule 60A-1.030, Florida Administrative Code (F.A.C.), each successful vendor doing business with the State for the sale of commodities or contractual services as defined in section 287.012 F.S., shall register in the MyFloridaMarketPlace system, unless exempted under Rule 60A-1030(3), F.A.C., in order to be paid. If the vendor is already registered in MyFloridaMarketPlace the vendor may include a signed Certification of Registration. Vendors who are not subject to registration requirements should include proof of exemption by Rule from registration. Failure to include either proof of registration or exemption will not prevent the evaluation of the reply; however, such failure must be remedied prior to execution of a contract, if any.

S. COOPERATION WITH THE INSPECTOR GENERAL

Pursuant to section 20.055(5), F.S., Offeror understands and will comply with their duty to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing.

T. PERFORMANCE BOND - REQUIRED FOR REPLIES FOR NON-EXISTING (BUILD-TO-SUIT) REPLIES

If an award is made to an Offeror of a non-existing/build-to-suit space, the Offeror shall submit a performance bond in the amount of 100% of the value of the tenant improvements required to complete the project within **forty-five (45) business days** of the notification of Award. The tenant improvements cost shall be documented by an itemized construction cost detail worksheet for the project which has been prepared, dated and certified by the Offeror.

Failure by the awarded Offeror to provide the required performance bond and specified itemized construction cost detail documentation within the time designated shall cause the Agency to withdraw the Award.

The Performance Bond must be renewed until a lease agreement is consummated and the Offeror provides a 'Certificate of Occupancy'. The Performance Bond must be issued by a surety company licensed to do business in the State of Florida. The cost of the Performance Bond shall be borne by the Offeror. It is expressly understood that a final and fully executed lease will not be delivered to the Offeror until the Performance Bond meets the satisfaction of the Agency.

Only the Awarded Offeror for a non-existing (build-to-suit) Reply is required to provide the specified Performance Bond.

Offeror agrees to the requirement to provide a Performance Bond and itemized construction cost detail worksheet, if awarded the ITN, for the project as specified above. (Use an X to mark one of the following)

YES _____ or NO _____

U. SUBMISSION OF MULTIPLE OFFERS

If an Offeror has more than one site to be offered under this ITN, he/she may submit a complete Offer for each site must be submitted in a separate sealed envelope in accordance with Section II (A) above. All other terms and conditions required by this ITN are applicable for each submittal.

V. LOBBYING AND INTEGRITY

The Agency shall ensure compliance with Section 11.062, F.S., and Section 216.347, F.S. The Offeror shall not, in connection with this or any other agreement with the State, directly or indirectly (1) offer, confer, or agree to confer any pecuniary benefit on anyone as consideration for any State officer or employee's decision, opinion, recommendation, vote, other exercise of discretion, or violation of a known legal duty, or (2) offer, give, or agree to give to anyone any gratuity for the benefit of, or at the direction or request of, any State officer or employee. For purposes of clause (2), "gratuity" means any payment of more than nominal monetary value in the form of cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind. Upon request of the Agency's Inspector General, or other authorized State official, the Offeror shall provide any type of information the Inspector General deems relevant to the Offeror's integrity or responsibility. Such information may include, but shall not be limited to, the Offeror's business or financial records, documents, or files of any type or form that refer to or relate to the Contract. The Offeror shall retain such records for the longer of (1) three years after the expiration of the Contract or (2) the period required by the General Records Schedules maintained by the Florida Department of State (available at: <http://dos.myflorida.com/library-archives/records-management/general-records-schedules/>). The Offeror agrees to reimburse the State for the reasonable costs of investigation incurred by the Inspector General or other authorized State official for investigations of the Offeror's compliance with the terms of this or any other agreement between the Offeror and the State which results in the suspension or debarment of the Offeror. Such costs shall include, but shall not be limited to: salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. The Offeror shall not be responsible for any costs of investigations that do not result in the Offeror's suspension or debarment.

III. ITN REPLY WRITING GUIDELINES; TERMS OF THE REPLY

A. REQUIREMENTS AND ORGANIZATION OF THE REPLY

This ITN is organized to allow the incorporation of some or all of your responses on this form. In the event that additional space is required to fully respond to this ITN, please attach the additional response to your Offer and clearly indicate the Section to which the response relates. Each Offer should follow the same general order of contents, described as follows:

1. Control of Property

For a Reply to be considered responsive, it must demonstrate control of: (1) the real property (land); (2) the proposed building(s) or structure(s); and (3) the proposed parking area(s). Control of parking includes the area(s) of ingress and egress to both the real property and the building(s). Control of the Property is demonstrated by complying with Article III, Section A.1. of this ITN.

(A) CONTROL OF PROPERTY (APPLICABLE FOR OFFERS FOR EXISTING AND/OR NON-EXISTING BUILDINGS)

For an Offer to be responsive, it must be submitted by one of the entities listed below, and the proposal must include supporting documentation proving control of the property proposed.

- **The owner of record of the facility(s) and parking area(s)** – Submit a copy of the deed(s) evidencing clear title to the property proposed.
- **The Lessee of space being proposed** – Submit a copy of the underlying lease agreement with documentation of authorization to sublease the facility and parking areas through the term of the base lease and all renewal option periods.
- **The authorized agent, broker or legal representative of the owner(s)** – Submit a copy of the Special Power of Attorney authorizing submission of the offer.
- **The holder of an option to purchase** – Submit documentation of a valid option to purchase the facility(s) and/or parking area(s) from the owner of record which, if exercised, will result in the Offeror's control of the property within **forty-five (45) business days** of the notice of award. Failure to provide proof of ownership of the proposed property within **forty-five (45) business days** of notice of award may render the award null and void.
- **The Holder of an option to lease the property offered** – Submit documentation of an option to lease the facility with authorization to, in turn, sublease. Any lease must encompass the entire time period of the basic lease and any renewal option periods as required by this State. A copy of the lease agreement between the owner and the lessee must be provided to the Department at the time of submitting the Offer.
- **Americans with Disabilities Act-** As a state government entity, the Agency is bound by Titles II and III of the Americans with Disabilities Act of 1990 (ADA) and the 2008 ADA Amendments Act, prohibit discrimination and ensure equal opportunity for persons with disabilities. The Agency employs and serves the general public; as such, it is required that employment practices and the programs and services provided by the Agency are accessible in accordance with the Federal ADA Standards. All leased facilities must be in compliance with current ADA Standards. The Department of Justice published revised regulations for Titles II and III of the ADA in the Federal Register on September 15, 2010. These regulations adopted revised, enforceable accessibility standards called the 2010 ADA Standards for Accessible Design "2010 Standards" or "Standards". The 2010 Standards set minimum requirements – both scoping and technical – for newly designed and constructed

Please initial Offeror acknowledgement on all pages of this submittal form: _____ ITN #590:3160

or altered State and local government facilities, public accommodations, and commercial facilities to be readily accessible to and usable by individuals with disabilities.

Adoption of the 2010 Standards also establishes a revised reference point for Title II entities that choose to make structural changes to existing facilities to meet their program accessibility requirements; and it establishes a similar reference for Title III entities undertaking readily achievable barrier removal.

Surveys must be conducted on all leased facilities that the Department of Children and Families occupies to ensure compliance, or solidify an agreement for a schedule of compliance, prior to the execution or renewal of any lease. A Transition Plan must be provided following any assessment to address items that cannot be readily corrected. The Transition Plan serves as a schedule for compliance and a corrective action plan that is reviewed and monitored by the Agency. The Agency reserves the right to authorize a department certified ADA Coordinator to conduct a full ADA assessment at any location where the Agency's employees are housed and/or the Agency's programs and services are provided.

The property must comply with the 2012 Florida Accessibility Code for Building Construction ("FACBC"). Also refer to requirements in accordance with Attachment C, Section 7 – Accessibility and Alternations of the Standard Lease Agreement Form 4054.

Note: If a discrepancy exists between Agency Specifications and Attachment C, Section 7 - Accessibility and Alterations of the Standard Lease Agreement form 4054, Offeror/Lessor shall comply with the Attachment C, Section 7 – Accessibility and Alterations of the Standard Lease Agreement.

(B) Control of Property (Applicable for Offers for Non-Existing Buildings)

- For an Offer to be responsive, Offeror shall meet the requirements specified in 1 (A), Control of Property (above); and,
- **The holder of an option to purchase** – Submit documentation of a valid option to purchase the real property (land) from the owner of record which, if exercised, will result in the Offeror's control of the property offered under this ITN within forty-five (45) business days of the notice of award. Failure to provide proof of ownership of the proposed property within forty-five (45) business days of notice of award may render the award null and void.

2. Offeror shall provide a written statement answering the following:

- (A)** Is there outstanding debt on the property? If so, provide written verification from the lender stating that all debt service payments, loan payments, etc., are current and not in default. Has the Offeror or its affiliates had a contract terminated for default within the past five years? If so, please attach an explanation of the situation(s) in detail.
- (B)** Has the Offeror or its affiliates filed for bankruptcy protection in the past five years, or is in the process of filing or planning to file for bankruptcy protection, or financial restructuring, or refinancing? If so, please explain the situation(s) and provide the Court and Case Number, where available.
- (C)** Does the Offeror or its affiliates owe any outstanding taxes or fees to the Federal Government, the State of Florida, or any other State or Local government?

3. Space Planning, Architectural Renderings, Scaled Floor Plans:

(A) Offers for Existing Buildings

For offers for an **existing building**, each Offer shall include architectural floor plans and details as specified below for the proposed building:

- A floor plan to scale (Example: 1/4" or 1/2" = 1'0") showing the **present configurations (As-Built)** with verified square footage measurements and a summary of square footage measurements and square footage calculations to include: **(a)** total gross square feet, **(b)** total non-usable square feet and **(c)** total net usable square feet;
- If during space planning, the offeror's architect can value engineer the space and fit DCF into a space that is smaller than outlined in Attachment A, consideration will be given to the reduction.
- A Detailed Timeline of Construction/Buildout with anticipated dates for completion of all phases of construction, configuration and modifications to the existing structure. The timeline shall plan to make the space available at least thirty (30) business days prior to the lease start date so the Department can begin the process of moving into the space.
- Offers for existing buildings must also include a life-cycle cost analysis pursuant to Section 225.254(1), F.S., and Rule 60D-4.006, F.A.C.

(B) Offers for Non-Existing (build-to-suit) Buildings

For offers for a **non-existing building**, each Offer shall include architectural floor plans and details as specified below for the proposed building:

- A proposed site plan showing the parking lot and the footprint of the building.
- If during space planning, the offeror's architect can value engineer the space and fit DCF into a space that is smaller than outlined in Attachment A, consideration will be given to the reduction.
- A proposed site plan showing the parking lot and the footprint of the building.
- A rendering of elevations of the building; and,
- A rendering of exterior design, and construction materials(s) of the building; and
- A **proposed** timeline of construction/buildout with anticipated dates for completion of all phases of construction and configuration of a build to suit building and space. The timeline shall plan to make the space available at least thirty (30) business days prior to the lease start date so the Department can begin moving related activities.

Prior to negotiations with Offeror's, revised floor plan and facility build-out renovations/and or construction information may be required.

(C) REQUIREMENTS SPECIFIC TO OFFERS FOR NON-EXISTING, BUILD-TO-SUIT (TURNKEY) LEASES

In accordance with Florida Administrative Code (FAC) 60H-1.017 Turnkey Lease, the selected Offeror shall provide, as a minimum, the following documents within **forty-five (45) business days** after notification of Award. Failure to comply shall render the Award null and void.

- Intent to furnish 100% Performance Bond is response is accepted
- Compete and satisfactory evidence of ownership;
- A local tax assessor's appraisal of the site;
- A site Survey;
- Developer's estimated valuation cost of construction per square foot;

- Completion date (the date that the building will be offered to the State for acceptance), contingent upon developer’s authorization to proceed.
- Site Improvement information to include the following:
 - 1) Grading outside the building;
 - 2) Sanitary and storm sewers;
 - 3) Landscaping;
 - 4) Paving and retaining walls;
 - 5) Water;
 - 6) Gas and electric distribution systems;
 - 7) Extraordinary excavation and/or foundations;
 - 8) Life cycle cost analysis pursuant to Section 255.255, F.S. (See Code Rule 60D-4.004, F.A.C.) for requirements;
 - 9) Other Building information which will enable the Department to review both the functional and aesthetic aspects of the building including:
 - a. Parking areas(s) including site location, driveway ingress and egress;
 - b. Telecommunications distribution (street to building demarcation and intra-building).

The following documents will be required within Ninety (90) business days after notification of Award:

Architectural Engineering (A/E) Plans shall include, as minimum:

- Floor plans (based on final design/layout, as arrived at between Offeror and Agency), which shows the utility core, office space, public space, corridors and parking areas (scale 1” = 8’).
- Architectural floor plans with square footage measurements to include the total square footage equal to ‘net usable’ square feet and the ‘non-usable’ square feet. Floor plans to be drawn to scale (Example: 1/2” = 1’0”). The floor plan shall delineate space utilization consistent with Attachment A – Space Requirements (page 28-39). The floor plan shall include square footage measurements and square footage calculations summary to include: **(a)** total gross square feet, **(b)** total non-usable square feet and **(c)** total net usable square feet; (d) summary measurements of (a)(b)(c);
 - All square footage measurements must be accurate and verified at the time of submission;
 - Elevations and cross section of building indicating exterior design, material and colors (scale 1” =8’);
 - Parking area(s) including site location, driveway, ingress and egress; and,
 - The plans shall be prepared and signed by a licensed architectural engineer, dated and have seal affixed.

(D) INITIAL SPACE PLAN

For both existing and non-existing buildings, an initial space plan will be required of the awarded offeror within **twenty (20) business days**. This will be a joint effort between the awarded offeror and the Agency. Failure to comply shall render the Award null and void.

Each Reply should comply with the following requirements and follow the same general order of contents, described as follows. Please note that the items requested must conform to the specifications and requirements

Please initial Offeror acknowledgement on all pages of this submittal form: _____ ITN #590:3160

contained in this ITN. Offerors should use the checklist set forth in **Attachment J** to confirm that all items, information, and documentation required by this **Article III** and **Article VII** are included in the Reply.

Mandatory Requirements. An Offeror must comply with all of the Mandatory Requirements set forth in **Article VII** to be considered for evaluation and selection under this ITN. **A Reply that fails to meet the Mandatory Requirements will be deemed nonresponsive and will not be evaluated:**

1. Each reply **MUST** contain 2 hard copies and 2 electronic copies (on Flash Drives in PDF format), or four hard copies of this ITN and the Offeror’s reply **with each page of the original initialed by the offeror in blue ink.**
2. Each reply must be bound and organized in a tab format with a table of contents that references all mandatory and evaluation criteria documentation.
3. The reply must include **Attachment B** –a map of the area around the proposed facility annotated with the location and boundaries of the proposed facility and the location of the Proposed Space in the facility.
4. The reply must include a copy of the recorded deed for the property on which the proposed space is located evidencing clear title to the property in the name if the Offeror or the Offeror’s lessor, principal, or optioner.
5. If it’s an authorized agent, broker or legal representative of the owner, submit a copy of the Special Power of Attorney authorizing submission of the proposal.
6. The reply must include evidence that an Offeror other than a natural person is duly organized and existing in good standing under the laws of its state or country of organization and is authorized and in good standing under the laws of the State of Florida to do business in the State of Florida.
7. The response on Attachment I.A and I.B- Answers to questions 1 – 10 – Answer must be “YES”, signed and dated
8. Attachment I- “Rental Breakdown” must be completed.
9. If proposed space is to be newly constructed, the reply must contain a copy of the DMS approval of the architectural design and preliminary construction plans.
10. **Attachment H** - the Tenant Broker Disclosure and Commissions Agreement. The Offeror should review the Commission Agreement. **Each Reply must be returned with an executed copy of the Commission Agreement,** executed on behalf of the owner.

B. ADDITIONAL INFORMATION TO BE SUBMITTED WITH THE REPLY.

1. **Photographs** – All Replies must include photographs of the current front, sides, and rear of the building in which the Proposed Space is located. If the Proposed Space is to be constructed submit architectural renderings instead of photographs.
2. **Attachment E / Certificate of Occupancy** - If the Proposed Space Offered by the Offeror receiving the award requires renovation or tenant build-out or is in a building to be constructed or renovated the Offeror receiving the award must provide, prior to the date that the Proposed Space must be ready for occupancy by the Department, a certificate of occupancy evidencing that the work has been completed in accordance with the requirements of the State Fire Marshal as set forth in **Attachment E** and all other requirement for the space to be occupied.
3. **Attachment F for Proposed Space Not in a facility to be newly constructed when actual utility bill data is Not available for the previous twelve (12) months, including Proposed Space that is not separately metered by the utility provider** – Prior to award the Offeror must submit a DMS approved Energy Performance Analysis based on a computer-based simulation completed in accordance with the requirements of Attachment F and Rule 60D-4.007, F.A.C.

Please initial Offeror acknowledgement on all pages of this submittal form: _____ ITN #590:3160

4. **Criteria for Alternative Designs for Proposed Space in a facility to be newly constructed** - If the Proposed Space is in a building to be constructed prior to the award the Offeror must submit evidence of compliance with the requirements of Rule 60D-4.004, F.A.C.
5. **Certification of multi-story building live load for Proposed Space in a building to be constructed** - If the Proposed Space is in a building to be constructed, prior to the award the Offeror must submit a Certification of multi-story building live load by a structural engineer registered with the State of Florida.
6. **Initial Pages of the ITN** - All Replies must include a copy of this ITN with each page initialed by the Offeror.
7. **Public Transportation Schedule and Map** – All Replies must include a public transportation schedule and map identifying bus stops related to the Proposed Space and the distance from the building in which the Proposed Space is located.
8. **Historical Designation** - If the Proposed Space is being submitted as property with a historical designation submit proof of the designation.
9. **Test Fit** - Prior to final negotiation and selection of an Offer or Offers, a “test fit” of the Proposed Space relative to the need may be required, the expense of which shall be borne by the Offeror.
10. All Offerors must submit with the Reply a floor plan showing present, or if new construction is proposed the proposed, layout and configuration of the Proposed Space with dimensions. The final floor plan (if Offeror is selected for Award) will be as described in the specifications included herein, (**Attachment A**), or as otherwise negotiated with the Agency.
11. All Offerors must submit with the Reply the square footage calculations in accordance with the requirements of this ITN.
12. All Offerors must submit with the Reply a site layout with all parking spaces and utilization of spaces shown, with a minimum of **fifty (50)** parking spaces available to the Department.
13. **Attachment D** – the Disclosure of Ownership form must be completed, executed on behalf of the Lessor, and submitted with the Reply.
14. **Attachment G** – Employment Eligibility Verification must be completed, executed on behalf of the Lessor, and submitted with the Reply.
15. If the Proposed Space is occupied by a tenant at the time that the Reply is submitted the Offeror must submit with the Reply an acknowledgment by the tenant that the tenant will vacate the Proposed Space prior to the lease commencement date.
16. Each Offeror must submit with the Reply Crime statistics from local Law Enforcement Agency for a one-mile radius around the proposed location, for all crimes in the last reported year.

Note: Offerors should use the checklist set forth in **Attachment J** to confirm that all items, information, and documentation required by **Article III** are included in the Reply so that all items are considered for maximum scoring during evaluation.

Please initial Offeror acknowledgement on all pages of this submittal form: _____ ITN #590:3160

C. TERMS OF THE REPLY

The State reserves the right to negotiate the terms of a Reply including but not limited to such Reply's Financial Terms should a change in any such terms be in the best interest of the State. "Financial Terms" shall include, but not be limited to space square feet, rent rate, free rent, tenant improvement funds, lease term and details of any required build-out. **Note:** If the term of the lease is in excess of 1 fiscal year, including any and all renewal periods and including all leases which constitute a series of leases The State of Florida's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.

D. COST OF DEVELOPING AND SUBMITTING THE REPLY

By submitting a Reply each Offeror agrees that neither DMS, the Agency nor the Tenant Broker will be liable for any of the costs incurred by an Offeror in preparing and submitting a Reply.

IV. LEASE TERMS AND CONDITIONS

The following is a listing of required lease terms and conditions your team must submit for review and consideration.

DESCRIPTION AND MEASUREMENT OF PROPOSED SPACE

- A. The Agency is seeking approximately **6,395 (+/- 3%)** square feet of usable space (as defined below) within the described boundaries. Each Submission should specify the amount of space available and the address of such space.

The type of space required is office and will be used for Legal and Protective Investigators and Training for the Northwest division.

Offeror must provide the location of the space in a building(s) (the "Proposed Space"), the amount of space available. Any and all references to square feet of the Proposed Space contained in a Reply must be "usable square feet" in accordance with the DMS Standard Method for Measuring Floor Area in Office Buildings (Florida Administrative Code 60H-2.003). The Agency and DMS reserve the right to independently verify the space measurement. Please be advised that any proposal containing space in excess of +/- 3% of required square footage will be deemed non-responsive.

B. LEASE COMMENCEMENT DATE

The Proposed Space is to be made available for occupancy on **April 1, 2021**, with access, at no charge to the Lessee, to the space fifteen (15) days prior to occupancy date for set up. Should the successful Offeror fail to make the space available by the date specified in the Reply, the Offeror shall be liable to the Agency for liquidated damages in the amount of **\$1,361.00** for each additional day until the Proposed Space is made available. Unforeseen circumstances, beyond the control of the Offeror/Lessor (such as acts of God), which delay completion may be cause for the Offeror/Lessor to request an extension (in writing) from the Agency, which the Agency may grant unconditionally, grant with conditions, or deny in the reasonable discretion of the Agency under the circumstances. If the delay is greater than **90** days, the Agency shall have the right to terminate the lease.

C. TERM AND RENEWAL OPTIONS

The term of this requirement will be Option 1 - 60 months (5-years) OR Option 2 - 84 months (7-years) OR Option 3 - 120 months (10-years) from the Lease Commencement Date.

Note: An initial decision will be made on which option to take. A calculation process will be the same for all options; the option with the highest score (representing the best leasing value) will be pursued. See Section I., Introduction and Overview, for more information.

The State requires a minimum of **Ten (10)** renewal options for **One (1)** years each under the same term and conditions as indicated in **Article 2** of the lease agreement (**Attachment C**). The Offeror shall verify that they will be able to provide the State with this term and these renewal options. As to the renewal options, propose rates for each year of the renewal term(s).

D. FULL SERVICE (GROSS) RENTAL RATE

The Offeror/Lessor shall provide the Agency with a **Full Service (gross) lease** structure. Therefore, the lease rate must include base rent, taxes, all operating expenses (including, but not limited to, janitorial services and supplies, utilities, insurance, interior and exterior maintenance, recycling services, garbage disposal, security, etc.), and any amortization of required tenant improvements to the Proposed Space (**Attachment A**). There shall be no pass through of additional expenses. The proposed Full-Service lease rental rate for each year of the Initial Term must be provided. Submitted lease rates are negotiable. Offerors should provide their best lease rates, which must be held firm in accordance with the section on Binding Replies. Lease rates that are contingent or that involve a basic rate plus “cap” or “range” for such things as tenant improvements will be deemed non-responsive.

- The state is exempt from sales tax on all rent payments.
- The present value discount rate to be used in evaluating the base term of the proposals received is **1.68%**.

E. RIGHT OF FIRST OFFER

The Department shall have an ongoing Right of First Offer to lease any space which is currently available, or which may become available in the building(s) of the Proposed Space(s).

F. SURRENDER OPTION

The Department shall have the right to surrender (“Surrender Option”) up to twenty percent (20%) of the leased area, at any time after the end of the 5th year for the 7-year Lease Term or the 10-year Lease Term, with at least 180 days’ prior written notice, which notice may be provided at any time during or after the initial 5th years of the Lease Term. If the Department exercises this Surrender Option, then upon the effective date of surrender, the Base Rent and other sums due shall be reduced in proportion to the amount of space that is surrendered.

G. PARKING

Adequate parking for State employees and visitors is mandatory. At the minimum, the agency is requesting the Offeror make available not less than **fifty (50)** spaces.

H. PERMITTED USE BY THE STATE

The State requires a “turn-key” build-out “gross lease” by the Landlord. Therefore, Offeror shall assume all cost risks associated with delivery in accordance with the required space program specifications detailed in **Attachment A**.

I. TENANT IMPROVEMENTS

The State requires build-out requirements by the Landlord. Therefore, Offeror shall assume all cost risks associated with delivery in accordance with the build-out requirements detailed in Attachment A (pages 28-39). The State’s permitted use for the location will include general office purposes as well as appropriate appurtenant uses such as cafeteria, training areas, vending, computer rooms, etc.

Additionally, offers for space which is currently under lease with, or occupancy by, the Department of Children and Families’ does not exclude the Offeror from meeting the requirements specified in this ITN document.

Please initial Offeror acknowledgement on all pages of this submittal form: _____ ITN #590:3160

J. OTHER TENANTS

If the offered space and/or parking spaces (or any portion of either) is presently occupied or will be covered by an active lease(s) at the specified availability need date of this ITN, the Offeror is responsible for providing written documentation, with the Reply, of the tenants' acknowledgment the Offeror's Reply and tenants' ability and willingness to vacate the premises in order to allow Offeror to commence and to satisfactorily complete renovation work which will allow the Agency's specified occupancy date of January 1, 2020. (See Article IV-Lease Terms and Conditions, Section B, page 14).

K. LEASE

Attachment C to this ITN is the form lease agreement (and related addendums) which contains the general terms and conditions required by the State of Florida. Other terms and conditions may be required by the State in order to consummate a transaction. Each Offeror should review this form in its entirety and be prepared to execute it if awarded the lease. The lease must be approved by DMS.

L. ENERGY STAR RATING

The State requires wherever possible that leased space be in an Energy Star rated facility.

M. ANTENNA ROOF RIGHTS

At all times during the Lease Term and during subsequent renewal terms, the State shall have the non-exclusive right to place one or more antennas on the roof of the Building(s) and/or grounds and site area without additional charge or cost, subject only to the approval of the Lessor. Lessor shall not unreasonably withhold approval of this non-exclusive right and such refusal by the Lessor shall be issues limited to the structural integrity of the Building and compliance with required governmental authorities.

N. AGENCY DISCLOSURE AND COMMISSION AGREEMENT (TENANT BROKER)

Offeror understands the Agency is utilizing the services of a Tenant Broker Representative for this lease space requirement (See Attachment H). This attachment provides an Agency Disclosure and Commissions Agreement relating to The Tenant Broker as agent for the State. Each Offeror must execute and return a copy of this Agreement with the Offer.

O. DISCLAIMER

This ITN is for solicitation purposes only. It is neither an offer, contract nor an agreement of any kind. In submitting an Offer an Offeror agrees to be bound to the terms contained in that Offer for a minimum of ninety (90) days. Otherwise, neither the Agency nor the Offeror/Lessor shall have any legal rights or obligations whatsoever between them and neither shall take any action or fail to take any action in reliance upon any part of these discussions until the proposed transaction and a definitive written lease agreement is approved in writing by the Agency.

This ITN shall not be considered an offer to lease. The terms of any transaction, if finalized as a result of negotiations, shall not be final nor binding on either party until a Lease Agreement is executed by all parties. **This ITN may be modified or withdrawn by the Agency at any time.**

V. REPLY EVALUATION AND NEGOTIATION PROCESS

A. REPLY EVALUATION AND NEGOTIATION PROCESS: Using the evaluation criteria specified below, the Agency will evaluate and rank Replies and, at the Agency's sole discretion, proceed to negotiate with Offerors determined to be within the competitive range and susceptible of award. Ranking shall be determined as follows.

1. The highest ranked Offeror(s) will be invited to negotiate a contract. If necessary, the Agency/Tenant Broker Representative shall request revisions to the approach submitted by the top-rated Offeror(s) until it is satisfied that the contract will serve the State's needs. The process will continue until a contract or contracts are negotiated and executed or the Agency modifies or withdraws the ITN.
2. The Agency reserves the right to negotiate with all responsive and responsible Offerors, serially or concurrently, to determine the best-suited solution. Although the ranking of Replies indicates the initial evaluation of the proposed solutions, the Agency and Tenant Broker Representative retain the discretion to negotiate with other responsive Offerors as deemed appropriate.
3. Before Award, the Agency reserves the right to seek clarifications, to request Reply revisions, and to request any information deemed necessary for proper evaluation of Replies (including, but not limited to, test-fit floor plans). Offerors may be requested to make a presentation, provide additional references or information, or provide the opportunity for a site visit, if deemed necessary by the Agency. Any written summary of presentations or demonstrations shall include a list of attendees, a copy of the agenda, and copies of any visuals or handouts, and shall become part of the Offeror's Reply. Failure to provide requested information may result in rejection of the Reply.
4. The focus of the negotiations will be on achieving the solution that provides the best value to the State. The Agency/Tenant Broker Representative reserves the right to negotiate different terms and related price adjustments from the offered rates if the Agency determines that it is in the State's best interest to do so.
5. The Agency reserves the right to reject any and all Replies, if the Agency determines such action is in the best interest of the State or the Agency. The Agency/Tenant Broker Representative reserves the right to negotiate concurrently or separately with competing Offerors. The Agency reserves the right to waive minor irregularities in Replies.

B. PROPOSAL EVALUATION

1. **MANDATORY REQUIREMENTS.** An Offeror must comply with all Mandatory Requirements to be considered for selection under this ITN. The mandatory requirements for this ITN are set forth in **Article VII**. The Department's Official Contact Person or his or her designee will examine each Reply to determine whether the Reply meets the Mandatory Requirements. **A Reply that fails to meet the Mandatory Requirements will be deemed nonresponsive and will not be evaluated.** Meeting the Mandatory Requirements alone will not impact any ranking in the short-listing process. An initial determination that a Reply meets the Mandatory Requirements does not preclude a subsequent determination of non-responsiveness.

Replies that meet the Mandatory Requirements of this ITN and are otherwise responsive will be eligible for evaluation. Such responsive Offerors will be evaluated and ranked, and a Short List of Offeror(s) selected for negotiation. Following negotiations, the Department will post a notice of intended award on the VBS Web Site, identifying the Offeror or Offerors selected for award. Final contract terms will be established with the selected Offeror(s).

2. **EVALUATION CRITERIA.** All Submissions will be evaluated on the factors below:

Criterion 1 - Rental rates per square foot for basic term of lease:

Rental rates evaluated, using total present value methodology for basic term of lease, by application of the present value discount rate of **1.68%**. Each Offeror's rental rate per square foot for each year of the basic term of the lease will be totaled and averaged.

The following formula will be used to calculate the score for this criterion:

(Lowest average rental rate per square foot offered / Offeror's average rental rate per square foot offered) x Total Maximum Points = Offeror's Score for this criterion.

Maximum points: 35

Please initial Offeror acknowledgement on all pages of this submittal form: _____ ITN #590:3160

Criterion 2 - Rental rates per square foot for optional renewal terms of lease:

Rates evaluated, using total present value methodology for renewal terms of lease, by application of the present value discount rate of 1.68%. Each Offeror's rental rate per square foot for each year of the basic term of the lease will be totaled and averaged.

The following formula will be used to calculate the score for this criterion:(Lowest average rental rate per square foot offered / Offeror's average rental rate per square foot offered) x Total Maximum Points = Offeror's Score for this criterion.

Maximum points: 10

Criterion 3 - Location: The effect of the facility's location on the efficient and economical conduct of Agency operations planned for the requested space. Proximity of facility to the department's preferred area.

- A. Within 0 up to 2-mile radius **10 pts**
- B. More than 2 up to Ten 4-mile radius **7 pts**
- C. More than 4 and up to 6-mile radius **4 pts**
- D. More than a 6-mile radius **0 pts**

Maximum points: 10

Criterion 4 - Parking: The Department needs 50 parking spaces.

- A. Exclusive contiguous parking adjacent to the building **10 pts**
 - Non-Exclusive or non-contiguous parking adjacent to the building **8 pts**
 - Exclusive or non-exclusive, contiguous or non-contiguous parking onsite **6 pts**
- B. Exclusive offsite parking **3 pts**
- C. Non-exclusive offsite parking **0 pts**

Maximum points 10

Criterion 5 – Distance of the offered space from public transportation:

- A. Within zero (0) to two tenth (0.2) mile radius **5 pts**
- B. More than two tenth (0.2) up to four tenth (0.4) mile radius **2 pts**
- C. More than four tenth (0.4) up to five tenth (0.5) mile radius **1 pt**
- D. More than five tenth (0.5) mile radius **0 pts**

Maximum points: 5

Criterion 6: Facility present condition- proximity to a physical plant, (including the physical characteristics of the building and the property the building sits on, adjacent structures and surrounding neighborhood.

Each question below will receive 1 point if the answer is "yes" or 0 points if the answer is "no".

- A. Are there good transportation links?
- B. Are there amenities (gas stations, restaurants, convenience stores, etc.) sufficient to meet the needs of the occupants of the Proposed Space?
- C. Does the building have a security system relatively adequate to protect the persons and property of the occupants of the proposed space?
- D. Is the building well-maintained?
- E. Are the surrounding properties, buildings, streets and sidewalks relatively well maintained, free from debris and visible evidence that the properties or buildings are in violation of any law, ordinance, rule or regulation, and any enforcement proceedings relating thereto, or are being used for any unlawful purpose

Maximum points: 5

Criterion 7:

Security issues posed by the building, associated parking and surrounding neighborhood, as evidenced by police reports, quality of exterior lighting and obstructed entrances/exits.

Each question below will receive 1 point if the answer is “yes” or 0 points if the answer is “no”.

- A. Are there perimeter controls such as gates, fences, walls, landscaping, etc. that restricts access to the property?
- B. Are the parking lots well marked and well-lit at night?
- C. Are the sidewalks and walk ways enshrouded by over growth and easily seen and are there no hidden alley ways, access routes or hiding places?
- D. Are there amenities present (lighting, patrolled hallways and parking areas, escorted ingress/egress,etc.) that aid after hour access and operation?
- E. Do the police reports indicate that the Proposed Space is Located in a relatively safe neighborhood?

Maximum points: 5

Criterion 8: The extent to which the offered space is designed for efficient layout and good utilization of space and energy (i.e. house service units in proximity to interdependent units, Sustainable building Rating or Energy Rating).

Each question below will receive 3 points if the answer is “yes” or 0 points if the answer is “no”.

- A. Is the offered space in a square or rectangle and not a building that is shaped differently?
- B. Is the present configuration of the offered space in an open plan that requires a lower tenant improvement cost?

Maximum points: 6

Criterion 9: The contiguity of the offered space (providing the aggregate square footage in a single building on a single floor is preferred):

- A: Aggregate space in a single building, single floor on a first story. **10 pts**
- B: Aggregate space in a single building, on two or more floors or upper floor **5 pts**
- C: Aggregate space in two buildings, connected by sidewalks/overhangs, on a single floor **2 pts**
- D. Aggregate space in two buildings, connected by sidewalks/overhangs, on two or more floors **1 pt**
- E. Aggregate space in two buildings, not connected by sidewalks/overhangs or aggregate space in three or more buildings **0 pts**

Maximum points: 10

Criterion 10: Building BOMA Rating (At time of submittal):

Class A-	A Building = <u>4 pts</u>	
Class B-	B Building = <u>3 pts</u>	
Class C -	C Building = <u>2 pts</u>	
Class D	D Building = <u>0 pts</u>	Maximum points: <u>4</u>

3. Evaluation Methodology. The Department will appoint 3 or more persons to evaluate the Replies who collectively have experience and knowledge in the program areas and space requirements for the built-out office facilities and related infrastructure being sought by this solicitation. The Department reserves the right to change the evaluators in its sole discretion upon posting the change on the VBS Web Site.

The Department's evaluators will evaluate Criteria 3-10 of each Reply, total the scores of each criterion to calculate each **Offer's Total Score for Criteria 3-10**, and forward their evaluation sheets to the Department's Official Contact Person. The Department's Official Contact Person or his or her designee will calculate the scores for Criterion 1-2 and 3-10 of each Reply and total the scores of each criterion to calculate each **Offer's Total Score for Criteria 1-2, and 3-10**.

The Department's Official Contact Person will average the total of all evaluators' Total Scores for Criteria 1-11 for each Offeror, yielding that Offeror's **Average Score for Criteria 1-10**. The Department's Official Contact Person will add each Offeror's Average Score for Criteria 6-8 and each Offeror's Total Score for Criteria 1-10 yielding the **Offeror's Average Total Score**.

4. DEBRIEFING MEETING. Following completion of the independent evaluations of the replies, the Department's Official Contact Person or his or her designee will hold a debriefing meeting with the evaluation team. The purpose of the meeting is to ensure that all evaluators have generally used the same information from the Offerors' replies as the foundation for their scoring, and that there have been no misunderstandings regarding the meaning of any evaluation criteria. Once scores are given to the Department's Official Contact Person, they may not be altered in any way, except to reconcile mathematical errors

5. RANKING AND SHORT LISTING. The Department's Official Contact Person will rank the Replies from highest to lowest based on the Average Total Score of each Offeror. This ranking will serve as the recommended ranking of the Replies by the Department's evaluators. The Department's Official Contact Person will report the recommended ranking to the Department's Regional Director for the Department's Region in which the space being solicited by this ITN is located (**the "RD"**) or his/her designee, along with a recommended selection, based on the recommended ranking of the Replies, of the Offerors with which to commence negotiations. The Department's Official Contact Person will also provide the RD with a report on Replies deemed nonresponsive, which may include a recommendation that one or more otherwise responsive Replies be deemed ineligible for award due to the qualifications of the Offeror or the quality of the Reply.

The RD or his/her designee may accept the recommended ranking of the Replies by the Department's evaluators, in which case no scoring of the Replies by the RD or his/her designee will be required, or rescore and re-rank the Replies based upon the criteria set forth in **Section V.B.2**. The RD or his/her designee shall then select, based on the ranking of the Replies as recommended by the Department's evaluators or as re-ranked by the RD or his/her designee, one or more Offerors (**the short list**) with which to commence negotiations. The RD or his/her designee will also make a determination as to whether to deem one or more respondents ineligible for award due to the qualifications of the Offeror or the quality of the Reply. Upon the selection of the short list of Offerors with which to commence negotiations by the RD or his/her designee, the Department will post the ranking of the Replies and the short list on the VBS Web Site.

6. Negotiation Process for Final Selection The Department intends to initially negotiate with **all** of the highest-ranked Offers in accordance with the ranking and the short list approved by the RD or his/her designee. The focus of the negotiations will be on achieving the solution that provides the best value to the State. The negotiations may be conducted serially by order of ranking or concurrently with all short-listed Offerors. However, the Department reserves the right, after posting notice thereof, to expand the short list to include additional responsive Offerors for negotiation or change the method of negotiation [e.g., concurrent versus by order of ranking], if it determines that to do either would be in the best interest of the State.

The Department reserves the right to require shortlisted Offerors to submit a supplemental reply or other submission prior to conducting negotiations. Notice of such requirement will be posted on the VBS Web Site.

The negotiation process is intended to enable the Department to determine whether and with whom it will contract and to establish the principal terms and conditions of such contract. There will be additional negotiations to finalize all terms and conditions of the contract after a notice of selection is posted.

After the initial negotiation session with the selected short-listed Offeror(s), in its sole discretion the Department shall determine whether to hold additional negotiation sessions and with which Offeror(s) it will negotiate. The Department reserves the right at any time after the initial negotiating session to:

- a. Negotiate with all responsive and responsible Offerors, serially or concurrently, to determine the best-suited solution. The ranking of Replies indicates the perceived overall benefits of the proposed solution, but after the initial negotiating session with the short-listed Offeror(s) the Agency/Tenant Broker retains the discretion to negotiate with other qualified Offerors as deemed appropriate.
- b. Schedule additional negotiating sessions with any or all responsive Offerors;
- c. Require any or all responsive Offerors to provide additional or revised detailed written proposals addressing specified topics;
- d. Require any or all responsive Offerors to provide a written best and final offer;
- e. Require any or all responsive Offerors to address services, prices, or conditions offered by any other Offeror;
- f. Pursue a lease with one or more responsive Offerors for the space and infrastructure encompassed by this solicitation, any addenda thereto, and any request for additional or revised detailed written proposals or request for best and final offers;
- g. Select one or more Offerors for the space encompassed by this solicitation, any addenda thereto, and any request for additional or revised detailed written proposals or request for best and final offers;
- h. Pursue the division of leases between responsive Offerors by type of service, type of space or the cost thereof, size of space or the cost thereof, configuration of space or the cost thereof, or geographic area, or any of them;
- i. Contract for the lease of a portion of the space being solicited by this ITN with one Offeror and the balance of the space being solicited by this ITN with one or more other Offerors;
- j. Award Lease(s) for less than the entire space or less than all services or amenities encompassed by this solicitation, or both;
- k. Arrive at an agreement with any responsive Offeror, finalize principal lease terms with such Offeror and terminate negotiations with any or all other Offerors, regardless of the status of or scheduled negotiations with such other Offerors;
- l. Negotiate concurrently or separately with competing Offerors.
- m. Decline to conduct further negotiations with any Offeror;

- n. Reopen negotiations with any Offeror;
- o. Take any additional administrative steps deemed necessary in determining the final award, including additional fact-finding, evaluation, or negotiation where necessary and consistent with the terms of this solicitation;
- p. Review and rely on relevant information contained in the Replies received pursuant to this ITN;
- q. Review and rely on relevant portions of the evaluations conducted pursuant to this ITN; and
- r. After posting notice thereof, to withdraw or amend its Notice of Award and reopen discussions with any Offeror at any time prior to execution of a contract.

The Department also reserves the right to withdraw this ITN at any time, including after an award is made, when to do so would be in the best interest of the State of Florida, and by doing so assumes no liability to any Offeror.

The Department reserves all rights described elsewhere in this ITN. The Department has sole discretion in deciding whether and when to take any of the foregoing actions, the scope and manner of such actions, the responsive Offeror or Offerors affected and whether to provide concurrent public notice of such decision.

Negotiations between the Department and Offerors are exempted from the public meetings requirements of s. 286.001, F.S., and s. 24(b) of Article 1 of the State Constitution by s. 286.0113(2)(b)1, F.S. The initial organizational meeting of the negotiation team (if held) and the final meeting of the negotiation team to develop a recommendation for award are open to the public. Negotiation strategy meetings of the Department's negotiation team are exempted by s. 286.0113(2)(b)2, F.S. The Department will record all meetings of the Department's negotiation team.

Exempted negotiations and Offerors' presentations to the Department's negotiating team will be recorded. Any discussions between or among any members of the Department's negotiating team about this ITN, any Reply, or any offer will be recorded. Except for discussions and communications between the Department's lead negotiator and an Offeror's lead negotiator, all discussions or communications between the Department's negotiating team and an Offeror's negotiating team must include all members of both teams.

7. FINAL SELECTION AND NOTICE OF INTENT TO AWARD CONTRACT. The Department will select for award of the lease the responsive Offeror or Offerors as determined by the RD or his or her designee to provide the best leasing value to the State based on the criteria set forth in **Section V.B.2**.

The Department's negotiating team will develop a recommendation as to the award that will provide the best leasing value to the State based on the selection criteria specified in **Section V.B.2**. In so doing, the negotiation team is not required to score the Offerors, but will base its recommendation on the criteria specified in **Section V.B.2**. The recommended award of the negotiation team shall serve as a recommendation only.

8. DEPARTMENT LEADERSHIP APPROVAL. THE SECRETARY OR HER/HIS DESIGNEE WILL APPROVE AN AWARD THAT WILL PROVIDE THE BEST LEASING VALUE TO THE STATE, SECTION V.B.2, taking into consideration the recommended award by the negotiating team. In so doing, the RD or his/her designee is not required to score the Offerors, but will base his or her recommendation on the criteria set forth above. If the RD or his or her designee determines that two or more Replies most advantageous to the State are equal with respect to all relevant considerations, including price, quality, and service, the award will be made in accordance with Rule 60A-1.011, Florida Administrative Code and Section 295.187, Florida Statutes.

9. POSTING NOTICE OF AWARD. The Department will post a Notice of Intent to Award Lease, stating its intent to enter into one (1) or more leases with the Offeror or Offerors identified therein, on the VBS Web Site.

VI PROTEST PROCEDURES

Any person who is adversely affected by the decision or intended decision made by the Department pursuant to this solicitation shall be made in accordance with sections 120.57(3) and 255.25(3)(d), Florida Statutes, and Rule 28-110, Florida Administrative Code and shall file with the Department a notice of protest in writing within 72 hours (Saturdays, Sundays, and state holidays excluded) after the posting of the notice of decision, or intended decision. The formal written protest shall be filed within ten (10) days after the date the notice of protest is filed (Saturdays, Sundays, and state holidays included).

A. PROTESTS OF TERMS, CONDITIONS AND SPECIFICATIONS

With respect to a protest of the terms, conditions and specifications contained in this solicitation, including any provisions governing the methods for ranking replies, awarding contracts, or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours (Saturdays, Sundays, and state holidays excluded) after the posting of the solicitation. For purposes of this provision, the term “the solicitation” includes any addendum, response to written questions, clarification or other document concerning the terms, conditions, or specifications of the solicitation. The formal written protest shall be filed within ten (10) days after the date the notice of protest is filed (Saturdays, Sundays, and state holidays included).

B. BOND MUST ACCOMPANY PROTEST

When protesting a decision or intended decision pertaining to this solicitation (including a protest of the terms, conditions and specifications contained in the solicitation), the protestor must post with the Department at the time of the filing of the formal written protest a bond payable to the Department in an amount equal to one percent (1%) of the estimated total rental of the basic lease period or \$5,000, whichever is greater. The bond shall be conditioned upon the payment of all costs that may be adjudged against the protestor in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. **FAILURE TO FILE THE PROPER BOND AT THE TIME OF FILING THE FORMAL PROTEST WILL RESULT IN A REJECTION OF THE PROTEST.** In lieu of a bond the Department may accept a cashier’s check, official bank check, or money order in the amount of the bond.

C. FILING A PROTEST

A notice of protest, formal protest, and bond are “filed”, when received by the Department’s Official Contact Person listed in **Section II.D above**. Filing may be achieved by hand-delivery, courier, US Mail or facsimile transfer. Filing by email will not be accepted. All methods of delivery or transmittal to the Department’s Official Contact person shall remain the responsibility of the protestor and the risk of non-receipt or delayed receipt shall be upon the protestor. **FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN S. 120.57(3), F.S., OR FAILURE TO POST THE BOND**

OR OTHER SECURITY REQUIRED BY LAW WITHIN THE TIME ALLOWED FOR FILING A BOND SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, F.S.

VII. Mandatory Requirements

An Offeror must comply with all of the following Mandatory Requirements to be considered for evaluation and selection under this ITN. Please note that the items requested below must also conform to the specifications for Mandatory Requirements contained in Attachment J. A reply that fails to meet the Mandatory Requirements or the specifications for Mandatory Requirements will be deemed nonresponsive and will not be evaluated. Offerors should use the checklist set forth in **Attachment J** to confirm that all items, information, and documentation required by **Article III** and this **Article VII** are included in the Reply.

- A. Replies must be received at the specified place and by the specified date and time.
- B. All Offerors must comply with all requirements of and submit with the Reply all documentation required by **Article III, Section 2** regarding control of the Property.
- C. **Response to Article IV** – All Replies must include a response to all of the “Lease Terms and Conditions” in **Article IV**, clearly delineated and specific to **Article IV** questions, terms and requirements.
- D. **Attachment B** – All Offerors must submit with the Reply a map of the area around the proposed facility annotated with the location and boundaries of the proposed facility and the location of the Proposed Space in the facility.
- E. All Offerors must submit with the Reply a floor plan showing present, or if new construction is proposed the proposed, layout and configuration of the Proposed Space with dimensions. The final floor plan (if Offeror is selected for Award) will be as described in the specifications included herein, (**Attachment A**), or as otherwise negotiated with the Agency.
- F. All Offerors must submit with the Reply the square footage calculations in accordance with the requirements of this ITN.
- G. All Offerors must submit with the Reply a site layout with all parking spaces and utilization of spaces shown, with a minimum of 50 parking spaces available to the Department. An Offeror for Proposed Space in a multiple tenant facility must include the total number of parking spaces and parking commitment to other tenants.
- H. **Attachment D** – the Disclosure of Ownership form must be completed, executed on behalf of the Lessor, and submitted with the Reply.
- I. **Attachment F for Proposed Space Not in a facility to be newly constructed when actual utility bill data is available for the previous twelve (12) months** - The Offeror must submit with the Reply a DMS approved Energy Performance Analysis based on actual utility bill data for the previous twelve (12) months completed in accordance with the requirements of Attachment F and Rule 60D-4.007, F.A.C..
- J. **Attachment G** – Employment Eligibility Verification Offeror must be acknowledged and agreed in Attachment I.
- K. All Offerors proposing space in a building to be constructed must submit with the Reply a copy of the DMS approval of the architectural design and preliminary construction plans.
- L. **Attachment H** - the Tenant Broker Disclosure and Commissions Agreement must be completed, executed on behalf of the owner, and returned with the Reply.

Please initial Offeror acknowledgement on all pages of this submittal form: _____ ITN #590:3160

- M. Attachment I** – All Offerors must submit with the Reply properly completed copy of the Description of the Proposed Space and Certifications Regarding Public Entity Crimes and Lease Terms and Conditions with each page initialed on behalf of the Offeror, executed on behalf of the Offeror in both places where indicated, notarized and witnessed as specified therein. All certifications on page 2 must be checked “Yes”.
- N.** If the Proposed Space is occupied by a tenant at the time that the Reply is submitted the Offeror must submit with the Reply an acknowledgment by the tenant that the tenant will vacate the Proposed Space prior to the lease commencement date.
- O. Certification of multi-story building live load for Proposed Space in an Existing Building** - If the Proposed Space is in an existing building the Offeror must submit with the Reply a Certification of multi-story building live load by a structural engineer registered with the State of Florida.
- P.** Each Offeror must submit with the Reply Crime statistics from local Law Enforcement Agency for a one-mile radius around the proposed location, for all crimes in the last reported year.
- Q.** All Offerors must initial each page of a copy of this ITN and submit it with the Reply.

Note: Pursuant to s. 119.071(1)(b)2, F.S., Sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from the requirements of s. 119.07(1), F.S. and s. 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.

VIII. ITN Definitions

BOMA Building Classifications: As defined by the Building Owners and Managers Association

Class A: Building has excellent location and access to attract the highest quality tenants. Building must be of superior construction and finish, relatively new or competitive with new buildings, and providing professional onsite management.

Class B: Building with good location, management and construction land tenancy. Can compete at low end of Class A. Class B building finishes are fair to good for the area and systems are adequate.

Class C: Generally an older building with growing functional and/or economic obsolescence. Building competes for tenants requiring functional space at rents below the average of the area.

Class D: An older building in need of extensive renovation as a result of functional obsolescence or deterioration.

Boundary: The precise geographic area defined by lines, streets, or roads, denoting the area for the acceptable location of a site/facility. To be considered within the specified given boundaries, the site or facility must be located within or abuts the defined lines of demarcation. (**Attachment B**)

Business Day: Working days occurring Monday through Friday, except legal holidays observed by the State of Florida. The terms “working days” and “business days” may be used interchangeably.

Certificate of Occupancy: The certificate issued by the appropriate official from the jurisdiction or jurisdictions where the offered property or facility is located, which signifies that the building or structure has met all construction requirements of such jurisdiction, and that the structure or facility may be occupied by people.

Please initial Offeror acknowledgement on all pages of this submittal form: _____ ITN #590:3160

Certified Minority Business Enterprise (CMBE): A business which has been certified as a minority business, by the Office of Supplier Diversity, Department of Management Services.

Common Area: Any area of a building whose use is shared by other tenants. Examples include primary lobby, restrooms, primary (entrance) corridors, etc.

Covenants: Clauses in the lease or underlying deed, which define or limit the rights and obligations of the Lessor or the Lessee.

Date of Occupancy: The date following the issuance of any applicable certificate of occupancy when a building or facility has been inspected and is accepted by the Department.

Day: One calendar day.

Department: Refers to the State of Florida's Department of Children and Families, which is issuing this Invitation to Negotiate (ITN), or its successor in interest.

Disclosure Statement: A statement listing the names, addresses, occupations and percentage of ownership for any individual(s) who hold(s) 4% or more interest in the property or entity holding title to the property being leased to the State. ("Attachment D")

Energy Performance Index: A number describing the energy limits of a facility per square foot of floor area per year stated in BTU consumption per square foot per year. (Attachment F)

Energy Star: Is a joint program of the U.S. Environmental Protection Department and the U.S. Department of Energy helping us all save money and protect the environment through energy efficient products and practices.

Exclusive Parking Spaces: Parking designated and identified by the Offeror for the sole and exclusive use of the Lessee 24 hours per day, 7 days per week, without interference from or concurrent use by others. By offering parking spaces, the Offeror agrees to take whatever steps are necessary to assure that the Department enjoys exclusive use of those spaces as described here unless agreed otherwise in writing.

Existing Building/Facility: To be considered existing, the Proposed Space shall be enclosed with a roof system and exterior walls in place.

Foot-candle: The illumination of a surface one foot distance from a source of one candle, equal to one lumen per square foot. For purposes of this ITN, foot-candles shall be measured using a General Electric Type 214 Light Meter or its equal to be supplied by the Offeror.

Full Service Lease: Services to be provided by the Offeror, include all utilities, water, interior and exterior maintenance, recycling services, garbage disposal, janitorial services and supplies as specified in (Attachment C). Taxes and insurance shall be the responsibility of the Offeror. The Offeror shall be responsible for all build-outs and clean ups. Offeror shall deliver the completed space as specified by the within the proposal submittal form.

Infrastructure – Monthly reoccurring costs associated with separate facilities, to include but not limited to T1 wiring, 3 meg wiring and 6 meg wiring.

Invitation to Negotiate: The ITN consists of the package of documents by which the Department seeks to lease real property to meets its needs.

Lease: The Department of Management Services Lease contract entered into by a Department and the successful Offeror to this ITN. The lease shall incorporate, among other provisions, the contents of this ITN and the successful Offeror's response to this ITN, except as specifically provided to the contrary in the lease document and which gives the Department a current possessor interest in the building or facility. The terms "lease" and "contract" may be used interchangeably.

Lessee: A person who acquires the right to possession and use of premises under a lease.

Please initial Offeror acknowledgement on all pages of this submittal form: _____ ITN #590:3160

Lessor: A person who transfers the right to possession and use of premises under a lease.

Market Rate: Average rate of similar properties and services associated with those properties in a defined geographic region as defined by the engaged tenant broker's Independent Market Analysis.

Offeree: The Department who will acquire the right to possession and use of premises under a lease.

Offeror: Any firm or person, who submits written Replies for consideration, which will eventually transfer the right to possession and use of premises under a lease.

Owner of Record: Individual(s) or Entity listed as owner on recorded deed. Recorded Deed shall show Clerk of the Courts Book and Page Numbers.

Proposal: All materials submitted by an Offeror in response to this ITN.

Public Entity Crime: As defined in Section 287.133, Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including but not limited to, any Replies or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation. (**Attachment C, Addendum E**)

Prospective Offeror: Any firm or person who submits a Reply to the Department in response to this ITN.

Renewal Rent - The total rent over the renewal options of the lease.

Rent - The total rent over the base term of the lease.

Responsive Proposal: A proposal, which conforms in all material respects to this ITN.

Standard Lease Agreement: Lease Form Number 4054 on which leases for real property are written.

State: The State of Florida and its departments, boards and commissions, officers and employees.

Subcontractor: Any person other than an employee of the Offeror who performs any of the services listed in this ITN for compensation.

"Test-Fit": A test fit is the first attempt to show the proposed office space criteria on paper in the form of a preliminary space plan. The test fit determines if you can "fit" into a specific space or how much space you will actually need to build out the space.

Engaged Tenant Broker: Contractor hired pursuant to Section 255.25 (3)(g),F.S., by the Department to work on its behalf to locate, negotiate and consummate a lease for requested space

UPS: Un-interruptible power supply.

Throughout this ITN, the singular may be read as plural and the plural as singular. Gender is intended to be neutral.

X. ATTACHMENTS

This ITN contains numerous Attachments each of which is an integral part of this ITN. The Attachments include the following:

Attachment A Agency Specifications – provided as a construction cost guide for Offerors.

Attachment B Boundaries – details the boundaries within which all Proposed Space must be.

Attachment C Lease Agreement – This State Form Lease is provided to give the Offeror a general understanding of some of the terms and conditions required by the State should a lease be

Please initial Offeror acknowledgement on all pages of this submittal form: _____ ITN #590:3160

consummated. This is only a basic standard lease form. Other terms and conditions may be required by the State in order for a lease to be consummated.

Attachment D Disclosure of Ownership – Each Offeror must complete and return this form with the Reply.

Attachment E State Fire Marshal – This attachment provides general directives with regard to the Offeror’s compliance with the requirements of the State Fire Marshal.

Attachment F Energy Performance Analysis – This Attachment provides a description of the State’s energy requirements for the Proposed Space.

Attachment G Employee Eligibility Verification – This Attachment requires each offeror to enroll and participate in the Employment Eligibility Verification Program (“E-Verify”) administered by the U. S. Department of Homeland Security (“DHS”)

Attachment H Agency Disclosure and Commissions Agreement – This attachment provides an Agency Disclosure and Commissions Agreement relating to The Tenant Broker as agent for the State. Each Offeror must execute and return a copy of this Agreement with the Reply.

Attachment I Description of the Proposed Space and Certifications Regarding Public Entity Crimes and Lease Terms and Conditions

Attachment J Documentation Checklist.

Each Offeror should read and understand each Attachment in its entirety prior to completion of the Reply. Additionally, should an Offeror’s Proposed Space be selected, the Offeror will, to the extent applicable, be required to adhere to the terms and conditions contained in all Attachments and/or shall be required to complete/provide the information required in any such Attachment. Indicate your review and understanding of the Attachments below.

Offeror acknowledges that he/she has reviewed and understands each of the Attachments to this ITN and the directives contained in this Article IV, Section L (use an X to mark one of the following) and agrees to comply:

YES _____ or NO _____

THIS SPACE INTENTIONALLY LEFT BLANK

Attachment A

The successful Offeror shall furnish all services. Services provided by the Offeror shall include all necessary build-out and clean up. The Offeror shall provide the Department with clean, ready to operate space. Services shall also include payment of utilities, trash removal, storm water fees, recycling service, interior, common area and exterior maintenance, janitorial services, monthly pest control, telephone purchase and installation and other services as required.

Space to be designed to accommodate the approximate size and number of offices/rooms listed below. The proposer shall provide a scale drawing of the proposed.

SPACE REQUIREMENTS:

Number and approximate size of offices and rooms for internal space requirements

Number	Type	Size Each	Net Sq/Ft	Special Requirements
7	Type C- Manager Office	100	700	Floor to Ceiling
4	*Type D-Professional Office	80	320	Modular
18	*Type E-Workstation	60	1080	Modular
1	Reception Room	150	150	Floor to Ceiling
1	Interview Room	100	100	Floor to Ceiling
1	Lactation Room	80	80	Floor to Ceiling
1	LAN Room	75	75	A/C 24/7
2	Storage Room	75	150	Floor to Ceiling
1	Pantry	200	200	Floor to Ceiling
1	Mail Room	75	75	
1	Conference Room	250	250	Floor to Ceiling
1	Conference Rooms	100	100	Floor to Ceiling
2	Open Team Work Area	50	100	
30	Open Files	9	270	
2	Records Storage	100	200	Floor to Ceiling
1	Supply/Warehouse (Client Supplies)	100	100	Floor to Ceiling
1	Training Center	650	650	Floor to Ceiling
1	Training Storage	50	50	Floor to Ceiling
1	IT Storage/Receiving/Workroom	75	75	Floor to Ceiling
1	API Storage	75	75	Floor to Ceiling
	Circulation Space		1,595	
Net Usable			6,395	

***- All quotes must include modular systems however the size of the cubicle will be negotiated.**

Please initial Offeror acknowledgement on all pages of this submittal form: _____ ITN #590:3160

**** - NOTE: Restrooms, mechanical rooms, janitorial closets, stairwells, etc., are NOT to be included in calculating net rentable square footage proposed.**

*****-Special Requirements: Independent/Dedicated AC unit 24/7. Approximately 7000 to 9000 BTU for 10 x 10 room. If room is smaller, then 3000 to 5000 BTU.**

Rest Rooms: Total of 3 Must meet the requirements of the Americans with Disabilities Act of 1990 and the requirements of the Accessibility by Handicapped Persons, Section 553.504 (12 – 13), Florida Statutes. Toilets must be Commercial grade, high efficiency, comfort height, tankless toilets.

MEN’S WOMEN’S UNISEX

Public 1 Staff 2

Provide electric hand dryers in public restrooms and hand towel dispensers in employee and public restroom. All toilets shall be commercial grade power flush. Ceramic Tile shall be installed on both floor and walls, in all employee and public restrooms. Both public and employee restrooms must meet the requirements of the accessibility Requirements Manual published by the Department of Community Affairs and the Americans with Disabilities Act of 1990.

Refrigerated Drinking Fountains: Provide at least 1 per floor immediately adjacent to staff restroom.

Note: Must meet the requirement of ADA/ANSI Standard A117.11980, Specifications for Making Buildings and Facilities Accessible to and Usable by Physically Handicapped People. (Your local building official should have a copy.)

Lighting –Existing: All leased space to be provided with fluorescent lights to provide a minimum lighting level of:

- 10 foot-candles - halls and corridors, etc.
- 30 foot-candles - other public areas
- 50 foot-candles- offices, classrooms, conference rooms, etc.
- 50 foot-candles- computer rooms (Measured with a General Electric type 214 Light Meter)

Interior lighting must include emergency lighting for security and safety. All emergency lights shall have battery packs and be tested monthly.

Electrical Requirements: Proposer shall provide: three (3) duplex receptacles per office, maximum three (3) offices per circuit; three (3) dedicated circuits for each breakroom; class “B” surge protection on all 120/208 circuit break panels; Dedicated circuits as required for printers, copiers, etc. ground resistance test to assure less than 5 ohm better; housekeeping circuits separate from office circuitry; building must comply with National Electric Code latest edition at the time of occupancy; 20-amp circuit required for every six (6) workstations or computer stations.

Telephone and Computer Requirements: The building owner shall provide the required facilities and labor to install communications for voice and data. All voice and data drops, also referred to as “station wires” will require termination to a patch panel utilizing modular inserts in the LAN/Telecommunication Room. Telephone and data drops to be indicated on floor plans when available.

Voice and Data Drop (wiring) Installations

Additional line installations not specified in this section shall be indicated on blueprint as to their termination points. These lines will be installed technically equivalent to those installed in the permanent

Please initial Offeror acknowledgement on all pages of this submittal form: _____ ITN #590:3160

and modular office locations and will require a Dual Modular Wall Jack Note: In some cases, may require only a Single Modular Wall Jack.

All voice and data drops will be rated Category 6 or Higher and will follow the ANSI/EIA/TIA 568-B Telecommunications Cabling standards. Each station wire will be terminated at each end to an RJ45 modular insert or plug.

The installation shall include one or more Category 6 or Higher rated data cable to each permanent office and/or modular office location. All CAT 6 or Higher data cables will terminate in each permanent and modular office on a dual or single modular face plate (where applicable and needed). Label the wall plate using a proper naming scheme. All data drops, or station wires shall be terminated in a modular jack assembly using the ANSI/EIA/TIA 568-B configuration. All data drops, or station wires shall be certified, tested and clearly labeled at both ends with the station number.

Additional station wire/data drop locations not specified in this section shall be indicated on blueprint as to their termination points. These station wires/data drops shall be installed equivalent to those in the permanent and modular office locations. These station wires shall meet the same requirements as stated.

Station wires/Data Drops shall be "home runs" from the wall jack location to the telecommunications network/server room. There shall be two (2) feet of slack in the cable at the office end. Slack cable shall be pulled and suspended into the ceiling when installing the wall jack assembly.

All data station wires will be terminated following the ANSI/EIA/TIA standard 568B configuration on a 48-port RJ45 modular patch panel with Category 6 rated inserts, which will be rack mounted. A minimum of One Patch Panel Rack and One Equipment Rack to be provided by Awarded Bidder, (Rack Specifications: 42U 19" rack frame 7' height, 4-post open rack(s) in the building network/server room. All Racks to include both Horizontal and Vertical wire management to be provided by Awarded Bidder. Please Note mandatory requirement: 5' and 3' RJ45 Category 6 patch panel cables and 14' Category 6 patch cables for offices and open areas to be provided by the Awarded Bidder at each termination point to allow for connection to agency computer and network/server equipment.

Analog voice lines are required for this site. If the main telecommunication is not co-located in the server room, then provide a 25-pair copper cable (protected) and terminate between one 66 punch style block in the main telecommunication closet and one 66 punch style block in the server room. Mount the 66 punch style blocks on backboards located in the building's telecommunications equipment room and server room. The Department will provide phone system and phones.

All voice terminations shall be in accordance with standard telephone practices for color-coding. The arrangement of station connecting blocks and cables will be in a manner that reflects good workmanship and practices. All station wires shall be certified, tested and clearly labeled at both ends with the station number. All station wires shall be placed in ceiling using wire management system components to ensure that all wire runs are grouped and suspended throughout their destination, and shall meet all local permitting authority requirements for low voltage wiring, including permitting and installation by a licensed contractor to perform such services in the service area.

Cable installed in ceiling spaces shall be UL listed as to type CMP or UL classified as to having adequate fire-resistance and low-smoke producing characteristics per NEC Article 800-3(B)(2). Any cable run which enters masonry and/or masonry walls shall be in 1/2-inch conduit Any cable run penetrating a fire wall shall be in conduit and packed with fire stop caulking, according to local fire codes. All conduit

Please initial Offeror acknowledgement on all pages of this submittal form: _____ ITN #590:3160

ends shall have plastic end caps to guard against sharp edges. All cable runs shall be continuous. No splices of cable shall be allowed.

Telecommunication/Server Equipment Room

There shall be tile floor communication room designated for both voice and/or data communications. The telephone Company entrance cable shall be terminated in the communications room and extended to a 66-style punch block.

As noted in the Voice and data drop installation section, If the main telecommunication is not co-located in the server room then provide a 25-pair copper cable (protected) and terminate between one 66-style punch block in the main telecommunication closet and one 66-style punch block in the server room. Mount 66-style punch blocks on backboards located in the building's telecommunications equipment room and server room.

One #6 AWG ground wire solid copper insulated and bonded to the building ground electrode or ground window has to be provided in the communications room and/or server room.

Provide two (2) dedicated quadruplet receptacles 120-volt 20 amp on each wall of this room.

All the electric circuits in this room should have isolated ground, orange outlets.

A minimum light intensity level of 70-foot candles is requested for this room.

In addition, one dedicated quadruple 120 volts 20-amp receptacle shall be mounted on both data equipment and patch panel rack.

The Telecom/Server will require a 36" door with one of the two door locking mechanism and shall only be accessible from the leased area:

- 1.) A separate mechanical locking Keypad
- 2.) If the building has a security system utilizing security fob readers, then one security fob reader will be installed.

The communications room shall be served by a dedicated wall mounted HVAC system, to be dust free and shall be in a location where electromagnetic interference is minimal to ensure a controlled environment.

For data equipment the maximum projected heat dissipation is 1500 BTU/hr. Therefore, A Dedicated HVAC system rated between 7000 to 9000 BTU is required to handle dissipation.

In the telecom/server communications room there shall be a plywood backboard, 4 x 8 feet by 3/4 inches mounted on the longest unobstructed wall 36" above floor level. The plywood shall be affixed in such a manner that it will support the weight of the cable, terminals and other equipment that will be attached to it. The plywood backboard shall be treated with fire retardant material.

Awarded Bidder shall provide one 19" x 7" two post rack for the patch panels and one 45U (7ft.) four post rack for server and telecommunication equipment plus two (2) equipment shelves. All racks will require horizontal and vertical wire management. All racks shall be bolted to the floor after the equipment is installed in the building telecom/server room.

Note: Locations offering multiple floors or in multiple buildings, one or more additional equipment rooms may be required although the size of the room shall be 10'x 12'. Where multiple communications

Please initial Offeror acknowledgement on all pages of this submittal form: _____ ITN #590:3160

rooms are more than 300 feet apart the Landlord shall provide multi-mode fiber optic (62.5/125) cable from the Main Distribution Frame to each Intermediate Distribution Frame. All fiber to be either Seicor or Lucent Technology, or equivalent with ceramic SFP connectors. Fiber shall be no less than 6 strand fiber. It will be the responsibility of the Landlord to provide cable risers to the multiple floor area locations for both telephone and computer lines.

Training Room Electrical and Data Wiring Requirements:

The Proposer will be required to install all electrical and data drops to the training room as proposed in the Blueprint. This will include but not limited to installing all necessary wiring. One wall of the training room will have four rows of computer workstations that will require a dedicated 20-amp electrical circuit for each row terminated on a NEMA 5-20R dual receptacle outlet. For each row we will need six Category 6 data drops terminated near each electrical outlet. These 6 data drops per each row will be terminated with modular inserts and labeled accordingly. The other three walls of the training room will require two dual receptacle outlets on each wall with one corresponding Category 6 RJ45 modular data drop next to each electrical outlet. We also require one RJ45 modular Data Drop mounted just below the ceiling tile for use of one Wireless Access Point supplied by DCF.

The Proposer will provide and install a ceiling mount stand for a Projector and provide one ceiling mounted electrical outlet and ceiling mounted Category 6 RJ45 modular Data Drop.

Janitorial Services: The successful proposer agrees to furnish janitorial and cleaning services as part of this lease agreement. This includes furnishing all cleaning/maintenance equipment and cleaning supplies as required, including but not limited to drinking cups at water fountains, bathroom tissues, paper towels, trash receptacle liners, sanitary napkin disposal bags, toilet seat covers, liquid soap and doormats (weekly service is required) at entrances and exits. All supplies are to be of good quality suitable for lessee's needs.

Window Covering –Existing: Exterior windows shall have Solar shades to facilitate sunlight and energy control.

Floor Coverings: New carpet squares (24"x24") will be installed prior to acceptance of the building. All individual office spaces and conference rooms shall have at least 26 face weight loop commercial grade anti-soil carpeting to benefit acoustics, comfort and minimum maintenance in cleaning. **Lounge/Break Room areas, reception areas, entrance, exits shall have vinyl flooring strips (look like wood planks), and restrooms will be ceramic tiled.** Carpeting shall have UM-44D, ASTM D 3674-81/UM-44D, fire and 3.5 kilovolts electrostatic conductivity rating. All vinyl and carpeting shall be a color and by a manufacturer acceptable to the department, which will choose from an assortment of at least three samples provided by the lessor. Carpeting shall be treated to reduce staining.

Weekly floor mat service is required; mats are to be placed at all entrances and exits.

Maintenance and Repair: On or about every annual anniversary of the date of occupancy, a maintenance inspection will be conducted by the facilities services manager and the lessor or his representative to review the condition of the building interior, exterior and site. Any discrepancies will be noted and a date of correction completion established. During the term of the lease, if maintenance and repair items appear that are emergencies or recurring problems that have not received attention within three working days, the lessee will have the right to complete the work, by a contractor of lessor's choice, and send the invoice to the lessor for payment. Non-responsiveness shall be deemed a breach of this lease. Failure by the lessor to correct or repair documented interior problems within 60 days after written

Please initial Offeror acknowledgement on all pages of this submittal form: _____ ITN #590:3160

notification by the lessee shall result in further legal action to obtain compliance. If the lessee is successful in court, the lessor agrees to pay any and all attorney's fees of the lessee, as well as impact costs due to decreased productivity.

Interior identification:

Lessor will provide interior main directory showing location of all programs, conference rooms, etc. Provide directory signs on each floor and in entrance suites showing programs and/or room use. Provide directional signs as required. Other ADA compliance, raised letter signs with Braille shall be provided to identify all restrooms (handicap symbol on restrooms for person with disabilities), conference rooms, mechanical equipment, and other special use rooms. All rooms and/or offices are to be numbered consecutively.

Exterior identification:

The department shall have the option to require department signage on the building exterior to be provided by the lessor either at the top of the building or at the entrance. Lessor is to provide vinyl lettering on all entrance doors to designate program(s).

Note: All signs must meet requirements of DCA/ADA Accessibility Requirements Manual, and are to be maintained by lessor.

Security Requirements

DCF NWR Region utilizes an Electronic Sonitrol System called Emerge 5000. All doors requiring electronic keypad or keyfob will be a part of the NWR Emerge 5000 Security system.

- All outside doors shall be equipped with dead bolt or dead-latch locks and panic hardware.
- All interior office doors shall have key lockable locksets, turn-latch or push button on backside, master keyed. Specific locations of these locks will be assigned by DCF Program Administrator upon space-planning. If there are no common area restrooms in the building, all restrooms must also have lockable locksets.
- All opening outside windows shall have interior locks.
- Night illumination is required at all outside doors and all parking areas (minimum of 2 foot-candles) from dusk until dawn weekdays and weekends.
- Provide keys to all locksets in accordance with a master keying system acceptable to the department. Provide 4 master entrance keys.
- Doors leading from the reception area into the office area must be secured and equipped with both keycard access and a buzzer-like entry system with a video camera for client lobby with the ability to pull up real time on cell phone to see who is requesting entry to be controlled by the reception staff.
- LAN room to be locked with an Electronic Keypad.

Heating, Ventilation and Air Conditioning:

Provide sufficient climate control units with adequate ductwork, registers and grills sufficient to uniformly cool and heat the entire leased area. Unit(s) shall be equipped with **remote sensors and with digital type**

Please initial Offeror acknowledgement on all pages of this submittal form: _____ ITN #590:3160

thermostat controls in a (lockable room, NA) with color coded by zone mechanical plan placed on wall and laminated (This can be in the data/ phone room). Temperatures will be maintained to achieve an average zone temperature of 75 degrees Fahrenheit. Control thermostats will be located in areas to achieve proper zone temperature.

LAN room for data/phone must be cooled to 70 degrees Fahrenheit at all times (requires a dedicated and separate AC unit to maintain 70 degrees Fahrenheit).

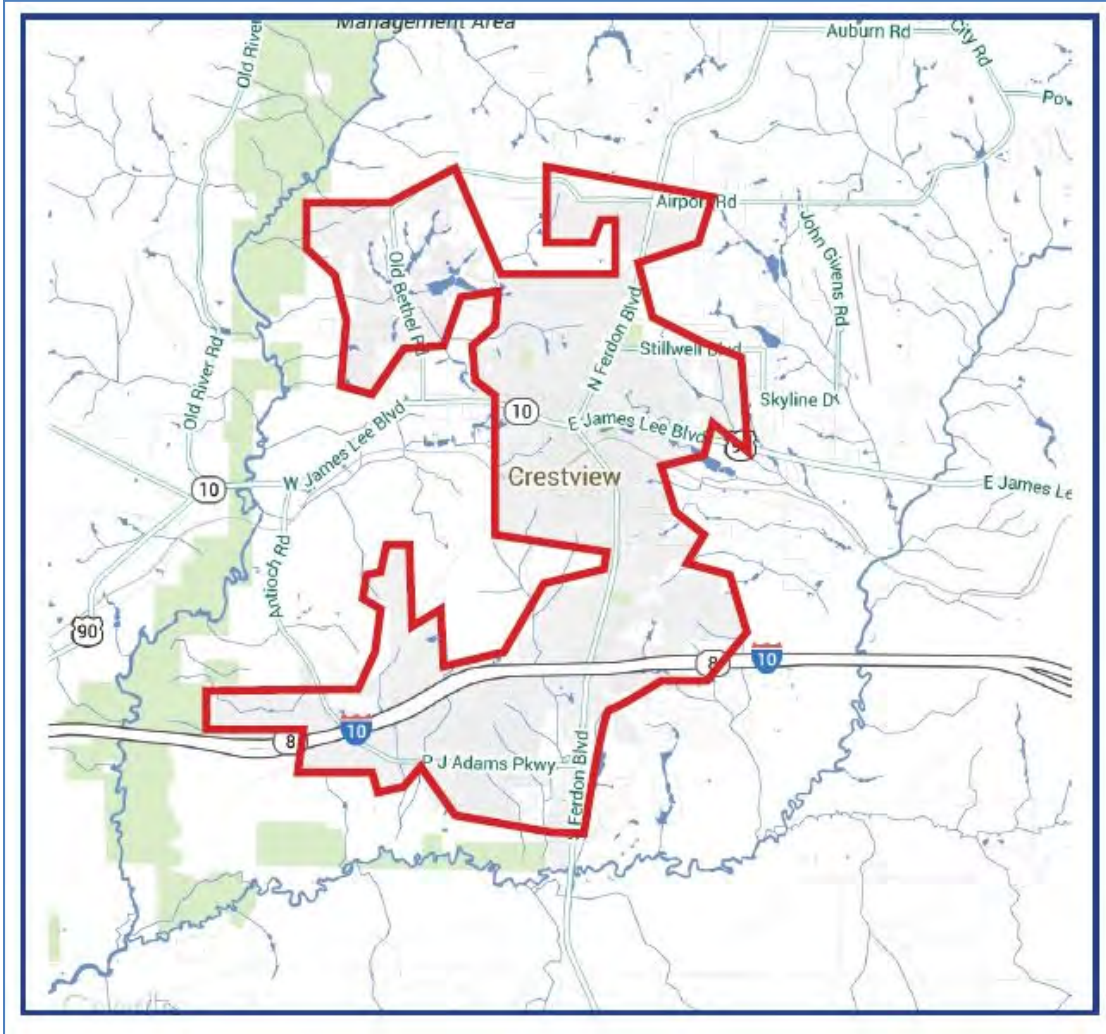
Occupancy: The date of lease payment commencement will be determined by the date a Certificate of Occupancy is issued and final acceptance by the State Fire Marshal. In addition, the following criteria have been met:

- All installations are operational and complete;
- A letter of acceptance has been signed by the Issuing Officer.
- **Fire Prevention:** Lessor shall conform to all requirements of the State Fire Marshal and shall obtain pre-occupancy inspection and annual inspections by the State Fire Marshal as required by 633.085, Florida Statutes.

THIS SPACE INTENTIONALLY LEFT BLANK

ATTACHMENT B

WITHIN THE CRESTVIEW, FLORIDA CITY LIMITS



ATTACHMENT C
SAMPLE LEASE AGREEMENT

Lease Number: _____

Lease Commencement: _____

Preamble

THIS LEASE AGREEMENT is entered into this _____ day of _____, 20____ by and between those Parties listed below.

Parties

Lessee: Florida Department of Children and Families

Agency Name

Address: 2383 Phillips Rd, Suite 114

Street

Tallahassee

City

FL

State

32399

Zip Code

Lessor: _____

Lessor Name

Address: _____

Street

City

State

Zip Code

FEID: _____

OR

Social Security Number: _____

1. Description

A. In consideration for the covenants and agreements made here, Lessor agrees to lease to Lessee those Premises (hereinafter the "Premises") described as:

Description:

Building: _____

Building Name

County: _____

Address: _____

Street

City

State

Zip Code

consisting of an aggregate area of _____ square feet of net rentable space measured in accordance with the Department of Management Services' Standard Method of Space Measurement. This space comprises approximately _____% of the _____ net square feet in the building.

B. Lessor shall also provide _____ exclusive parking spaces and _____ nonexclusive parking spaces as part of this Lease Agreement.

2. Term & Renewals

A. The Lease shall begin on: April Month 1, Day 2020 Year

and end at the close of business on March Month 31, Day 2025 Year

for a term of 60 months.

B. Lessee, however, is hereby granted the option to renew this Lease for an additional 10/1-year terms upon the same terms and conditions as specified in Article 4. B. of this Lease. If Lessee desires to renew this Lease under the provisions of this Article, it shall give Lessor written notice thereof not more than six months nor less than three months prior to the expiration of the term provided in this Article or any applicable renewal period.

3. Notices, Rental Invoices & Rental Payments

A. All Notices to be served upon Lessee shall be sent by receipted mail to:

Lessee: Florida Department of Children and Families Agency Name
 Address: 2383 Phillips Rd, Suite 114 Street Tallahassee City FL State 32399 (Zip Code)

B. All Notices to be served upon Lessor shall be sent by receipted mail to:

Lessor: _____ Lessor Name
 Address: _____ Street _____ City _____ State _____ Zip _____

C. Rental invoices shall be submitted monthly to Lessee at:

Lessee: Florida Department of Children and Families Lessor Name
 Address: 2383 Phillips Rd, Suite 114 Street Tallahassee City FL State 32399 Zip

D. Rental Payments shall be paid to Lessor at:

Lessor: _____ Lessor Name
 Address: _____ Street _____ City _____ State _____ Zip _____

4. Rent

The rent shall be payable the month following the month of occupancy in accordance with subsection 215.422, Florida Statutes. The rent for any fractional part of the first month shall be prorated.

A. Base Term

Lessee agrees to pay Lessor rent according to the following schedule:

Start (MM/DD/YYYY)	Term		Floor of Building	Square Footage Per Floor	Rate Per Square Foot	Monthly Rent	Annual Rent
	-	End (MM/DD/YYYY)					
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						

B. Option Term

For the renewal options as specified in Article 2, the rental rate shall be:

Start (MM/DD/YYYY)	Term		Floor of Building	Square Footage Per Floor	Rate Per Square Foot	Monthly Rent	Annual F
	-	End (MM/DD/YYYY)					
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						

5. Utilities

- A. The Lessor , Lessee , see Addendum _____ will promptly pay all billed utilities including gas, water, sewer, solid waste, storm water, and other power and electric light rates or charges which may become payable during the term of this Lease .
- B. For the facilities in which the Lessee occupies a metered, aggregate area of 2,000 net square feet or more, Lessor agrees to provide Lessee timely and accurate data on Lessee's monthly consumption or use of electricity, natural gas, LP gas and/or fuel oil, as appropriate, pursuant to Section 255.257, Florida Statutes.

6. Facility Services

- A. The Lessor or Lessee will furnish daily janitorial services and required janitorial supplies. Janitorial services will include provision of recycling trash disposal for the Premises at the expense of the Lessor or Lessee .
- B. Lessor shall provide for interior and exterior maintenance and repairs in accordance with generally accepted good practices. This includes repainting, replacement of worn or damaged floor covering and repairs or replacement of interior equipment as needed due to normal use. Lessor shall maintain the exterior of the leased facility so to conform to all applicable health and safety laws, ordinances and codes, which are presently in effect or may be enacted during the term of this Lease and any renewal periods.
- C. The Lessor or Lessee agrees to furnish pest control services for the leased Premises during the term of the Lease at the expense of the Lessor or Lessee .
- D. Lessor agrees to install light fixtures for use by Lessee. The Lessor or Lessee shall be responsible for replacement of all bulbs, lamps, tubes, and starters used in such fixtures.
- E. All services required above shall be provided during Lessee's normal working hours, which are deemed 7:30 a.m. to 5:30 p.m., Monday through Friday excluding state holidays, unless otherwise stipulated below:

Day	From	To
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

F. During the term of this Lease, Lessee shall maintain the interior of the Premises in as good a state of repair as it is at the time of the commencement of this Lease. Notwithstanding this obligation, reasonable wear and tear and unavoidable casualties are permissible.

7. Accessibility and Alterations

- A. Lessor agrees that the leased Premises meets, at the time of occupancy, or will conform, or will be brought into conformance within 180 days of lease execution, the requirements of the 2012 Florida Accessibility Code for Building Construction (“FACBC”), Americans With Disabilities Accessibility Implementation Act, and Sections 553.501 - 553.514, Florida Statutes. The Code of Federal Regulations, Department of Justice, Title 28, Part 25 and Part 36, and the Department of Transportation Title 49, Part 37 and the requirements of Florida Building codes have all been incorporated within the FACBC.
- B. The Florida Building Code includes and requires the following subparts, which are applicable to occupied or public use leases:

Chapter 1, Section 101.1: All new and altered public buildings and facilities, private buildings and facilities, places of public accommodation and commercial facilities subject to this code shall comply with this code.

Chapter 1, Section 101.3: This code establishes standards for accessibility to places of public accommodation and commercial facilities by individuals with disabilities. This code shall also apply to state and local government (owned and leased) facilities pursuant to Section 553.503, Florida Statutes. It is to be applied during the design, construction and any alteration to such buildings and facilities as required by the code.

- C. Lessor agrees that Lessee shall have the right to make any minor alterations in and to the Premises during the term of this Lease upon first having obtained written consent of Lessor. Lessor shall not unreasonably withhold the consent to any such alterations.

8. Applicable Laws

Due to the size and/or configuration of the space leased, the following laws apply:

- A. Section 255.25(3) (e), Florida Statutes, relating to tenant improvement costs for which Lessor may be eligible for reimbursement. As applicable, Lessor and Lessee agree that the sum of _____ has been spent by the Lessor for improvements to the Premises and the Lessor does or does not intend to seek reimbursement for these improvements.
- B. Section 252.385(4) (b), Florida Statutes relating to the use of the Premises as a public hurricane evacuation shelter. As applicable, the facility in which the Premises exist may be required to serve as a public hurricane evacuation shelter at the request of local emergency management agencies. It is hereby agreed and understood that in the event the Premises is selected for use as an emergency shelter Lessor,

upon receiving notice from the Emergency Management Center, shall make the building available as a public hurricane evacuation shelter.

C. **Cooperation with the Inspector General**

Pursuant to section 20.055(5), Florida Statutes, contractor and any subcontractors understand and will comply with their duty to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing.

9. Heating and Air Conditioning

Lessor agrees to furnish to Lessee heating and air conditioning equipment and maintain same in satisfactory operating condition at all times for the Premises during the term of the Lease at the expense of Lessor. Lessor agrees that thermostats in the Premises will be set to maintain an average zone temperature of 75 degrees Fahrenheit during the heating and cooling seasons.

10. Compliance with Fire Safety Standards

- A. Lessor shall provide for fire protection during the term of this Lease in accordance with the fire safety standards of the State Fire Marshal. Lessor shall be responsible for maintenance and repair of all fire protection equipment necessary to conform to the requirements of the State Fire Marshal. Lessor agrees that the Premises shall be available for inspection by the State Fire Marshal, prior to occupancy by Lessee, and at any reasonable time thereafter.
- B. To assure Lessee of facility compliance with Florida's Fire Safety Standards, Lessor agrees to provide Lessee with written Fire Safety Inspection prior to the approval of this Lease. Fire Safety Inspection is to be conducted by State Fire Marshal or local fire officials.
- C. In the event that the entirety or majority of the Premises is destroyed by fire, lightning, storm or other casualty, Lessor may repair the damage to Premises at its own cost and expense. Rental payments shall cease until the completion of repairs. Lessor will immediately refund the pro rata part of any rentals paid in advance by Lessee prior to the destruction. Should the Premises be only partly destroyed, leaving the major part in usable condition, then the rental shall abate on the damaged portion until the Premises is restored by Lessor. Upon the completion of such repairs, the full rental shall commence and the Lease shall then continue the balance of the term.
- D. Lessor certifies that no asbestos was used in the construction of the demised Premises or that if asbestos was used, actions have been completed to correct the hazards caused by the use of asbestos.
- E. Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over a period of time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county health department. (Chapter 404.056(8), Florida Statutes. Lessor certifies that if any radon is present, it is at a measurement level less than 4 pCi/L.

11. Injury or Damage to Property

All property of any kind that may be on the Premises during the term of this Lease shall be at the sole risk of Lessee, and except for any negligence of Lessor, Lessor shall not be liable to Lessee for loss or damage to the property.

12. Expiration of Term

At the expiration of the term, Lessee will peaceably yield up to Lessor the Premises in good and tenantable repair. Lessor and Lessee agree that Lessee shall have the right to remove from the Premises all personal property of Lessee including all fixtures, machinery, equipment, appurtenances and appliances placed or installed on the Premises by Lessee provided that Lessee agrees to restore the Premises to as good a state of repair as found prior to the removal.

13. Right to Inspect

Lessor, at all reasonable times, may enter into and upon the Premises for the purpose of viewing the same and for the purpose of making any such repairs as Lessor is required to make under the terms of this Lease .

14. Taxes and Insurance

Lessor shall pay all real estate taxes and fire insurance premiums on the Premises. Lessor shall not be liable to carry fire insurance on the person or property of Lessee or any other person or property that may occupy the Premises now or later.

15. Subletting and Assignment

Lessee, upon obtaining written consent of Lessor, shall have the right to sublet all or any part of the Premises or to assign all or any part of the Premises. Lessor shall not capriciously withhold written consent.

16. Waiver of Defaults

No waiver by Lessee of any breach of this Lease by Lessor shall be construed as a waiver of any subsequent breach of any duty or covenant imposed by this Lease.

17. Rental Commencement

Notwithstanding the provisions of Article 2 "Term & Renewals" and Article 4 "Rent" of this Lease, term shall not commence until date of completion of the renovations of the demised premises to Lessee's satisfaction and the Premises is thereby made ready for occupancy by lessee. At the time of occupancy, the rent for any fractional part of the first month of occupancy shall be prorated.

18. Availability of Funds

Pursuant to Section 255.2502, Florida Statutes, Lessor acknowledges that the State of Florida's performance and obligation to pay under the Lease is contingent upon an annual appropriation by the Legislature.

19. Breach of Covenant

- A. If Lessee neglects or fails to perform or observe any covenant herein, and such default continues for a period of thirty (30) days after receipt of written notice thereof from Lessor, then Lessor may lawfully, immediately, or at any time thereafter, and without further notice or demand, enter into and upon the Premises, and repossess the same as of their former estate and expel Lessee and remove its effects forcefully, if necessary.
- B. This action by Lessor shall not be deemed as any manner of trespass and thereupon any remedy which might otherwise be used by Lessor for arrears of rent or for any breach of Lessee's covenants herein contained shall be terminated, without prejudice.

20. Not Consent to Sue

No provisions, terms, or conditions of this Lease shall be construed as consent of the State of Florida to be sued because of said leasehold.

21. Right to Terminate

Lessee shall have the right to terminate this Lease without penalty in the event a State-owned building becomes available to Lessee for occupancy, and upon the giving of six (6) months' advance written notice to Lessor by Certified Mail, Return Receipt Requested.

22. Public Entity Crime Statement

Section 287.133, Florida Statutes, places the following restrictions on the ability of persons convicted of public entity crimes to transact business with public entities, including the department:

A person, or affiliate, who has been placed on the convicted vendor list, following a conviction for a public entity crime, may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

23. Discrimination

Section 287.134 Florida Statutes, places the following restrictions on the ability of persons on the discriminatory vendor list to transact business with public entities, including the department:

An entity who has been placed on the discriminatory vendor list may not submit a bid or proposal to provide goods or services to a public entity, may not submit a bid or proposal with a public entity for the construction or repair of a public building or public work, may not submit bids or proposals on leases of real property to a public entity, may not perform work as a contractor, supplier subcontractor or consultant under contract with any public entity and may not transact business with any public entity.

24. Use of Premises

Lessee will not make or suffer any unlawful, improper, or offensive use of the Premises or any use or occupancy thereof contrary to the laws of the State of Florida or to such ordinances of the city or county in which the Premises are located, now or hereinafter made, as may be applicable to Lessee.

25. Failure to Comply

- A. In the event that Lessor fails to comply with any term or provision of this Lease after written notice, Lessee reserves the option to:
 - i. setoff and deduct from the rental amount due Lessor under this Lease such sums as Lessee determines are required to remedy the default of Lessor; and/or
 - ii. fulfill Lessor's obligations under the terms of this Lease; whereby Lessor shall reimburse Lessee on demand for any reasonable expenses which Lessee may incur in thus effecting compliance with Lessor's obligation under this Lease. Should Lessee elect this option, Lessee shall use its best efforts to mitigate damages caused thereby; and/or
 - iii. terminate this Lease and vacate the Premises, but without prejudice to any remedy which might otherwise be used by Lessee for any breach of Lessor's covenants contained herein; and/or
 - iv. bring suit for damages against Lessor for any expense (including reasonable attorney's fees) Lessee may incur by Lessor's failure to comply with any term or provision of the Lease. However, Lessee shall not bring suit for damages incurred due to a delay in the Commencement Date of this Lease if any such delay is caused solely by any delay, default, or omission of Lessee.
- B. Lessee is required to give Lessor written notice setting forth in reasonable detail the nature and extent of such failure and Lessor will be given thirty (30) days to cure such failure. If such failure cannot reasonably be completely cured within that thirty (30) day period, the length of such period shall be extended for the period reasonably required thereof, only if Lessor commences curing such failure within such thirty (30) day period and continues the curing thereof with reasonable diligence and continuity.
- C. Reasons for setoff of amounts due under this Lease shall include, but are not limited to, remedying heating and air conditioning equipment and roofing deficiencies.
- D. Each occasion of setoff of rental amounts due under this Lease shall be contingent upon the prior approval of Lessee's legal counsel.

26. Definition of Terms

- A. The terms "Lease," "Lease Agreement," or "Agreement" shall be inclusive of each other and shall also include any renewals, extensions, or modifications of this Lease.
- B. The terms "Lessor" and "Lessee" shall include the successors and assigns for the parties hereto.
- C. The singular shall include the plural and the plural shall include the singular whenever the context so requires or permits.

27. Additional Terms

- D. No additional covenants or conditions form a part of this Lease
- E. All additional covenants or conditions appear on attached Addendum(s):

_____, _____, _____, _____, _____, _____, _____, _____, _____, _____, _____, _____, _____

IN WITNESS WHEREOF, the Parties hereto have hereunto executed this instrument for the purpose herein expressed, this ____ day of _____, 20____.

ANY MODIFICATION OF A LEASE AGREEMENT SHALL NOT BECOME LEGALLY EFFECTIVE UNTIL APPROVED/ACCEPTED BY THE DEPARTMENT OF MANAGEMENT SERVICES.

ORIGINAL SIGNATURES REQUESTED ON ALL COPIES

As to Lessor – Lessor, or authorized representative and two witnesses, must sign, print name and enter date.

X	_____	_____	___ / ___ / ___
—	Lessor or Authorized Representative	Printed Name	Date
X	_____	_____	___ / ___ / ___
—	Witness #1	Printed Name	Date
X	_____	_____	___ / ___ / ___
—	Witness #2	Printed Name	Date

As to Lessee Agency – Agency Head (or authorized designee) and representative of Agency’s Office of General Counsel, must sign, print name and enter date.

X	_____	_____	___ / ___ / ___
—	Agency Head or Authorized Delegate	Printed Name	Date
X	_____	_____	___ / ___ / ___
—	Agency Office of General Counsel	Printed Name	Date

As to the Department of Management Services – Chief Real Property Administrator (or authorized designee) and Secretary (or authorized delegate) must sign, print name and enter date. When applicable, DMS Office of General Counsel, shall sign, print name and enter date.

X	_____	_____	___ / ___ / ___
—	Chief Real Property Administrator	Printed Name	Date
X	_____	_____	___ / ___ / ___
—	Secretary or Authorized Delegate	Printed Name	Date
X	_____	_____	___ / ___ / ___
—	Office of General Counsel	Printed Name	Date



STATE OF FLORIDA
DEPARTMENT OF MANAGEMENT SERVICES
JANITORIAL SERVICES

ADDENDUM: _____

LEASE NUMBER: _____

The lessor agrees to furnish janitorial and cleaning services as part of this lease agreement. This includes furnishing all cleaning/maintenance equipment and cleaning supplies as required, including but not limited to, drinking cups at water fountains, bathroom tissues, paper towels, trash receptacle liners, hand soap (preferably liquid) and doormats at entrances to the facility. All supplies are to be of good quality acceptable in the janitorial profession and of satisfactory quality suitable to the needs of personnel.

Cleaning of the facility shall be accomplished in accord with the following schedule:

FLOORS	
DAILY:	Carpeted areas – Vacuum. Non-carpeted areas – Dust mop. Remove gum and other materials. Spot damp mop to remove stains or spots.
WEEKLY:	Non-Carpeted areas – Damp mop and spray buff.
SEMI-ANNUALLY:	Machine clean carpets in hallways. Other areas to be cleaned if their condition so dictates.
	Strip, reseal and wax all normally waxed floors.
ANNUALLY:	Machine clean all carpets throughout the facility.
WALLS, CEILINGS, INTERIOR DOORS, LEDGES, ETC.	
WEEKLY:	Spot clean. Clean light switch plates and surrounding wall areas. Dust windowsills, ledges, fixtures, etc.
MONTHLY:	Dust or vacuum HVAC registers.
ANNUALLY:	Clean all light fixture diffuses and dust light bulbs.
WINDOWS AND GLASS	
DAILY:	Spot clean entrances and vicinity glass both in and outside. Spot clean directory and internal glass or windows.
SEMI-ANNUALLY:	Clean inside of external windows.
WATER FOUNTAINS	
DAILY:	Clean and sanitize. Replenish supply of disposable cups (if applicable).
FURNISHINGS	
AS NEEDED, BUT AT LEAST WEEKLY:	Dust tables, chairs, desks, credenzas, file cabinets, bookcases, etc. Do not disturb any papers lying on desks or cabinets Dust and clean all ornamental wall decorations, pictures, charts, chalkboards, etc. Dust draperies, venetian blinds, or curtains.
SEMI-ANNUALLY:	Vacuum all drapes, venetian blinds, or curtains.



STATE OF FLORIDA
DEPARTMENT OF MANAGEMENT SERVICES
JANITORIAL SERVICES

TRASH AND REFUSE	
DAILY:	Empty and clean all trash receptacles. Receptacle liners are to be used. Change as necessary. Remove all collected trash to external dumpsters or trash containers. In conference rooms, reception areas, etc., remove accumulated trash, i.e. paper cups, soda cans, etc.
CIGARETTE URNS AND ASHTRAYS	
DAILY:	Empty and clean all cigarette urns. Empty and damp wipe all ashtrays.
ELEVATORS – (If Applicable)	
DAILY:	If carpeted, vacuum. If not carpeted, dust mop, remove gum and other materials, spot damp mop to remove stains or spots. Clean hardware and control panels.
WEEKLY:	Vacuum door tracks. Damp mop floors and spray buff if not carpeted.
STAIRWELLS (If Applicable)	
DAILY:	Remove accumulated trash. Spot sweep as required.
WEEKLY:	Sweep. Dust mop to remove stains. Dust handrails, ledges, etc. Spot clean walls and doors.
RESTROOMS	
DAILY:	Maintain in a clean and sanitary condition: floors, walls, doors, stalls, partitions, shelves, sinks, commodes, urinals, bath facilities, soap and towel dispensers. Clean and polish mirrors. Empty and sanitize trash and sanitary napkin receptacles. Replenish supplies of tissue, towels, and soap. Check and replace, as necessary, deodorizer bars/room air freshener units.
MONTHLY:	Clean ceramic tile surfaces with a strong cleaner or bleach so that tile and grout have a uniform color.
LOUNGE AND KITCHEN AREAS (If Applicable)	
DAILY:	Clean and sanitize sinks and counter areas.
EXTERIOR	
DAILY:	Sweep outside area immediately adjacent to building entrances. Keep parking lot and surrounding grass areas free of trash.
WEEKLY:	Sweep all exterior access areas, i.e. sidewalks, porches, verandas, etc.
PEST CONTROL	
MONTHLY:	Interior and exterior as needed.



STATE OF FLORIDA
DEPARTMENT OF MANAGEMENT SERVICES
JANITORIAL SERVICES

MAINTENANCE SERVICES

In reference to Articles 6 and 9 of the Lease Agreement:

1. Filters for HVAC shall be changed every 90 days at a minimum and more often as conditions warrant.
2. All painted surfaces in the facility shall be freshly painted at the commencement of this lease, if needed, and at least once every three years thereafter during the lease term and any renewals thereof. Touch up painting to be done as needed.
3. Perform such other services as are necessary to keep the facility clean and in a sanitary condition.

In providing any or all of the before mentioned services:

1. Janitorial staff are to only use necessary lighting in the areas in which they are actually working and turn off unnecessary lighting. Air conditioning equipment is not to be turned on for the exclusive use of the janitorial staff.
2. Only actual employees of the janitorial contractor are to be admitted to the premises.
3. During after-hours cleaning, all outside doors are to be locked and janitorial staff are not to provide access into the facility to anyone.
4. Janitorial staff are to check exterior doors and windows to ensure the facility is secure at the time of leaving the facility.

(x) _____
 Lessee Signature

(x) _____
 Lessor Signature

 Name /Title

 Name /Title

 Date

 Date

(SEAL)



STATE OF FLORIDA
DEPARTMENT OF MANAGEMENT SERVICES
 Employment Eligibility Verification

ADDENDUM

LEASE NUMBER:

Pursuant to Executive Order #11-02 (as Superseded by 11-116), Lessor agrees that it will enroll and participate in the Employment Eligibility Verification Program ("E-Verify Program") administered by the U.S. Department of Homeland Security ("DHS"), under the terms provided in the "Memorandum of Understanding" with DHS governing the program, to verify the employment eligibility of all persons it employs under the lease term to perform duties in Florida. Lessor further agrees to provide to the Lessee, as part of the leasing documents, documentation of such enrollment in the form of a copy of the "Edit Company Profile" page in E-Verify, which contains proof of enrollment in the E-Verify Program. (This page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage.) Information regarding "E-Verify" is available at the following website: <http://www.uscis.gov/e-verify>.

Lessor further agrees that it will require each subcontractor that performs work under this lease to verify the employment eligibility of its employees hired during the term of this contract by enrolling and participating in the E-Verify Program within ninety days of the effective date of this lease or within ninety days of the effective date of the contract between the Lessor and the subcontractor, whichever is later. The Lessor shall obtain from the subcontractor(s) a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record(s) available to the Agency and other authorized state officials upon request.

Lessor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify Program, including participation by its subcontractors as provided above, and to make such records available to the Agency and other authorized state officials upon request.

Compliance with the terms of this Employment Eligibility Verification provision (including compliance with the terms of the "Memorandum of Understanding" with DHS) is hereby made an express condition of this lease.

Lessee

Lessor

(x)

Lessee Signature

(x)

Lessor Signature

Name/Title

Name/Title

Date

Date

FM 4054K1 (R01/12)



Attachment D
Disclosure of Ownership
STATE OF FLORIDA
Disclosure Statement
 Department of Management Services Form 4114

Lease Number: _____

Purpose

This form is used to collect the information required pursuant to subsections 255.249(4)(h), 255.249(4)(i) and 255.01, Florida Statutes.

1. Ownership – Indicate the type of ownership of the facility in which this lease exists.

- a. Publicly Owned Facility
- b. Privately Owned Facility Individually held Entity held (e.g., corporate, LLC, partnership, etc.)
- c. Name of titleholder: _____
 Titleholder FEIN or SSN: _____
 Name of facility: _____
 Facility street address: _____
 Facility city, state, zip code: _____

2. Disclosure Requirements

- a. Does a corporation registered with the Securities and Exchange Commission and/or registered pursuant to chapter 517, Florida Statutes, own the facility listed above? Yes No
If "Yes," please proceed to section 4.
- b. Does any party have a 4% or greater ownership interest in the facility or the entity holding title to the facility? Yes No
If "Yes," please proceed to 2.c.
- c. Does any public official, agent, or employee hold any ownership interest in the facility or the entity holding title to the facility? Yes No
If "Yes," please proceed to 2.d.
- d. Is the facility listed above financed with any type of local government obligations? Yes No
If "Yes," please stop and immediately contact your state leasing representative.

3. Ownership Disclosure List - (additional pages may be attached)

a. Name	Government Agency (if applicable)	Extent of Interest (Percent)
_____	_____	0.00%
_____	_____	0.00%
_____	_____	0.00%
_____	_____	0.00%
_____	_____	0.00%
_____	_____	0.00%
_____	_____	0.00%

b. The equity of all others holding interest in the above named facility totals: _____

4. Signatures

By signing this form, the undersigned acknowledges that the information provided is true and complete, to the best of their knowledge.

a. Publicly Owned Facilities

Signature: _____
Name: _____
Government Entity: _____
Date: _____

b. Private Individually-held Facilities

Signature: _____
Name: _____
Date: _____

Signature: _____
Name: _____
Date: _____

c. Entity-held Facilities

This is to certify, that the undersigned is authorized to conduct business as a representative of the entity listed in section 1.c. of this Disclosure Statement.

Signature: _____
Name: _____
Date: _____

Attachment E

State Fire Marshal

DIVISION OF STATE FIRE MARSHAL

Plans Review Fees, Procedures and Requirements

The plans for all construction of any new state owned or state lease building and renovation or alteration of any existing state owned or state leased building are subject to review and approval of the Division of State Fire Marshal for compliance with the Uniform Fire Safety Standards prior to commencement of construction or change of occupancy. The Division of State Fire Marshal may inspect state owned and state leased spaces as necessary prior to occupancy or during construction, renovation, or alteration to ascertain compliance with the uniform fire safety standards as per Florida Statutes 633.085 and 69A-52, Florida Administrative Code.

69A-3.009 (12) , FAC, defines a state owned building as:

(a) “State-owned building,” as used in Chapter 633, F.S., and any rule adopted by the State Fire Marshal, except as provided in paragraph (b) of this subsection, means any structure used or intended for supporting or sheltering any use or occupancy of which the state, any state agency or department, or the Trustees of the Internal Improvement Trust Fund is the record owner of the legal title to such structure.

(b) “State-owned building” does not mean or include a pole barn, a picnic shelter, a lift station, an animal pen, an animal feeder, a pump house, a one-family private residence, a two-family private residence, a forestry fire tower or other fire tower, a radio tower, a building no longer in use, an empty building, or a greenhouse.

DESIGN CRITERIA:

The Life Safety portion of the plans shall be designed in accordance with the National Fire Protection Association (NFPA) 101, Life Safety Code; NFPA 1, Fire Prevention Code; and adopted NFPA Standards. See Florida Administrative Code 69A-3.012 for the adopted edition of NFPA 101 & 1 and a list of adopted NFPA Standards.
(<https://www.flrules.org/>)

PLANS REVIEW FEES:

The fee for plans review is determined by multiplying the estimated construction/ renovation cost of the building, by the constant 0.0025. The minimum fee is \$100.00. This does not include the cost of the land, site improvements, civil work or furniture & equipment.

Example:

\$1,000,000.00 Construction Cost x .0025 = 2,500.00 Fee

METHOD OF PAYMENT

After plans are received an invoice will be prepared and sent at which time payment can be made by personal check, money order or, if a state agency is paying, a Samas – Journal Transfer. Please make check or money order payable to the Department of Financial Services. Fill in the memo portion with “SFM Plans Review fee” and return payment with invoice.

WHAT TO SUBMIT

Plans and specifications are required to be signed and sealed in accordance with Florida Statute. Submit completed application form DFS-K3-1973 and two sets of plans and one set of specifications to:

If Sending By Regular Mail

Division of State Fire Marshal
Plans Review Section
200 East Gaines Street
Tallahassee, Florida 32399-0342

If Sending By Overnight Service

Division of State Fire Marshal
Plans Review Section
325 John Knox Road, Atrium Building
Tallahassee, Florida 32303

PLANS SUBMISSION:

The Division of State Fire Marshal will require the submitter to furnish two sets of plans and one set of specifications for review to the Plans Review Section. The submitter may, however, submit plans at an earlier stage, i.e., design review, in which case only one unsigned set needs to be submitted. **Only one design review will be allowed per project.** When the documents are approved for construction, the plans and specs will be stamped "APPROVED" and returned to the submitter. The stamped set of plans must be kept on the job site for the fire safety inspector's use at the time of inspection. It shall be the responsibility of the submitter to see that the "approved" set of plans is on the construction site before work begins and remains there until final inspection and approval has been issued. Plan approval is good for one year from the date of issue. The construction contract must be let within this period or the approval will expire and the plans must be re-submitted with another review fee.

The editions of the pertinent codes that will apply to your project will be those that are adopted at the date of your first submittal, regardless of phase, i.e. 50% or final, and will not change even if a newer edition is adopted during the review process.

Any change orders or redesign during construction that affect life safety shall be submitted for review with the State Fire Marshal's file number indicated. There is no additional fee required for changes.

The review process allows 30 calendar days for review of all state-owned property and 10 working days for review of state leased property.

If there are any special circumstances or hazards that require further clarification, the reviewer will attempt to contact you; therefore, please include the name and telephone number of a contact person with your plan submission. Please remember that if you are called and asked for additional information or clarification, the reviewer needs this information in writing before he can approve the project. If the statutory time (10 working days on a lease or 30 calendar days on state owned) expires he must disapprove the project and a re-submittal process may add further delay to the project.

Please initial Offeror acknowledgement on all pages of this submittal form: _____ ITN #590:3160



DEPARTMENT OF FINANCIAL SERVICES
Division of State Fire Marshal- Bureau of Fire Prevention

APPLICATION FOR PLAN REVIEW

By submitting this form you are requesting that the State Fire Marshal's Office complete a plan review in accordance with F.S. 633. This form must be completed in its entirety. Partial or incomplete submittals may result in delay of processing this request.

1. CONTACT INFORMATION

a. Applicant's Name:	Email:	Phone:
b. State Agency Contact:	Email:	Phone:
c. Architect of Record:	Email:	Phone:
d. Engineer of Record for Fire Alarm System:	Email:	Phone:
e. Engineer of Record for Fire Sprinkler System:	Email:	Phone:

2. PROJECT NAME OR DESCRIPTION

3. TYPE OF SUBMITTAL	a. <input type="checkbox"/> Design Review (<100% Construction Documents) b. <input type="checkbox"/> 100% Construction Documents c. <input type="checkbox"/> Revision for SFM # : (Complete items 1a and 7 only) d. <input type="checkbox"/> Shop Drawings for SFM # : (Complete items 1a and 7 only) e. <input type="checkbox"/> Other:
-----------------------------	--

4. BUILDING INFORMATION

4. BUILDING INFORMATION	a. <input type="checkbox"/> State Owned*	b. <input type="checkbox"/> State-Leased,** lease #:
	c. Design or State Agency Project #:	
	d. Project Square Footage:	e. State Agency or University:
	f. Building Name:	g. Building #:
	h. Building Street Address:	
	i. City/State/Zip:	j. County:
	k. NFPA Occupancy Type: (check all that apply)	
	Ambulatory Health Care <input type="checkbox"/> Detention and Correctional <input type="checkbox"/> One and Two Family <input type="checkbox"/> Hotels and Dormitories <input type="checkbox"/> Lodging or Rooming Houses <input type="checkbox"/> Residential Board and Care <input type="checkbox"/> Storage <input type="checkbox"/>	Apartments <input type="checkbox"/> Day-Care <input type="checkbox"/> Mercantile <input type="checkbox"/> Health Care <input type="checkbox"/> Business <input type="checkbox"/> Industrial <input type="checkbox"/> Assembly <input type="checkbox"/>
	l. Is this a change in occupancy? <input type="checkbox"/> Yes <input type="checkbox"/> No	m. FBC Construction Type:
	n. Building Height:	o. Number of Stories:
	p. Life Safety Systems: (check all that apply) <input type="checkbox"/> Fire Alarm System <input type="checkbox"/> Fire Sprinkler <input type="checkbox"/> Standpipe <input type="checkbox"/> Other:	
	q. Estimated Construction Cost (not including the cost of land, site improvement, civil work or furniture and equipment):	

DFS-K3-1973 REV 04/09
 Adopted in Rule 69A-52.003 F.A.C.

Page 1, SFM # _____

Please initial Offeror acknowledgement on all pages of this submittal form: _____ ITN #590:3160



DEPARTMENT OF FINANCIAL SERVICES
Division of State Fire Marshal

APPLICATION FOR PLAN REVIEW

5. SITE INFORMATION	a. Site Name:			
	b. Site Street Address:			
	c. City/State/Zip:			
6. FEES	a. Person/Company responsible for payment of fees:			
	b. Street Address:			
	c. City/State/Zip:	d. Phone:		
7. RETURN PLANS	a. Plans should be returned to:			
	b. Street Address:			
	c. City/State/Zip:	d. Phone:		
<p>Plans and specification shall be signed and sealed in accordance with Florida Statute 471 and 481. Submit this completed application with two sets of contract documents and one set of specifications to:</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><u>If Sending By Regular Mail</u> Division of State Fire Marshal Plans Review Section 200 East Gaines Street Tallahassee, Florida 32399-0342</p> </td> <td style="vertical-align: top;"> <p><u>If Sending By Overnight Service</u> Division of State Fire Marshal Plans Review Section 325 John Knox Road, Atrium Building Tallahassee, Florida 32303</p> </td> </tr> </table>			<p><u>If Sending By Regular Mail</u> Division of State Fire Marshal Plans Review Section 200 East Gaines Street Tallahassee, Florida 32399-0342</p>	<p><u>If Sending By Overnight Service</u> Division of State Fire Marshal Plans Review Section 325 John Knox Road, Atrium Building Tallahassee, Florida 32303</p>
<p><u>If Sending By Regular Mail</u> Division of State Fire Marshal Plans Review Section 200 East Gaines Street Tallahassee, Florida 32399-0342</p>	<p><u>If Sending By Overnight Service</u> Division of State Fire Marshal Plans Review Section 325 John Knox Road, Atrium Building Tallahassee, Florida 32303</p>			
<p>* 69A-3.009 (12), FAC, defines a state owned building as: (a) "State-owned building," as used in Chapter 633, F.S., and any rule adopted by the State Fire Marshal, except as provided in paragraph (b) of this subsection, means any structure used or intended for supporting or sheltering any use or occupancy of which the state, any state agency or department, or the Trustees of the Internal Improvement Trust Fund is the record owner of the legal title to such structure.(b) "State-owned building" does not mean or include a pole barn, a picnic shelter, a lift station, an animal pen, an animal feeder, a pump house, a one-family private residence, a two-family private residence, a forestry fire tower or other fire tower, a radio tower, a building no longer in use, an empty building, or a greenhouse.</p>				
<p>** 69A-3.009 (13), FAC, defines a state leased space as: "State-leased" means that the state, any state agency or department, or the Trustees of the Internal Improvement Trust Fund is the lessee which is leasing the building or space from a lessor.</p> <p>If this is a state lease at a Department of Management Services facility, please send a copy of this completed form to:</p> <p>Real Property Administrator 4050 Esplanade Way, Suite 315 Tallahassee, FL 32399-0950</p>				

ATTACHMENT F

ENERGY PERFORMANCE ANALYSIS (EPA)



ENERGY PERFORMANCE ANALYSIS (EPA)

Overview

Pursuant to Section 255.254, Florida Statutes, no state agency shall lease a facility without having secured from the Department of Management Services (DMS) an evaluation of life-cycle costs based on sustainable building ratings. **DMS implements Section 255.254, Florida Statutes, through Rule Chapter 60D-4 of the Florida Administrative Code (FAC).** Pursuant to Rule 60D-4.007, FAC, an Energy Performance Analysis (EPA) is required before an agency considers leasing the following facilities:

- buildings larger than 2,000 gross square feet
- spaces larger than 2,000 square feet of rentable area within an existing building

The EPA requirements include the following procedures:

- the EPA Submission (see EPA Submission Requirements below)
- the Energy Star rating of the proposed lease -or- the energy performance index for facilities not eligible for an Energy Star rating (see EPA Procedures below)
- the energy cost projection (see EPA Procedures below)
- the computer-based simulation when required in the EPA Procedures (also see Computer-Based Simulation Requirements below for additional information)

EPA Submission Requirements

The EPA submission shall contain all of the following information:

1. A description of the proposed lease space that includes:
 - a. lease #
 - b. facility address
 - c. type of space
 - d. gross square footage
 - e. rentable square footage
 - f. current occupancy
 - g. proposed occupancy
 - h. weekly operating schedule
 - i. agency contact (name, email, phone)
 - j. tenant broker information (name, title, company, address, email, phone)
2. Copies of the utility bill statements for the previous one year (provide when such data is used to develop the Energy Star rating). Historical consumption and cost data supplied by the utility provider will be considered acceptable in lieu of utility bill copies.
3. Copies of the actual utility bill statements for the previous three years (provide when such data is used to develop the energy cost projection). Historical consumption and cost data supplied by the utility provider will be considered acceptable in lieu of utility bill copies.
4. Input and output sheets from the computer-based simulation program (provide when a computer-based simulation is required).
5. The name, address, firm name, and license number of the engineer who performed the computer-based simulation (provide when a computer-based simulation is required).
6. Energy Star software forms:
 - a. "Statement of Energy Performance" (provide when Energy Star Portfolio Manager is used)
 - b. "Target Energy Performance Results" (provide when Energy Star Target Finder is used)
7. Energy performance index and calculations (provide when the proposed lease is not eligible for an Energy Star rating).
8. The cost utilization index, projection, and calculations.
9. A brief description of the type and size of the existing HVAC and lighting systems.



10. A detailed description of all renovations planned, necessary, or performed to make the proposed lease space suitable for the tenant agency.
11. A detailed description of all energy conservation measures proposed to raise the Energy Star rating to the minimum accepted level (provide when energy conservation measures are proposed and also include the revised Energy Star reports).
12. Delivery: The energy performance analysis shall be mailed or delivered to the department pursuant to Section 255.254(1), Florida Statutes at the address listed here:

Energy Performance Analysis (EPA)
DMS-REDM Bureau of Leasing
4050 Esplanade Way, Suite 315
Tallahassee, Florida 32399-0950
(850) 488-0080

EPA Procedures

1. Energy Star Rating:
 - a. An Energy Star rating shall be developed for the proposed lease space with one of the following free software tools:
 - 1) the Energy Star Portfolio Manager software, which is available at:
<https://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/use-portfolio-manager>
 - 2) the Energy Star Target Finder software, which is available at:
<https://portfoliomanager.energystar.gov/pm/targetFinder?execution=e2s1>
 - b. The minimum acceptable Energy Star rating is 50.
 - c. The Energy Star rating shall be developed with the annual energy consumption for only the lease space being proposed. Use the following two scenarios as a guide:
 - 1) Whole-Building Scenario: When the proposed lease space is an entire building or section of a given building that is separately metered by the utility provider, the Energy Star rating may be developed with actual utility bill data for the previous 12-month period. If actual utility bill data does not exist or the space has been unoccupied for more than 30 days, then the Energy Star rating must be developed with the annual energy consumption results of a computer-based simulation (see Computer-Based Simulation Requirements below for additional information).
 - 2) Partial-Building Scenario: When the proposed lease space does not account for all rentable space within a given building or is not separately metered by the utility provider, a computer-based simulation shall be performed that computes the expected annual energy consumption for the proposed lease space. The results of the computer-based simulation shall be used to generate the Energy Star rating. *Note: An Energy Star rating for the entire building in this scenario will not be accepted.*
 - d. Exception: When the proposed lease does not meet the eligibility criteria for an Energy Star rating regarding the type or allocation of space, an energy performance index (kBtu per gross square foot per year) shall be developed manually in lieu of the Energy Star rating using one of the following sources:
 - 1) actual utility bill data for the previous 12 months
 - 2) the expected annual energy consumption developed with a computer-based simulation
 - e. Low Energy Star Ratings: For circumstances where the Energy Star rating of a proposed lease space is less than 50, a computer-based simulation may be performed that simulates energy conservation measures that are sufficient to raise the Energy Star rating to 50 or higher.
 - f. Renovations: When renovations that alter HVAC and/or lighting systems are either planned, necessary, or have been performed to make the proposed lease space suitable for the new tenant agency, a computer-based simulation shall be performed to provide the expected annual energy consumption required to develop one of the following:
 - 1) an Energy Star rating for the proposed lease

- 2) the energy performance index (kBtu per gross square foot per year) for proposed lease spaces that are not eligible for an Energy Star rating
2. **Energy Cost Projection:**
- a. Annual energy cost: The total expected annual energy cost for the proposed lease space shall be derived from one of the following sources:
 - 1) the average annual energy costs based on actual utility bills for the previous three years
 - 2) current utility rates and a computer-based simulation when a computer-based simulation is required to develop the Energy Star rating.
 - b. A cost utilization index (total energy cost per gross square foot per year) shall be developed with the annual energy cost data described above.
 - c. The cost utilization index (total energy cost per gross square foot per year) shall be projected forward for each contract year of the proposed lease based on one of the following:
 - 1) the average annual energy escalation rate derived from actual utility bill data for the previous three years
 - 2) an escalation rate approved by the agency when actual utility bill data for the previous three years is not available.

Computer-Based Simulation Requirements

When a computer-based simulation is required to develop the EPA (see EPA Procedures above), the computer-based simulation shall be consistent with the following requirements:

1. The computer-based simulation shall be performed by an engineer licensed in Florida.
2. The computer-based simulation program shall be one of the following commercially-available software programs:
 - a. DOE-2
 - b. BLAST
 - c. eQuest
 - d. EnergyPlus
 - e. Carrier HAP
 - f. Trane TRACE
 - g. Other programs determined by DMS to be consistent with Rule 60D-4.005, FAC.
3. The computer-based simulation shall model total energy consumption for the proposed lease space.
4. The computer-based energy simulation shall model all of the following loads that exist or shall exist as a result of renovations in the proposed lease space:
 - a. lighting
 - b. internal equipment loads
 - c. service water heating
 - d. space heating
 - e. space cooling
 - f. fans
 - g. pumps

EPA Submission Form

Lease ID:		Energy Star Score*:	
EPI (kBtu/sf/yr)		CUI (annual cost/ sf)	

Facility Information

Facility Address:		Current Occupancy:	
Type of Space:		Proposed Occupancy:	
Gross Square Footage:		Weekly Operating Schedule:	
Rentable Square Footage:			

Contact Information

Agency Contact:			
Name:		Phone:	
Email:			
Tenant Broker:			
Name:	David Hulsey/Ann Rossini	Company:	CBRE
Title:	Tenant Broker	Email:	ann.rossini@cbre.com
DMS Leasing Specialist:			
Name:			
Email:			
Licensed Engineer:			
Name:		Firm Name:	
License Number:			

*If square footage is under 5,000 sf, please put "N/A here. EPI and CUI are still required.

ATTACHMENT G

Employment Eligibility Verification



STATE OF FLORIDA
DEPARTMENT OF MANAGEMENT SERVICES
Employment Eligibility Verification

ADDENDUM _____

LEASE NUMBER: _____

Pursuant to Executive Order #11-02 (as Superseded by 11-116), Lessor agrees that it will enroll and participate in the Employment Eligibility Verification Program ("E-Verify Program") administered by the U.S. Department of Homeland Security ("DHS"), under the terms provided in the "Memorandum of Understanding" with DHS governing the program, to verify the employment eligibility of all persons it employs under the lease term to perform duties in Florida. Lessor further agrees to provide to the Lessee, as part of the leasing documents, documentation of such enrollment in the form of a copy of the "Edit Company Profile" page in E-Verify, which contains proof of enrollment in the E-Verify Program. (This page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage.) Information regarding "E-Verify" is available at the following website: http://www.dhs.gov/files/programs/gc_1185221678150.shtm#1.

Lessor further agrees that it will require each subcontractor that performs work under this lease to verify the employment eligibility of its employees hired during the term of this contract by enrolling and participating in the E-Verify Program within ninety days of the effective date of this lease or within ninety days of the effective date of the contract between the Lessor and the subcontractor, whichever is later. The Lessor shall obtain from the subcontractor(s) a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record(s) available to the Agency and other authorized state officials upon request.

Lessor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify Program, including participation by its subcontractors as provided above, and to make such records available to the Agency and other authorized state officials upon request.

Compliance with the terms of this Employment Eligibility Verification provision (including compliance with the terms of the "Memorandum of Understanding" with DHS) is hereby made an express condition of this lease.

Lessee	Lessor
(x) _____ Lessee Signature	(x) _____ Lessor Signature
_____ Name/Title	_____ Name/Title
_____ Date	_____ Date

FM 4054D (R4/16)

ATTACHMENT H
AGENCY DISCLOSURE AND COMMISSIONS AGREEMENT
REPRESENTATION OF THE STATE OF FLORIDA AND ITS RESPECTIVE AGENCIES



Lease Number: _____

COMMISSION AGREEMENT
REPRESENTATION OF THE STATE OF FLORIDA AND ITS RESPECTIVE AGENCIES
FOR LEASING TRANSACTIONS

This Commission Agreement ("Agreement") is entered into as of this _____ day of _____, 20____, by and between ("Owner") _____, The State of Florida ("Tenant") _____ and _____ (Tenant Broker).

The following provisions are true and correct and are the basis for this Agreement:

- A. Owner has legal title to a property located at _____, in _____ County, Florida on which tract is an office building/project commonly known as _____ (the "Building"), and which is further described as, or a portion of, Property Appraisers Parcel Number _____.
- B. Tenant Broker has presented the real estate space needs of Tenant to Owner and has and will render services in connection with the leasing of space to the Tenant.
- C. Should a Lease (herein so called) be consummated, Owner has agreed to pay The State of Florida a real estate commission in consideration for services rendered and to be rendered in consummating a Lease pursuant to the terms and conditions set forth herein.
- D. Owner understands and agrees that Tenant Broker is serving solely as a representative of Tenants' interest. Likewise, Owner acknowledges that the applicable fee structure(s) defined below, as mutually agreed between Owner, Tenant Broker and Tenant, will be (has been) considered and included within the Owner's proposal for lease.

NOW THEREFORE, in consideration of the mutual promises set forth herein and for other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

- 1. **AGREEMENT TO PAY COMMISSION:** Owner hereby agrees to pay a real estate commission to Tenant in a sum equal to:

Office Space: (initial one)

_____ Total Rent for the Base Term of the Lease	\$0.00 - \$500,000	3.50 %
_____ Total Rent for the Base Term of the Lease	\$500,001 - \$2,500,000	3.25 %
_____ Total Rent for the Base Term of the Lease	\$2,500,001 - \$4,500,000	3.00 %
_____ Total Rent for the Base Term of the Lease	\$4,500,001 - \$6,499,999	2.75 %
_____ Total Rent for the Base Term of the Lease	Over \$6,500,000	2.50 %

Warehouse/Storage/Hangar: (initial one)

_____ Total Rent for the Base Term of the Lease	0 - 5,000 square feet	2.0%
_____ Total Rent for the Base Term of the Lease	over 5,001 square feet	same as office space %

to be paid by the Owner over the term of the lease (with no offset). The commission on any lease modification shall be equal to two (2%) percent of the total additional gross net rents added to, or above the total rents of the original lease that the Tenant Broker negotiated.

- 2. **PAYMENT OF COMMISSION:** The commission shall be due and payable to Tenant in cash (i) one half (1/2) at the time the Lease is signed and (ii) the balance on the earlier to occur of (a) the first day that Tenant occupies all or any portion of the space covered by the Lease, or (b) commencement of the term under the Lease. If Tenant's lease is modified, the commission in relation to such modification will be due and payable in full at the time the modification is executed by Owner and Tenant. Tenant hereby agrees to pay to Tenant Broker said commissions based on a separate agreement between Tenant and Tenant Broker.
- 3. **SUCCESSORS AND ASSIGNS:** The obligation to pay and the right to receive any of the commissions described above shall inure to the benefit and obligation of the respective heirs, successors and/or assigns of Owner or Tenant Broker. In the event of a sale or an assignment of the Property which includes Tenant's demised premises, Owner agrees to secure from the purchaser or assignee a written recordable agreement under which the new owner or assignee assumes payment to Tenant of all commissions payable hereunder.

FM 4097 (R04/14)

Page 1 of 2

Please initial Offeror acknowledgement on all pages of this submittal form: _____

Please initial Offeror acknowledgement on all pages of this submittal form: _____ ITN #590:3160

COMMISSION AGREEMENT
REPRESENTATION OF THE STATE OF FLORIDA AND ITS RESPECTIVE AGENCIES

- 4. **REPRESENTATION OF TENANT:** Although Owner will pay the commission to Tenant, who will in turn pay Tenant Broker, Tenant Broker will not be representing owner in the contemplated lease transaction. Tenant Broker will be representing only the Tenant in such transaction. The owner acknowledges and agrees that it is responsible for any commissions due any other broker with respect to this transaction
- 5. **AUTHORITY TO SIGN:** Each signatory to this Agreement represents and warrants that it has full authority to sign this Agreement on behalf of the party for whom he signs and that this Agreement binds such party.
- 6. **ENTIRE AGREEMENT:** This Agreement constitutes the entire Agreement between Owner and Tenant and Tenant Broker and supersedes all prior discussions, negotiations, and agreements, whether oral or written. No amendment, alteration, cancellation or withdrawal of this Agreement shall be valid or binding unless made in writing and signed by both Owner and Tenant and Tenant Broker. This Agreement shall be binding upon, and shall benefit, the heirs, successors and assignees of the parties.
- 7. **FAILURE TO PAY:** Should the owner fail to pay the Commission Agreement as contracted here in, the Tenant shall send the Owner appropriate notification and issue a cure letter to the Owner demanding payment. Should payment(s) not be received within the terms of the cure letter the Tenant has a right to withhold rent payments, for the payments of the Commission, until the terms of the contract have been fulfilled within the terms of this Agreement.

8. **NOTICES:**

To Tenant Broker: _____

 To Owner: _____

 To Tenant: _____

9. **LEGAL DESCRIPTION** (if not attached as Exhibit "A")

AGREED AND ACCEPTED this ___ day of _____, 20__

TENANT: By _____ Print or Typewritten _____ Title	OWNER: By _____ Print or Typewritten _____ Title	TENANT BROKER: By _____ Print or Typewritten _____ Title
--	---	---

ATTACHMENT I
DESCRIPTION OF THE PROPOSED SPACE AND CERTIFICATIONS REGARDING
PUBLIC ENTITY CRIMES AND LEASE TERMS AND CONDITIONS

A. CERTIFICATION Regarding Article II-F, PUBLIC ENTITY CRIMES STATEMENT to this ITN.		
Offeror certifies that hasn't been placed on the convicted vendor list following a conviction for a public entity crime. Section 287.017, Florida Statutes.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

B. Certification Regarding Article IV, Lease Terms and Conditions to this ITN. I hereby certify that if the Proposed Space is selected by the Agency, I acknowledge and agree to abide to all requirements and conditions contained therein.		
1. Offeror acknowledges and agrees to the build-out and to provide the Agency with a clean, ready to operate space.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Offeror acknowledges and agrees that the Proposed Space will be available in accordance with the Commencement Date and agrees to the liquidated damages until space is made available.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Offeror acknowledges and agrees that the Proposed Space will be available to the Agency throughout the initial term and the renewal option periods as specified.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Offeror acknowledges and agrees that the Proposed Space will be a Full Service Gross Lease	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Offeror acknowledges and agrees that the Proposed Space will meet the parking requirement set forth.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Offeror acknowledges and agrees that the Proposed Space will be "turn key" build-out in accordance with the specifications detailed in Attachment "A" following the Agency's approval of an architectural layout provided by the Offeror/Landlord	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Offeror acknowledges and agrees that the Proposed Space will execute the transaction with the State Standard Lease Agreement and related Addendum.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Offeror acknowledges and agrees that the Proposed Space will be acceptable and that it is compliant with all laws	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Offeror acknowledges and agrees that the Proposed Space will meet all required Energy Performance Analysis detailed in Attachment "F".	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Offeror acknowledges and agrees to enroll and participate in the Employment Eligibility Verification Program ("E-Verify") administered by the U. S. Department of Homeland Security ("DHS")	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Offeror acknowledges and agrees to execute and be bound by the TENANT BROKER USE AND Commissions Agreement.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Signature of Authorized Representative:	Date:
---	-------

OPTION 1 – 60-Month Base Term with Ten (10) One-Year (1) Renewal Options

Offeror's Information

Offeror's Name:		Title
Company:		FEID or SS number:
Address:	City/State/Zip:	
Phone Number:	Fax:	Email:

Proposal Information

Address of proposed Facility: Existing ____ Non-Existing ____		Proposed Square feet:	BOMA Building Rating
Requested Parking	Exclusive Parking	Non-Exclusive	Exclusive Offsite Non-Exclusive Offsite

Base Lease Term	Rate Per Square Foot	Total Annual Rental
Year 1	\$	\$
Year 2	\$	\$
Year 3	\$	\$
Year 4	\$	\$
Year 5	\$	\$

Option Renewal Terms	Rate Per Square Foot	Total Annual Rental
Year 1	\$	\$
Year 2	\$	\$
Year 3	\$	\$
Year 4	\$	\$
Year 5	\$	\$
Year 6	\$	\$
Year 7	\$	\$
Year 8	\$	\$
Year 9	\$	\$
Year 10	\$	\$

Signature of Authorized Representative:	Date:
---	-------

RENTAL RATE BRAKEDOWN – 60-MONTH BASE TERM

Gross Space _____		Net Usable _____	
	Annual	Other Information	
Net Rate per square foot – Year 1		Annual Escalation	
Utilities/SF/Year		Total TI \$	
Janitorial/SF/Year		Interest Rate %	
Other Operational Cost/SF/Year			
Annual TI Amortization/SF/Year			
Total Cost/SF/Year – Year 1			

Each Reply must be signed by the owner(s), corporate officers of the owner or the legal representative(s) of the owner. The corporate, trade or partnership name must be stamped, written or typewritten, beside the actual signature(s). **If a Reply is signed by a corporate officer or agent of the owner, written evidence of authority must accompany the Reply. If a corporation foreign to the State of Florida is the owner, written evidence of authority to conduct business in Florida must accompany the Reply.**

CERTIFICATION

I, _____, as owner, officer or authorized representative or agent _____, hereby agree that if awarded the lease as a result of the Department of Children and Families Invitation to Negotiate, it will comply with the requirements, terms, and conditions stated in the Invitation to Negotiate and in the State of Florida, Department of Department of Management Services Standard Lease Agreement. In recognition thereof, the offeror’s representative has read, understood, and agrees to comply with, and any intent by the offeror to deviate from the terms and conditions set forth therein may result, at the department’s exclusive determination, in rejection of the reply.

Offeror’s Name:	Prospective Lessor’s Name:
Authorized Signature:	Print or type name:
Date	
Witness:	Print or type name:
Witness:	Print or type name:
Date	

OPTION 2 – 84-Month Base Term with Ten (10) One-Year (1) Renewal Options

Offeror's Information

Offeror's Name:		Title	
Company:		FEID or SS number:	
Address:		City/State/Zip:	
Phone Number:		Fax:	Email:

Proposal Information

Address of proposed Facility: Existing ____ Non-Existing ____			Proposed Net Usable Square feet:	
Requested Parking 5:1,000	Exclusive Parking	Non-Exclusive	Exclusive Offsite	Non-Exclusive Offsite

Base Lease Term	Rate Per Square Foot	Total Annual Rental
Year 1	\$	\$
Year 2	\$	\$
Year 3	\$	\$
Year 4	\$	\$
Year 5	\$	\$
Year 6	\$	\$
Year 7	\$	\$

Option Renewal Terms	Rate Per Square Foot	Total Annual Rental
Year 1	\$	\$
Year 2	\$	\$
Year 3	\$	\$
Year 4	\$	\$
Year 5	\$	\$
Year 6	\$	\$
Year 7	\$	\$
Year 8	\$	\$
Year 9	\$	\$
Year 10	\$	\$

Signature of Authorized Representative:	Date:
---	-------

RENTAL RATE BREAKDOWN – 84 MONTH BASE TERM

Gross Space _____		Net Usable _____	
		Annual	Other Information
NNN Rate per square feet – Year 1			Annual Escalation
Utilities/SF/Yr			Total TI \$
Janitorial/SF/Yr			Interest Rate %
CAM Charges/SF/Yr			
Annual TI Amortization/SF/Yr			
Total Full-Service Rate per Square Foot			

Each Reply must be signed by the owner(s), corporate officers of the owner or the legal representative(s) of the owner. The corporate, trade or partnership name must be stamped, written or typewritten, beside the actual signature(s). **If a Reply is signed by a corporate officer or agent of the owner, written evidence of authority must accompany the Reply. If a corporation foreign to the State of Florida is the owner, written evidence of authority to conduct business in Florida must accompany the Reply.**

CERTIFICATION

I, _____, as owner, officer or authorized representative or agent _____, hereby agree that if awarded the lease as a result of the Department of Children and Families Invitation to Negotiate, it will comply with the requirements, terms, and conditions stated in the Invitation to Negotiate and in the State of Florida, Department of Department of Management Services Standard Lease Agreement. In recognition thereof, the offeror’s representative has read, understood, and agrees to comply with, and any intent by the offeror to deviate from the terms and conditions set forth therein may result, at the department’s exclusive determination, in rejection of the reply.

Offeror’s Name:	Prospective Lessor’s Name:
Authorized Signature:	Print or type name:
Date	
Witness:	Print or type name:
Date	
Witness:	Print or type name:
Date	

Please initial Offeror acknowledgement on all pages of this submittal form: _____ ITN #590:3160

OPTION 3 – 120-Month Base Term with Ten (10) One-Year (1) Renewal Options

Offeror's Information

Offeror's Name:		Title		
Company:		FEID or SS number:		
Address:		City/State/Zip:		
Phone Number:	Fax:	Email:		

Proposal Information

Address of proposed Facility: Existing ____ Non-Existing ____			Proposed Net Usable Square feet:	
Requested Parking 5:1,000	Exclusive Parking	Non-Exclusive	Exclusive Offsite	Non-Exclusive Offsite

Base Lease Term	Rate Per Square Foot	Total Annual Rental
Year 1	\$	\$
Year 2	\$	\$
Year 3	\$	\$
Year 4	\$	\$
Year 5	\$	\$
Year 6	\$	\$
Year 7	\$	\$
Year 8	\$	\$
Year 9	\$	\$
Year 10	\$	\$

Option Renewal Terms	Rate Per Square Foot	Total Annual Rental
Year 1	\$	\$
Year 2	\$	\$
Year 3	\$	\$
Year 4	\$	\$
Year 5	\$	\$
Year 6	\$	\$
Year 7	\$	\$
Year 8	\$	\$
Year 9	\$	\$
Year 10	\$	\$

Signature of Authorized Representative:	Date:
---	-------

RENTAL RATE BREAKDOWN – 120- MONTH BASE TERM

Gross Space _____		Net Usable _____	
		Annual	Other Information
NNN Rate per square feet – Year 1			Annual Escalation
Utilities/SF/Yr			Total TI \$
Janitorial/SF/Yr			Interest Rate %
CAM Charges/SF/Yr			
Annual TI Amortization/SF/Yr			
Total Full-Service Rate per Square Foot/Yr 1			

Each Reply must be signed by the owner(s), corporate officers of the owner or the legal representative(s) of the owner. The corporate, trade or partnership name must be stamped, written or typewritten, beside the actual signature(s). **If a Reply is signed by a corporate officer or agent of the owner, written evidence of authority must accompany the Reply. If a corporation foreign to the State of Florida is the owner, written evidence of authority to conduct business in Florida must accompany the Reply.**

CERTIFICATION

I, _____, as owner, officer or authorized representative or agent _____, hereby agree that if awarded the lease as a result of the Department of Children and Families Invitation to Negotiate, it will comply with the requirements, terms, and conditions stated in the Invitation to Negotiate and in the State of Florida, Department of Department of Management Services Standard Lease Agreement. In recognition thereof, the offeror’s representative has read, understood, and agrees to comply with, and any intent by the offeror to deviate from the terms and conditions set forth therein may result, at the department’s exclusive determination, in rejection of the reply.

Offeror’s Name:	Prospective Lessor’s Name:
Authorized Signature:	Print or type name:
Date	
Witness:	Print or type name:
Date	
Witness:	Print or type name:
Date	

ATTACHMENT J
DOCUMENTATION CHECKLIST

Offeror's Name: _____ **Offeror's Representative's name:** _____

Offerors, please use the following checklist to confirm that all required documentation is submitted. Please note that the items requested shall conform to the specifications and requirements contained in this ITN.

A. Documentation required from all Offerors:

1. ____ 2 hard copies of this ITN and the Offeror's Reply with each page initialed by the Offeror by pen and ink.*
2. ____ 2 electronic copies of the pen and ink initialed copies of this ITN and the Offeror's Reply on Flash Drives in PDF format. Format.*
3. ____ Copy of the recorded deed for the property on which the Proposed Space is located evidencing clear title to the property in the name of the Offeror or the Offeror's lessor, principal, or optionor.*
4. ____ Copy of the lease between the owner of the property on which the Proposed Space is located and the Offeror evidencing the right to sublease the Proposed Space, parking areas, and areas of ingress and egress, if the Reply is being submitted by the lessee of the Proposed Space. Any lease must encompass the entire time period of the basic lease and any renewal option periods as required by the Department.*
5. ____ Copy of a special power of attorney from the owner of the property on which the Proposed Space is located to the owner's agent, broker, or legal representative if the Reply is by one of those persons or entities on behalf of the owner.*
6. ____ Copy of the option to purchase between the owner of the property on which the Proposed Space is located and the Offeror evidencing that the Offeror has a valid option to purchase the property and parking areas from the owner of record which, if exercised, will result in the Offeror's control of the Proposed Space and parking areas prior to the intended date of occupancy by the Department, if the Reply is being submitted by the holder of an option to purchase. *
7. ____ Copy of the option to lease the property on which the Proposed Space is located or the Proposed Space between the owner of the property and the Offeror evidencing that the Offeror has a valid option to lease the property and parking areas from the owner of record with authorization to, in turn, sublease which will result in the Offeror's control of the Proposed Space and parking areas prior to the intended date of occupancy by the Department, if the Reply is being submitted by the holder of an option to lease. Any lease and sublease must encompass the entire time period of the basic lease and any renewal option periods as required by the Department.*
8. ____ If parking, ingress, or egress is by way of an easement, provide copies of the recorded deed(s) evidencing ownership of the areas of parking, ingress, and egress and the easement granting the rights of parking, ingress, and egress showing the Clerk of Court's book and page.*
9. ____ Evidence that an Offeror other than a natural person is duly organized and existing in good standing under the laws of its state or country of organization and is authorized and in good standing under the laws of the State of Florida to do business in the State of Florida.*

Please initial Offeror acknowledgement on all pages of this submittal form: _____ ITN #590:3160

10. ____ A response to all of the “Lease Terms and Conditions” in **Article IV** clearly delineated and specific to **Article IV** questions, terms and requirements.*
11. ____ Photographs of the current front, sides, and rear of the building in which the Proposed Space is located. If the Proposed Space is to be constructed submit architectural renderings instead of photographs.*
12. ____ A Certification of multi-story building live load by a structural engineer registered with the State of Florida.**
13. ____ A public transportation schedule and map identifying bus stops related to the Proposed Space and the distance from the building in which the Proposed Space is located.
14. ____ Proof of historical designation if the property is so designated.
15. ____ **Attachment B** - A map of the area around the proposed facility annotated with the location and boundaries of the proposed facility and the location of the Proposed Space in the facility. *
16. ____ A floor plan showing the present, or if new construction is proposed the proposed, layout and configuration of the Proposed Space with dimensions. *
 - The final floor plan (if Offeror is selected for Award) will be as described in the specifications included herein, (Attachment A), or as otherwise negotiated with the Agency.
17. ____ A scaled site layout with all parking spaces and utilization of spaces shown, with a minimum of ____ parking spaces available to the Department. An Offeror for Proposed Space in a multiple tenant facility must include the total number of parking spaces and parking commitment to other tenants.*
18. ____ **Attachment D** – The Disclosure of Ownership form completed and executed on behalf of the Lessor.*
19. ____ **Attachment G** – The Employment Eligibility Verification form must be completed and executed on behalf of the Lessor.
20. ____ **Attachment H** - The Tenant Broker Disclosure and Commissions Agreement must completed and executed on behalf of the owner.*
21. ____ **Attachment I** – The Offeror’s contact Information, The square footage calculations in accordance with the requirements of this ITN. The otherwise properly completed Description of the Proposed Space and Certifications Regarding Public Entity Crimes and Lease Terms and Conditions with each page initialed on behalf of the Offeror in pen and ink, executed in pen and ink on behalf of the Offeror in both places where indicated, notarized and witnessed as specified therein in pen and ink, and with all certifications on page 2 checked “Yes”.*
22. ____ If the Proposed Space is occupied by a tenant at the time that the Reply is submitted the Offeror must submit an acknowledgment by the tenant that the tenant will vacate the Proposed Space prior to the lease commencement date.*
23. ____ Crime statistics from local Law Enforcement Agency for a one mile radius around the proposed location, for all crimes in the last reported year.*

Please initial Offeror acknowledgement on all pages of this submittal form: _____ ITN #590:3160

B. Additional Documentation required from Offerors of Proposed Space

1. ____ A DMS approved Energy Performance Analysis based on actual utility bill data for the previous twelve (12) months completed in accordance with the requirements of Attachment F and Rule 60D-4.007, F.A.C., if actual utility bill data for the building for that period is available.*
2. ____ A DMS approved Energy Performance Analysis based on a computer-based simulation completed in accordance with the requirements of Attachment F and Rule 60D-4.007, F.A.C., if actual utility bill data for the building for that period is not available, including data that is not available because the Proposed Space is not separately metered by the utility provider.

C. Additional Documentation required from Offerors of Proposed Space in a building NOT to be newly constructed:

1. ____ A copy of the DMS approval of the architectural design and preliminary construction plans.*
2. ____ A DMS evaluation of a life-cycle cost analysis prepared by an architect or engineer licensed in Florida or a “guaranteed energy, water, and wastewater performance savings contractor” as defined in Section 489.145, F.S, in accordance with the requirements of Attachment F and Rule 60D-4.006, F.A.C.
3. ____ Evidence of compliance with the Criteria for Alternative Design requirements of Rule 60D-4.004, F.A.C.
4. ____ A Certificate of Occupancy - A Certificate of Occupancy is required 30 days prior to the effective date of the lease.

* **Each item noted above with an asterisk (*) is a Mandatory Requirement and must be submitted with the Reply.**

** **This item noted above with a double asterisk (**) is a Mandatory Requirement and must be submitted with the Reply if the Proposed Space is in an existing building, but it is not a Mandatory Requirement if the Proposed Space is in a building to be constructed.**

Each Offeror must comply with all of the Mandatory Requirements and the specifications for the Mandatory Requirement contained in this Attachment J and the Mandatory Requirements must be submitted with the Reply to be considered for evaluation and selection under this ITN. A reply that fails to meet the Mandatory Requirements will be deemed nonresponsive and will not be evaluated.

The items noted above without any asterisk should be submitted with the Reply if possible, but in any event prior to the date scheduled for the award of the lease, or, where indicated, prior to the date that the Proposed Space must be ready for occupancy by the Department.