

**Florida Department of Financial Services**  
**ITN 430:0188 – Leon County**  
**Questions and Answers**

**Question 1: Parking: Is there a required number of spaces for the divisions or is the lessor simply required to provide the number as is required by the local authority having jurisdiction?**

Answer 1: The Proposer must provide, at a minimum, the required number of parking spaces to be in compliance with city and/or county code based on the square footage proposed. Please note how many parking spaces will be allocated to the Agency on page 16 of the ITN Reply. The Division of Investigative and Forensic Services requires an additional twenty (20) secured parking spaces and the Division of Workers' Compensation requires an additional five (5) secured parking spaces, for a total of twenty-five (25) additional secured parking spaces for state vehicles for overnight parking. The Agency reserves the right to negotiate final allotted parking during the negotiation period.

**Question 2: Parking: Regarding a potential lessor submitting for an individual division, is there a specific required number of parking spaces for the Investigative and Forensic Services?**

Answer 2: See Answer 1.

**Question 3: Parking: Regarding a potential lessor submitting for an individual division, is there a specific required number of secured parking spaces for the Investigative and Forensic Services?**

Answer 3: See Answer 1.

**Question 4: Lavatories: Are the restrooms not required to have hot and cold water?**

Answer 4: The restrooms are only *required* to have cold water, per the requirements in Attachment A (1.B.) (page 25 of the ITN), but may have both hot and cold water.

**Question 5: Walls: Is there an STC rating available or are conference rooms, restrooms, mechanical & equipment rooms required to have 6" wall construction?**

Answer 5: The general office space can have an STC of 35 -38 (3-5/8" metal studs with two layers of 5/8" drywall, one on each side and standard batt insulation). The conference room or similar space should have a STC of 41 – 45 (3-5/8" metal studs with two layers of 5/8" drywall, one on each side and high-density batt insulation) and at least one side of the wall should go to the deck above. 6" wall construction is not a specification for the Agency; however, the Proposer is responsible to meet building code requirements.

**Question 6: 8-Locksets: Please clarify which doors are required to have "an interior push bar release lock"**

Answer 6: All outside doors, with the exception of the main entrance(s), must be equipped with interior push bar release locks.

**Question 7: 8-A Access: Please clarify is the Lessor required to provide the access system or only to allow the agency to provide and install their own system?**

Answer 7: The Agency will purchase and install its own card reader system. If there is an access system already in place or planned at the proposed facility, please outline such features in the Reply.

**Question 8: 8-F Security System: Please clarify that the lessor is not required to install an electronic security system and that it is by others.**

Answer 8: The Agency will purchase, install, and maintain its own electronic security system. If there are security features already in place or planned at the proposed facility, please outline such features in the Reply.

**Question 9: Windows: Are all exterior walls required to have a minimum of 24 square foot of daylighting?**

Answer 9: No. The Agency understands there may be limitations due to structural requirements and costs. The Agency is seeking a facility that is able to maximize natural light within reason.

**Question 10: 15A-Outlets: Please clarify that the requirement of 2 duplex receptacles vs. the requirement of 26-D that “each computer shall be a dedicated outlet”. Is it reasonable to assume that the number of data locations specified in the space allocation worksheet equals the required number of “dedicated outlets to computer terminals”?**

Answer 10: Yes.

**Question 11: 18-A Cabling: Category 5 cabling for data and voice (and not Cat 6) is acceptable?**

Answer 11: Yes, Category 5E is acceptable.

**Question 12: Generator: Is a generator or wiring / electrical service entry accommodations for a generator a requirement from the lessor?**

Answer 12: This is not a requirement.

**Question 13: Appliances: What appliances if any is the lessor required to provide?**

Answer 13: None, the Agency will purchase and install its own appliances.

**Question 14: Attachment B: Is the agency committed to award the lease on 2/12/2018 and then approve a test fit plan approval within 10 days with no changes after 2/24/18? If that fails to happen because of agency delay, will the schedule be adjusted accordingly or will the developer be forced to make up the time within the very aggressive schedule?**

Answer 14: The Agency will not commit to a 12 day turnaround to approve a test fit. The Agency does not anticipate extending the schedule for any reason.

**Question 15: Attachment B: Please clarify if the lessor is obligated to a multi-party architect vs GC delivery system which allows appears to allow only 30 days for construction for a very large build-out.**

Answer 15: The awarded Lessor is not obligated to a multi-party architect or a GC delivery system. The awarded Lessor may decide which delivery system will best meet the Agency's space requirements within the required timeframe of the ITN.

**Question 16: Occupancy Date: A "certificate of completion" is issued in the jurisdiction of Tallahassee for existing buildings. As a practice, the jurisdiction will not issue this document until the furnishings are in place, wired, and have been inspected as part of the building final inspection. Please confirm the actual day that the certificate of completion is required from all authorities having jurisdiction.**

Answer 16: The certificate of completion and State Fire Marshal final inspection must be completed on or before November 1, 2019. The awarded Lessor will also ensure that the Agency will have access, at no charge to the Agency, to the Proposed Space thirty (30) days prior to occupancy to set up.

**Question 17: If we have multiple scenarios for putting together more than 1 agency in a building or buildings, does each scenario have to have its own separate bid book?**

Answer 17: No. The Proposer may submit one ITN Reply – for any combination of the divisions (page 8 of the ITN) within the Department of Financial Services – which outlines the maximum amount of square footage (not to exceed 115,587 usable square feet) it is willing to propose.

**Question 18: Which divisions require 25 secured parking spaces? Are the 25 secured parking spaces a requirement only for the Division of Rehabilitation and Liquidity and the Division of Investigative and Forensic Services?**

Answer 18: See Answer 1.

**Question 19: Is there a minimum parking ratio required for each Division? If so, what are those requirements?**

Answer 19: The minimum parking ratio is determined by the city and/or county code. If proposing for the Divisions of Investigative and Forensic Services (requires 20 additional secured spaces) and Workers Compensation (requires 5 additional secured spaces), these secured parking spaces for state vehicles overnight parking shall be required *in addition to* what is required to be in compliance with city/county code. The Agency reserves the right to negotiate final allotted parking during the negotiation period.

**Question 20: Can the Division of Rehabilitation & Liquidation and the Division of Public Assistance Fraud be co-located in the same space?**

Answer 20: Yes

**Question 21: If we have already submitted a bid on another State ITN, are we allowed to submit a bid for any of the Divisions in this ITN?**

Answer 21: Yes

**Question 22: Is there any Discount Rate to be applied to the renewal options rental rates?**

Answer 22: Yes. The Discount Rate that should be utilized for evaluation purposes is 1.41%.

**Question 23: What is the current rental rate paid by the agency at its current location?**

Answer 23: \$24.71/SF

**Question 24: Do we have to submit separate bids for each scenario?**

Answer 24: See Answer 17.

**Questions 25: Can a single response contain responses for 2 of the space options but not both, i.e. one or the other?**

Answer 25: Yes

**Question 26: How will the state decide whether to let multiple contracts or a single contract for the entire space (since does not appear under the evaluation criteria?)**

Answer 26: The Agency will make its decision based on the best overall value to the State.

**Question 27: Is there a combination of offices (2 or 3) that are more likely to be located together? (i.e. Fraud, Forensics, and Workers Comp; or Liquidation and Forensics; etc.)**

Answer 27: No. Each listed division on page 8 of the ITN can operate separately or co-located with any other division. If proposed under a co-located scenario, please note that while the divisions may utilize certain adjacencies (i.e. common area restrooms), they must be secured and demised separately.

**Question 28: Where are these four Divisions of DOFS currently located?**

Answer 28: The divisions are currently located at 2020 and 2012 Capital Circle SE, Tallahassee, FL 32399.

**Question 29: Are they currently located in the same building?**

Answer 29: The divisions are currently located in two separate buildings on the same property.

**Question 30: Would liquidated damages be reduced if only the smaller spaces were submitted for consideration? If so, please specify.**

Answer 30: Yes. Should the successful Proposer fail to make the space available by the date specified in the Reply, the Proposer may be liable, at the Agency's discretion, for liquidated damages in the amount of the rent per square foot unavailable for occupancy for each additional day until the Proposed Space is made available, in accordance with the liquidated damages addendum to the Lease.

**Question 31: Please explain how the Proposer could logically approve the lease in section H of the ITN including all terms, conditions and addenda, when the state has the right to create additional requirement beyond those shown in Attachment C of the ITN? Are any additional terms beyond those shown in Attachment C subject to Proposer's approval?**

Answer 31: The Proposer shall have the right to review, comment, and approve any additional requirements beyond those outlined in the ITN during the negotiation period.

**Question 32: Please describe the Right of First Refusal and Purchase Options anticipated in the lease?**

Answer 32: These items shall be further detailed and negotiated during the negotiation period.

**Question 33: Are the 25 additional parking spaces required for each of the four space requirements or is only intended for those responding to the request for 64,553 usable square feet or more, e.g. if Proposer is only responding to request for 5,446 SF must it provide the additional parking?**

Answer 33: See Answer 1.

**Question 34: Section M on page 16 is very vague and doesn't indicate which of the identified security features are required? The Security Requirements listed on page 27, Section 8 say the requirements are not limited to the listed items. Is the requirement in Section M simply to confirm that the listed security features on page 27 be provided by Proposer? For example, Section M mentions paid security personnel while they are not mentioned on page 27; does checking Yes in Section M obligate the Proposer to hire security personnel?**

Answer 34: The purpose of Section M on page 16 is to allow the Proposer to highlight security features at the proposed property that may benefit the Agency. Proposer should pay special attention to page 27, Section 8, where specific security requirements are listed. Please also reference Answer 7 and Answer 8 above.

**Question 35: Please identify or describe the projected budgetary restraints that will be applied to the evaluation of renewal rates.**

Answer 35: Agency will select the proposal that provides the best overall value to the State.

**Question 36: On page 24, Item Y, IT Storage, is indicated as 200SF, but the numeric value used in the calculation of required area is 100 SF. Is the room to be 100SF or is the usable area figures to be revised to 8,490?**

Answer 36: 100 square feet is correct, as used in the calculation. See Addendum 2.

**Question 37: Page 27, section 8.A. says the Agency may install an electronic lock system. It also says that main entrance door should be programmed to lock automatically. Does this mean that the Proposer must install an electronic door lock on the main door, regardless whether the Agency installs a card reader system?**

Answer 37: Yes.

**Question 38: Re-Painting is required every 5 years on page 31, Item 33, but on Page 48, Item 2 requires repainting every 3 years. Which figure is to be used?**

Answer 38: Re-painting every 5 years is acceptable. See Addendum 2.