

Florida Department of Health
ITN 640:0416 – Palm Beach County
Questions and Answers

Question 1: Clear height specific is 24' clear. Our facility is broken down into 3 sections with varying clear height as follows:

a. 5,214 SF of office space “under air” currently. This is comprised mainly of private offices, conference rooms, break rooms, copy rooms, and restrooms.

b. 3,178 SF of industrial space with one (1) grade level door (12' wide x 11' 2” high) and a 16' 11” clear height under the twin-t concrete roof

c. 9,843 SF of industrial space with one (1) grade level door (16' 6” wide x 16' high) and a 19' 2” clear height under the twin-t concrete roof

Total SF is 18,235 SF with 5,214 SF (28.6%) of office. Is the 24' clear a hard requirement?

Answer 1: 24' is necessary due to the height of our 4-level rack system and clearance needed (18 inches) for the fire sprinkler system. We do not need 24' in the office area, just warehouse.

Question 2: Does the average temperature in the warehouse space need to be 75 degrees as outlined in Section 9 of the Sample Lease? Currently, the warehouse is not air conditioned but we would be willing to do it.

Answer 2: Yes, as noted on page 2 of the ITN, “The Agency is seeking detailed and competitive proposals to provide built-out conditioned warehouse and office space and related infrastructure for occupancy by the Agency.”

Question 3: It appears an overhead door needs to be installed in the back of the building. Does this have to be dock high or can it be grade level?

Answer 3: We need at least 2 dock high entrance or accessibility into the warehouse.

Question 4: Considering there is an availability of funds clause in the lease (Section 18), is there some historical info that can be supplied to show if/when there has been any event of the DOH not being funded and therefore terminated any prior lease obligations.

Answer 4: No early terminations, as a result of funding availability.

Question 5: Would the DOH be open to putting a floor on the percentage of appropriated funds lost prior to being eligible to terminate the lease? For example, if annual appropriation funds are reduced more than 50%, DOH (Tenant) may terminate the lease upon written notice. The termination would go into effect the following fiscal year when those funds were not received.

Answer 5: No. The Agency is statutorily prohibited from modifying or having any restrictions on the lease termination language.

Question 6: Considering the language in the termination clause in the lease (Section 21), are you able to provide inventory of State-owned assets that DOH (Tenant) could occupy if they became available?

Answer 6: The state does not have warehouse facilities or Emergency Operation Centers in state owned inventory.

Question 7: Is DOH open to a termination penalty of unamortized tenant improvements, brokerage fees, and perhaps a few months of rent?

Answer 7: Lease terminations are extremely rare, but the termination options are statutorily required in all 650+ private sector leases that the State has. Section 8A of the Standard Lease Document (page 26 of the ITN) outlines the State's capabilities with a lessor seeking reimbursement for tenant improvement costs in the unlikely event of termination.

Question 8: Can you describe the intended use of the building and if/how it could potentially interact with neighboring bays?

Answer 8: We receive medical supplies, paper and office supplies etc. for our clinics on a daily basis. We store medical equipment for our Special Needs Shelters and Emergency Preparedness equipment such as gentries and tents. During an all hazards event such as COVID-19 or hurricane response, this warehouse and bays may be used to receive and ship Medical Counter Measures (MCM) and supplies from the state and CDC. This is used to support the Cities Readiness Initiative (CRI).

Question 9: Does DOH (Tenant) anticipate vaccines and/or drugs being administered at this location or are they just planning to store them in the building?

Answer 9: We will only store the vaccines and Medical Counter Measures.

Question 10: The ITN states that the building must be available for use 24 hours a day, 7 days a week, but what are typical operating hours?

Answer 10: Our normal operations period is from 7:00am-5:00pm. However, we may need evening and weekend access during a state of emergency to access our supplies and MCM.

Question 11: Can you provide an hourly estimate on the number of visitors and employees in both the offices and warehouse space during a typical day?

Answer 11: We rarely have visitors (5-10 per month). Our employees arrive between 7:00-8:00am and average about 22 during this timeframe. A few nurses will come in on staggered times and would average 5-8 between 10:00am-12:00pm. 90% of staff will be out of the facility by 5:00pm.

Question 12: Please provide a similar estimate per Question 11 on number of deliveries to the dock doors for a typical day.

Answer 12: We receive an estimated 20-30 deliveries to the docks per day. Most are in a box truck vehicle and we average 1-2 tractor trailer types per day and varied times between 8:00 and 4:30.

Question 13: What approvals are required by DOH (Tenant) prior to being able to execute a lease? Do any of these approvals require public hearings?

Answer 13: After the Department of Health posts its Notice of Intent to Award (currently scheduled for 5/12/2020), the lease documents are drafted and routed to the Department of Management Services (“DMS”) for prior approval. Lease documents are then routed for signature by the awarded Lessor, then DOH, and then DMS provides final approval along with an executed lease. No public hearings will be held.

Question 14: Some public entities require early termination options in their lease, which often create financing issues for the building owner. Will any early termination option be required for this lease?

Answer 14: Yes. The State has a statutorily required termination option in the State standard lease document. Please review page 28 of the ITN. This may not be modified.