



DEPARTMENT OF CHILDREN AND FAMILIES
Invitation to Negotiate for Leased Space

EAST ORANGE COUNTY, FLORIDA
ITN #590: 3162-A
BID SUBMITTAL DEADLINE IS APRIL 21, 2020 AT 1:00 PM EST

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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 East Orange 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 proposals may be submitted for consideration under this ITN for the lease of office space in an existing building, or newly constructed facility. NOTE: All buildings must comply with the Americans with Disabilities Act (ADA) as stated in Article II, Section A.1. (A), control of property on pages 10-11.

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

- The Agency is seeking a site for a collocated Office Center within the boundary on Attachment B of approximately **8,500 (+/- 3%) square feet, with a 5-, 7-, or 10-year base rate submission**. Preferred offers will also have space to accommodate our community partner, and their needs are 24,000 square feet of office space. Please be advised that any proposal containing space in excess of +/- 3% of required square footage will be deemed non-responsive.

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 to 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 are due by **1:00 PM EDT on Tuesday, April 21, 2020**. Submissions must include the original reply, two hard copies of the original reply and two electronic copies (on Flash Drives in PDF format), or four hard copies in a sealed envelope (or other suitable package) with the Invitation

Please initial Offeror acknowledgement on all pages of this submittal form: _____ ITN #590:3162-A

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| 03/23/2020 | 5:00pm | Date Department will post answers to Offerors' questions on the VBS Web Site. |
| 04/21/2020 | 1:00 pm | Deadline for Offerors to submit Replies to the Department. |
| 04/21/2020 | 1:30 pm | *Opening of Replies and review of Mandatory Requirements |
| 04/29/2020 | 9:00 am | *Initial Meeting of the Department's Evaluators and Site Evaluations. |
| 05/1/2020 | 5:00 pm | Estimated Date evaluation of replies completed |
| 05/5/2020 | 5:00 pm | Anticipated date the list qualified Offerors ("Short List") for Negotiation to be posted on the VBS Web Site. |
| 05/11/2020 Thru 06/1/2020 | 10:00 am | Estimated time period for negotiation with selected Offerors. |
| 06/3/2020 | 10:00 am | * Meeting of Negotiation Team to Develop Recommendations for Award: |
| 06/8/2020 | 5:00 pm | Estimated date of posting of 'Notice of Intent' to Award on the VBS Web Site. |
| 1/01/2021 | 8:00 am | Anticipated Lease Start Date, or sooner if space is available. |
| *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 400 W. Robinson Street, Suite S1106 Conference Room, Orlando, FL 32801. 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:

Alleyn Tanner
General Services Manager
Central Region
Department of Children and Families
200 N. Kentucky Ave. Suite 404
Lakeland, FL 33801
Alleyn.Tanner@myflfamilies.com

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

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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.

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 **8,500 (+/- 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 Reply should specify the amount of "net usable square feet" offered within the minimum-maximum range stated above. The Agency may accept a proposed location containing a lesser square footage if in the best interest of the Agency.

The type of space required is office and will be used to house our Child Protective Investigations and Children's Legal Services operations, as described in Section I on page 2, **(Note – this is a 24-7 operation)**.

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.

B. LEASE COMMENCEMENT DATE

The Proposed Space is to be made available on **January 1, 2021 (or sooner, the department is willing to occupy as soon as 6/1/2020, and the space delivery date may be negotiatble responsive to delays due to COVID-19)**. Should the successful Offeror fail to make the space

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