

SUBMIT BID TO:OFFICE OF REAL ESTATE
UNIVERSITY OF FLORIDA720 SW 2ND AVE, SUITE 108, GAINESVILLE, FL 32601

OR

PO BOX 113135, GAINESVILLE, FL 32611-3135

Phone: (352) 294-3660 - FAX: (352) 294-3662

Web Address: www.ore.ufl.edu

**INVITATION TO NEGOTIATE****Acknowledgment Form**

Page 1 of 2 Pages with Attachments		BIDS WILL BE DUE ON 9/28/16, at 5:00 P.M., UF Office of Real Estate, 720 SW 2 ND AVE, SUITE 108, GAINESVILLE, FL 32601 OR PO Box 113135, GAINESVILLE, FL 32611-3135, and may not be withdrawn within 45 days after such date and time. Questions are due by 9/19/16 at 5:00 P.M.		BID NO. ITN ITB16ORE-106	
UNIVERSITY MAILING DATE:		LISTING TITLE: College of Pharmacy- Office Space, Orlando			
VENDOR NAME					
VENDOR MAILING ADDRESS		REASON FOR NOT SUBMITTING BID			
CITY - STATE - ZIP CODE		POSTING OF BID TABULATIONS			
AREA CODE	TELEPHONE NO.	Bid tabulations with intended award(s) will be posted electronically for review by interested parties at www.ore.ufl.edu and will remain posted for a period of 72 hours excluding Saturdays, Sundays, or state holidays. Failure to file a protest in accordance with Board of Governors (BOG) Regulation 18.002 or failure to post the bond or other security as required in the BOG regulations 18.002 and 18.003(3), shall constitute a waiver of protest proceedings.			
	FAX NO.				
	WEB ADDRESS				
	EMAIL ADDRESS				

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the vendor and that the vendor is in compliance with all the requirements of the Invitation to Bid, including but not limited to, certification requirements. In submitting a bid on behalf of the Board of Trustees, hereinafter known as the University, the vendor offers and agrees that if the bid is accepted the vendor will convey, sell, assign, or transfer to the University all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the University for price fixing relating to the particular commodities or services purchased or acquired by the University. At the University's discretion, such

assignment shall be made and become effective at the time the purchasing agency tenders final payment to the vendor.

AUTHORIZED SIGNATURE (MANUAL)

NAME AND TITLE (TYPED)

GENERAL CONDITIONS

SEALED BIDS: All bid sheets and this form must be executed and submitted in a sealed envelope. (DO NOT INCLUDE MORE THAN ONE BID PER ENVELOPE.) The face of the envelope shall contain, in addition to the above address, the date, and time of the bid opening and the bid number. Bids not submitted on the attached bid form shall be rejected. All bids are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.

1. **EXECUTION OF BID:** Bid must contain an original manual signature of authorized representative in the space provided above. Bid must be typed or printed in ink. Use of erasable ink is not permitted. All corrections to prices made by vendor must be initialed.

2. **BID OPENING:** Shall be public, on the date, location and the time specified on the bid form. It is the vendor's responsibility to assure that the bid is delivered at the proper time and place of the bid opening. Bids which for any reason are not so delivered will not be considered. A bid may not be altered after opening of the bids. NOTE: Bid tabulations will be posted electronically at www.purchasing.ufl.edu. Bid tabulations will not be provided by telephone.

3. **PRICES, TERMS AND PAYMENT:** Firm prices shall be bid and will include all required services and improvements.

(a) **TAXES:** The University does not pay Federal Excise and Sales taxes on rents, purchases of tangible personal property or services. The Florida Tax Exempt Number is 11-06-024056-57C. This exemption does not apply

to purchases of tangible personal property or services made by vendors who use the tangible personal property or services in the performance of contracts for the improvement of University-owned or leased real property as defined in Chapter 192, F.S.

(b) **INVOICING AND PAYMENT:** Payment will be made by the University of Florida as specified in the final lease document. An original invoice shall be submitted. Failure to follow these instructions may result in delay in processing invoices for payment. Payment shall be made in accordance with Section 215.422 (1) (2) F.S. **VENDOR OMBUDSMAN:** The University's vendor ombudsman, whose duties include acting as an advocate for vendors may be experiencing problems in obtaining payment from the University, may be contacted at 352-392-1241.

(c) **ANNUAL APPROPRIATIONS:** The University's performance and obligation to pay under any contract awarded is contingent upon an annual appropriation by the Legislature.

4. **CONFLICT OF INTEREST:** The award hereunder is subject to the provisions of Chapter 112, F.S. All vendors must disclose with their bid the name of any officer, director, or agent who is also an employee of the University of Florida. Further, all vendors must disclose the name of any University employee who owns, directly or indirectly, an interest of five percent (5%) or more in the vendor's firm or any of its branches.

5. **AWARDS:** As the best interest of the University may require, the right is reserved to make award(s) in such manner as the University may deem appropriate. When it is determined there is no competition to the

lowest responsible bidder, evaluation of other bids are not required. Vendors are cautioned to make no assumptions unless their bid has been evaluated as being responsive.

6. INTERPRETATIONS/DISPUTES: Any questions concerning conditions or specifications shall be directed in writing to the Office of Real Estate. Inquiries must reference the date of bid opening and bid number. No interpretations shall be considered binding unless provided in writing by the University in response to requests in full compliance with this provision.

7 NOTICE OF BID PROTEST BONDING REQUIREMENT; Any vendor protest to a University decision or intended decision with regard to this ITN is subject to Florida Board of Governors' (BOG) Regulations 18.002 and 18.003. Any vendor who files an action protesting a decision or intended decision shall post at the time of the filing the formal written protest, a bond, payable to the University of Florida, in an amount equal to: 10% of the estimated value of the protestor's proposal; 10% of the University's estimated expenditure during the contract term; or \$10,000, whichever is less. The bond shall be conditioned upon the payment of all costs which may be adjudged against the vendor. In lieu of a bond, the University will accept a cashier's check or money order in the amount of the bond. Failure to file a protest in accordance with BOG regulation 18.002, or failure to post the bond or other security as required in the BOG regulations 18.002 and 18.003, shall constitute a waiver of protest proceedings and will result in a denial of the vendor's protest." FAILURE OF THE PROTESTING PERSON OR ENTITY TO FILE THE REQUIRED BOND, CASHIER'S CHECK, BANK OFFICIAL CHECK OR MONEY ORDER AT THE TIME OF THE FILING THE FORMAL PROTEST SHALL RESULT IN DENIAL OF THE PROTEST.

8. LEGAL REQUIREMENTS: Applicable provision of all Federal, State, county and local laws, and of all ordinances, rules and regulations shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the University, by and through its officers, employees and authorized representatives, or any other person, natural or otherwise: and lack of knowledge by any vendor shall not constitute a cognizable defense against the legal effect thereof.

9. LOBBYING: Vendor is prohibited from using funds provided under any contract or purchase order for the purpose of lobbying the Legislature or any official, officer, commission, board, authority, council, committee, or department of the executive branch or the judicial branch of state government.

10. ADVERTISING: In submitting a bid, the vendor agrees not to use the results therefrom as a part of any commercial advertising. Vendor may not use the names, logos, or trademarks of the University, its employees, or affiliates without the prior written consent of the University.

11. ASSIGNMENT: Any contract issued pursuant to this Invitation to Bid and the monies which may become due hereunder are not assignable except with the prior written approval of the purchaser.

12. LIABILITY: The vendor agrees to indemnify and save the University of Florida, the State of Florida and the Florida Board of Governors, their officers, agents, and employees harmless from any and all judgments, orders, awards, costs and expenses, including attorney's fees, and also all claims on account of damages to property, including loss of use thereof, or bodily injury (including death) which may be hereafter sustained by the vendor, its employees, its subcontractors, or the University of Florida, the State of Florida and the Florida Board of Governors, their officers, agents, or employees, or third persons, arising out of or in connection with any contract awarded and which are the result of the vendor's breach of contract or of the negligent acts of the vendor, its officers, agents, and employees. This clause does not apply to contracts between government agencies.

13. PATENTS, COPYRIGHTS, TRADEMARKS, ROYALTIES and other Intellectual Property: The vendor, without exception, shall indemnify and save harmless the University and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the University of Florida. If the vendor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.

14. CONFLICT BETWEEN DOCUMENTS: If any terms and conditions contained within the documents that are a part of this ITB or resulting contract are in conflict with any other terms and conditions contained therein, then the various documents comprising this ITB or resulting contract, as applicable, shall govern in the following order of precedence: change order, purchase order, addenda, special conditions, general conditions, specifications, departmental description of work, and bid.

15. PUBLIC RECORDS: Any material submitted in response to this Invitation to Bid will become a public document pursuant to Section 119.07 F.S. This includes material which the responding vendor might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07 F.S.

16. DELIVERY: Unless actual date of delivery is specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of purchase order in space provided. Delivery time may become a basis for making an award (see Special Conditions).

END OF SECTION

A. SPECIAL CONDITIONS

1. **INVITATION TO NEGOTIATE FORM** - All proposals should be submitted on the University of Florida Invitation to Negotiate / Bidders Acknowledgment form with one (1) complete original proposal and one (1) complete photocopy in a sealed envelope, with the following information on the outside of the envelope: ITN number, date and time of proposal opening (if any), and Company name in order to be considered in the award.
2. **PROPOSAL DELIVERY** - If this proposal will be mailed through the U. S. Postal Service as regular mail, address the bid to the PO Box as shown on the Invitation to Negotiate Acknowledgment Form.

If a company representative plans to attend the proposal opening; if the bid will be hand delivered; or if the bid will be delivered by a service other than the U. S. Postal Service regular mail, i.e., Federal Express, Airborne, United Parcel Service, Courier, U. S. Postal Express Mail, etc., address the bid to the Building and room number as shown on the Invitation to Bid Acknowledgment form. **Proposals must be delivered sealed, to:**

**University of Florida
Office of Real Estate
720 SW 2ND AVE, SUITE 108, GAINESVILLE, FL 32601
OR
PO Box 113135, GAINESVILLE, FL 32611-3135**

On or prior to September 28, 2016 at 5:00 PM

The top address is a valid address for any courier service. It is the vendor's responsibility to assure that the proposal is delivered at the proper time and place of the opening.

3. **AMERICANS WITH DISABILITY ACT** - If special accommodations are needed to attend a bid opening, contact 352-294-3660 or email at realestate@ad.ufl.edu, three business days prior to the bid opening.
4. **INQUIRIES** - The University is not required to give verbal answers to inquiries regarding the specifications, or verbal instructions prior to or after the award of the bid. A verbal statement regarding same by any person shall be non-binding. The University is not liable for any increased costs resulting from the Bidder accepting verbal direction. All changes, if necessary, shall be made by written addendum to the bid.

Any explanations desired by a prospective bidder must be submitted in writing to the University of Florida Office of Real Estate, and if an explanation is necessary, a reply shall be made in the form of an addendum, a copy of which will be forwarded to each Vendor who has received a set of the bid documents from the University. Vendors obtaining bid documents from any other source must notify the University of their name, address, telephone, and facsimile numbers in order to receive any addenda. Please direct all inquiries to University of Florida, Office of Real Estate, PO Box 113135, Gainesville, FL 32611-3135, email: realestate@ad.ufl.edu, by 5:00 P.M. E.S.T. on September 19, 2016.
5. **ITN INTERPRETATION** – Interpretation of the wording of this document will be the responsibility of the University and that interpretation will be final and binding.
6. **CONTRACT AWARD** – Award shall be made to the responsive proposer whose proposal is determined to be the most advantageous to the University taking into consideration the evaluation factors set forth in the evaluation criteria section. Price, although a consideration, will not be the sole determining factor. There is no obligation on the part of the University to award a contract.

7. **LEASE DOCUMENT** - Additional terms and conditions can be found in the attached sample "University of Florida Lease of Space Agreement". University policies require the use of this form of lease document.
8. **RIGHT TO TERMINATE** – The Tenant shall have the right to terminate, without penalty, this lease in the event a State-owned building becomes available to the Lessee for occupancy during the term of said lease for the purposes for which this space is being leased, upon giving thirty (30) days advance written notice to the Lessor by Certified Mail, Return Receipt Requested.
9. **ERRORS** – The University is not liable for any errors or misinterpretations made by the proposer in responding to this Invitation to Negotiate.
10. **VENDOR'S EXPENSE** – All proposals submitted in response to the ITN must be submitted at the sole expense of the Vendor, whether or not any agreement is signed as a result of this Invitation to Negotiate. Proposers will pay all costs associated with the preparation of proposals and necessary visits to campus and other required site visits.
11. **AVAILABILITY OF FUNDS** - The State of Florida's and the University's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature of the State of Florida and/or annual allotment of grant funding.
12. **OPEN COMPETITION** - The University encourages free and open competition among vendors. Whenever possible, specifications and proposal terms and conditions are designed to accomplish the objective, consistent with the necessity to satisfy the University's needs and the accomplishment of a sound economical operation. The vendor's signature on the proposal guarantees that the prices quoted have been established without collusion with other vendors and without effort to preclude the University from obtaining the lowest possible competitive price. The vendor certifies that its officers or employees have not bribed or attempted to bribe or influence in any way on officer, employee or agent of the University.
13. **CONFIDENTIALITY** – From the date of issuance of this ITN, until a proposal is made, the vendor must not make available or discuss his or her proposal, or any part thereof, with any employee or agent of the University, unless permitted by the Office of Real Estate, in writing, for purposes of clarification only.
14. **EQUAL OPPORTUNITY STATEMENT** - The State Universities have established equal opportunity practices which conform to both the spirit and the letter of all laws against discrimination and prohibits discrimination based on race, creed, color, sex, age, national origin, marital status or religion.
15. **PUBLIC ENTITY CRIME** - A person or affiliate who has been placed on the convicted vendor list by the Department of Management Services, State of Florida, may not submit a proposal on a contract to provide any goods or services, including construction, repairs, or leases and may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant for the University of Florida for a period of 36 months from the date of being placed on the convicted vendor list, a "person" or "affiliate" includes any natural person or any entity, including predecessor or successor entities or any entity under the control of any natural person who is active in its management and who has been convicted of a public entity crime (Rule 6C1-3.020 FAC).
16. **FEDERAL DEBARMENT** - By signing this bid/proposal, the offeror certifies, to the best of its knowledge or belief, that the offeror and its principals are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency; or have not within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them in connection with a public contract or subcontract; or are not criminally or civilly charged by a governmental entity with commission of offenses; or has not within a three year period preceding this offer had a contract terminated for default by any Federal agency. (Federal Acquisition Regulation 52.209-5)

17. **DISCRIMINATION** – An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide 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 award or perform work as a contractor, supplier, subcontractor or consultant under contract with any public entity, and may not transact business with any public entity.

18. **USE OF TERMS:** - The terms Tenant, University of Florida, University, are used synonymously in this Invitation to Bid unless otherwise indicated. The terms Landlord, vendor, proposer and contractor are used synonymously in this ITN unless otherwise indicated.

B. SPECIFIC REQUIREMENTS

The user of the proposed leased area is several administrative units of the University of Florida College of Pharmacy. All uses are office; no lab, clinical, or other uses are anticipated in the Premises.

Delineation of required spaces:

The proposed Premises should include approximately 8,000 – 10,000 usable square feet (to be reflected as rentable square feet for leasing purposes; 10,000 – 12,000 rentable square feet) to provide the following major uses:

Landlord Provides Turnkey Buildout:

Testfit to be provided by Tenant for selected site (number of rooms may vary beyond minimum, please include per unit cost for cubicles and additional offices)

Secured Area – A minimum of:

1. 6 Individual Offices (approximately 140 to 160 USF each). It is preferable that these offices have windows.
1. 10 Office Cubicles (6' x 8' each, access area). Cubicle wall height must be at least 65 inches tall.
2. 75 Call center stations (2' x 4' each, access area). Cubicle wall height must be at least 52 inches tall.
3. 1 Conference Room (approximately 400 USF).
4. 1 Break Room (approximately 500 USF). Prefer sink, cabinets, refrigerator and microwave.
5. 1 Storage Room (approximately 150 USF).
6. 1 Shared Work area (approximately 250 USF)
7. 1 Private Server Room (approximately 150 USF)

Non-Secured Area – A minimum of:

8. 1 Reception Area (approximately 300 USF)
9. 1 Training room (approximately 2,400 USF which can accommodate 80 people at tables and chairs with an additional 20 chairs for individuals)

Optional:

1. Access to and use of generator with minimum capacity of 10 kW
2. Bathrooms within Tenant's non-secured area

Timing:

Occupancy is desired as soon as possible.

Location:

The location of the proposed premises should ideally be within the area outlined in red shown in the attached Exhibit C.

All responses to this Invitation to Negotiate should include the following information:

1. Address of the property being proposed for occupancy
2. Name and address of the Landlord of the Property
3. Specific suite proposed, or if more than one area is possible, a delineation of those areas are available for negotiation.
4. Date of available occupancy.
5. Proposed term of the Lease. Tenant's preference is for a term of five (5) or seven (7) years (please provide scenarios for both) commencing after Landlord delivers space to Tenant as described in "Delineation of required spaces" section. Landlord will have 90 days from the date the Lease commences to deliver space.
6. Size of the proposed Premises, both in usable square feet and using BOMA standard rentable square footage measurements, if the proposed building uses such measurements.
7. A schedule of full-service rent per square foot (both usable and rentable) on an annual basis. Please detail what services will be included in rent, and include utilities and janitorial as two of the categories.
8. A list of services Landlord provides which are included in the above rent. For security reasons, Tenant's preference is for all janitorial services to be performed after 7 PM.

9. Operating Expense – If not included in base rent, provide estimated cost (broken down by category and SF) of any usual building operating expenses. Include any proposed caps on operating expenses and applicable categories.
10. Amount of tenant improvements which Landlord will undertake in order to deliver the space in finished condition, or a statement that Landlord will provide a turn key improvement package. Tenant's preference is for all demising walls to be finished to the roof deck.
11. Rental abatement – please note any rent abatement or other incentives Landlord is willing to provide.
12. Renewal options, terms, and notice periods – Landlord should propose any renewal options, terms and notice periods it is willing to provide to Tenant. Tenant's preference is for two renewal option periods of two years each with a 90 days notice period.
13. Parking – please note the parking capacity of the proposed site and the amount of parking to which UF would be entitled. 6 per 1,000 SF on Premises or immediately adjacent to Premises.
14. Access – For the Secured area, Tenant will require installation of its own access system on the Secured Area of the Premises. Tenant will provide Landlord with two access cards for emergencies.
15. Building Operating Hours – Landlord should provide the operating hours for the building regarding building access and systems service. Tenant's preference is 24/7 capability with primary hours being 7 AM – 10 PM, Monday – Friday and 9 AM – 8 PM Saturday – Sunday.
16. HVAC – Please detail whether HVAC system can be run on a 24/7 basis and what the additional costs are outside of Building Operating Hours OR whether there is a separate HVAC system for Tenant's exclusive use.
17. Signage – Please detail what exterior signage Landlord is willing to allow Tenant to have.
18. Expansion capabilities – please note any options for expansion, either via Right of First Refusal or stated option Landlord is willing to provide to Tenant. Tenant's preference is for Landlord to offer any contiguous space that comes available during the term of the lease to Tenant first, before proceeding to market.
19. Broker – tenant in this specific transaction is being represented by Front Street Commercial Real Estate Group.
20. Security Deposit – Tenant does not provide Security Deposits. Please acknowledge consent.
21. Include both 8.5 x 11 plans as well as CADD files to the proposed premises.

C. LOCATION

The preferred location of the proposed leased area within the outline shown below:

