



STATE OF FLORIDA  
**DEPARTMENT OF MANAGEMENT SERVICES**  
**INVITATION TO NEGOTIATE (ITN) 730:0404**

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**All pages must be initialed in the space provided on the bottom of each page.  
All attachments must be initialed and returned also.**



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**ITN 730:0404 Submittal Cover Page**

Offeror Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Company: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address of the Proposed Space is: \_\_\_\_\_

Square feet offered in the Proposed Space is: \_\_\_\_\_

Building BOMA Rating as Supplied by Offeror (Tenant Broker will verify):  
 \_\_\_\_\_

*Offerors must submit proposals for all lease terms being requested. Any proposal that does not contain rates for any term will be considered non-responsive and the offer will not be evaluated.*

**Five Year Base Term with 10/1 year renewals**

Provide the proposed Full Service rent (or describe a method of determining such a Full-Service rent figure) for each year of the Base and Renewal Option terms as specified in Section D on page 17.

Initial 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	\$	\$



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**Seven Year Base Term with 10/1 year renewals**

Provide the proposed Full Service rent (or describe a method of determining such a Full-Service rent figure) for each year of the Base and Renewal Option terms as specified in Section D on page 17.

<b>Initial Lease Term</b>	<b>Rate Per Square Foot</b>	<b>Total Annual Rental</b>
Year 1	\$	\$
Year 2	\$	\$
Year 3	\$	\$
Year 4	\$	\$
Year 5	\$	\$
Year 6	\$	\$
Year 7	\$	\$

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

***Offerors must submit proposals for all lease terms being requested. Any proposal that does not contain rates for any term will be considered non-responsive and the offer will not be evaluated.***



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**Ten Year Base Term with 10/1 year renewals**

Provide the proposed Full Service rent (or describe a method of determining such a Full-Service rent figure) for each year of the Base and Renewal Option terms as specified in Section D on page 17.

<b>Initial Lease Term</b>	<b>Rate Per Square Foot</b>	<b>Total Annual Rental</b>
Year 1	\$	\$
Year 2	\$	\$
Year 3	\$	\$
Year 4	\$	\$
Year 5	\$	\$
Year 6	\$	\$
Year 7	\$	\$
Year 8	\$	\$
Year 9	\$	\$
Year 10	\$	\$

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

***Offerors must submit proposals for all lease terms being requested. Any proposal that does not contain rates for any term will be considered non-responsive and the offer will not be evaluated.***



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## INTRODUCTION AND OVERVIEW

The State of Florida's Department of Revenue hereinafter referred to as the "Agency", requests your participation in existing office space located in Hillsborough County, Florida [more detailed boundaries are attached hereto as **Attachment A**]. The Department of Revenue is seeking detailed and competitive proposals to provide built-out office facilities and related infrastructure for the occupancy by the Agency. As relates to any space that is required to be built-out pursuant to this Invitation to Negotiate, please see **Attachment B** which includes the Agency Specifications detailing the build-out requirements.

All responses to this Invitation to Negotiate (hereinafter referred to as a "Reply" or "Replies") must be received by the date required in Section A, on page 11 in written/typed form. The Reply must be sent, within the timeframes provided herein, to the Department of Revenue at the address specified in Article II of this Invitation to Negotiate.

The "Offeror" shall mean the individual submitting a Reply to this Invitation to Negotiate, such person being the owner of the proposed facility or an individual duly authorized to bind the owner of the facility. The term "Reply" or "Replies" shall be the Offeror's response to the Invitation to Negotiate. The term "State" shall mean the State of Florida and its Agencies.

*Offerors must submit proposals for all lease terms being requested. Any proposal that does not contain rates for any term will be considered non-responsive and the offer will not be evaluated.*

***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, some 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.***

The Agency is seeking approximately 20,005 (minimum) to 22,111 (maximum) net useable square feet of space for the General Tax Administration (GTA), with a 5, 7, & 10-year rate.

For each Reply, the sum of the total rent over the life of the lease, the total renewal rent and identifiable infrastructure cost borne by the Department will be determined.

The Department will then evaluate all Replies in the selected option and negotiate with the Offeror(s) with the best score.



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**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. The building 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 A)

**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.

**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.



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**Department:** Refers to the State of Florida’s Department of Revenue, which is issuing this Invitation to Negotiate (ITN), or its successor in interest. The complete name of the Department, which issued this ITN, is provided on the first page of this ITN. As used in this document, the word “Department” refers to the full formal name of the issuer of this ITN.

**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.

**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, Addendum B). 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: (ITN):** The ITN consists of the package of documents by which the Department seeks to lease real property to meets its needs. This consists of a group of documents provided to each interested party, including:

- A. Cover sheet entitled Invitation to Negotiate.
- B. Instructions and Information (Sections I & II).
- C. ITN document (Section III).
- D. Attachments to the ITN package.
- E. Any written amendments to this ITN, submitted in writing to the Issuing Officer as date specified.

**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





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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 of possession and use of premises under a lease.

**Lessor:** A person who transfers the right of 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, who 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.

**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.

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

**UPS:** Un-interruptible power supply.

**Workstation/Cubicle:** Each program has different needs for workstations. Please be sure to understand what type, size and specifications each area of build out requires. The agency will only accept “**New**” manufactured cubicle workstations. “**Reconditioned or Refurbished**” cubicle workstations will not be accepted.



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

**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 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.

**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, including 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 Department. 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.

**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.

**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.

**PUBLIC ACCESS TO RECORDS**

All documents, papers, letters or other materials relating to the lease that are made or received by the Offeror in conjunction with the lease, are required to be available for public access and copying in the manner specified by Chapter 119, Florida Statutes. Such records shall be maintained for a period of at least three years after the expiration of the lease at no cost to the Department. The Department may unilaterally cancel any lease resulting from this ITN for the Offeror's refusal to allow access to public records.

**INDEMNIFICATION**

The Offeror shall act as an independent contractor and not as an employee of the Department in the performance of the tasks and duties which are subject of the lease. The Offeror shall be liable, and agrees to be liable for, and shall indemnify, defend and hold the Department, the State of Florida, its officers and employees, harmless from all claims, suits, judgments or damages (including litigation costs and reasonable attorney's fees) arising from the Offeror's performance of the tasks and duties which are subject of the lease whether accomplished by subcontractor or not, including:

- A. Obtaining consent of any nature whatsoever;



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- B. Any and all claims arising from contracts between the Offeror and other parties made pursuant to the lease.
- C. Actions resulting from hidden defects in the property which a reasonable inspection of the premises did not reveal.

**SUBCONTRACTING**

The Offeror may enter into written subcontracts for performance of work under the lease but only with prior written approval of the Department. The Department shall have the continuing right throughout the term of any lease resulting from this ITN to disapprove subcontractors if such disapproval would be in the best interest of the Department. The Department shall have the right to inspect and acquire copies of any of the documents executed between the Offeror and the subcontractor. No subcontract, which the Offeror enters into with respect to performance under the lease, shall in any way relieve the Offeror of any responsibility for performance of duties required by law or required in any lease resulting from this ITN.

**UNAUTHORIZED ALIENS**

Notice to the Offeror: The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A (e) of the Immigration and Nationality Act. Such violation shall be cause for unilateral cancellation of the lease without penalty. That unauthorized aliens shall not be employed by the contractor. The Department shall consider the employment of unauthorized aliens a violation of section 274A(e) of the Immigration and Nationality Act (8 U.S.C. 1324 a). Such violation shall be cause for unilateral cancellation of this contract by the Department.

Pursuant to Executive Order #11-02 (as superseded by 11-116), signed by Governor Rick Scott on May 27, 2011, the successful proposer will utilize the E-verify system established by the U.S. Department of Homeland Security to verify the employment eligibility of its employees and subcontractors.

**ITN INSTRUCTIONS AND GENERAL INFORMATION**

**A. PROPOSAL REPLIES**

Complete written Replies are **due by August 17, 2017 at 11 AM EST**. Submissions must include the original ITN form properly completed and notarized, witnessed and two (2) copies in a sealed envelope (or other suitable package) with the lease number and/or ITN number clearly marked on outside sealed envelope. The written Replies are acceptable via US Mail, private courier service, or hand-delivery to:

**Florida Department of Revenue  
Office of Leasing & Facilities  
ATTN: Torie Swain /Jimmy Thorn  
2450 Shumard Oak Blvd,  
Building 2, Suite 1600  
Tallahassee, Florida 32399**

**Replies will be opened at 11:01 AM EST on August 17, 2017 at the address referenced in Item A. Key Invitation to Negotiate Dates are referenced in Item C.** The Capitol Circle Office Complex is a secure facility and it takes additional time to gain access. Please allow additional time to gain entrance or notification of authorized personal. Note that Replies which are late, unsealed,



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missing, and Replies which are deemed by the Department (in the Department’s sole discretion), to be substantially incomplete, inaccurate, vague, or illegible are not the responsibility of the State 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.

**B. QUESTIONS REGARDING THE ITN**

Any questions or clarifications regarding this Invitation to Negotiate or its specifications will be addressed, in writing at a pre-bid conference meeting on July 13, 2017. Address for pre-bid conference is referenced in Item A. Following the pre-bid conference, all questions must be submitted via e-mail to Torie Swain at [torie.swain@floridarevenue.com](mailto:torie.swain@floridarevenue.com) or Jerry Thornbury at [Jthornbury@savills-studley.com](mailto:Jthornbury@savills-studley.com) no later than July 20, 2017. All answers to be posted on Vendor Bid System (VBS) no later than July 27, 2017.

From the date this ITN is issued until a notice of recommended award, rejection of all bids or other notice is made, **no contact** related to the ITN will be allowed between an Offeror and **any** Department staff, except Torie Swain, Jimmy Thorn, Jerry Thornbury, or Robert Rohrlack. **Any unauthorized contact will disqualify the Offeror from further consideration.**

Material clarifications, changes in specifications, or any other information related to this Invitation to Negotiate (as solely determined by the Department) will be posted on the Vendor Bid System @ [http://vbs.dms.state.fl.us/vbs/main\\_menu](http://vbs.dms.state.fl.us/vbs/main_menu). (Search advertisements-click, Agency– select Dept. of Revenue-click initiate search, select ITN).

**It is your responsibility to check VBS System frequently for any postings.**

**C. KEY ITN DATES**

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

<b>Date and Time:</b>	<b>Item/Task:</b>
June 22, 2017	Date on which the ITN will be advertised in the Vendor Bid System
July 13, 2017 @ 11:00 AM	Pre-bid conference
July 20, 2017	Deadline for submitting questions
July 27, 2017	Date answers to questions will be posted
August 17, 2017 11 AM EST	Deadline for Receipt of Replies
August 17, 2017 @ 11:01 AM	Date, Time and Location for Opening
August 21-31, 2017	Time Period for Evaluation of Replies
September 1-15, 2017	Time Period for Negotiation with Preferred Candidates
September 25, 2017	Estimated date of Notice of Intent to Award

**NOTE: All dates are subject to change in the sole and absolute discretion of the Agency.**



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**D. OFFICIAL CONTACT PERSON – TENANT BROKER**

Inquiries and comments about this ITN should be directed to:

Savills Studley Occupier Services  
 3000 Bayport Drive Suite 150  
 Tampa, FL 33607  
 Jerry Thornbury or Robert Rohrlack  
 Phone: 813-864-1688  
[jthornbury@savills-studley.com](mailto:jthornbury@savills-studley.com) or [rrohrlack@savills-studley.com](mailto:rrohrlack@savills-studley.com)

The persons above are the only authorized individuals to respond to ITN comments and questions.

**E. OFFICIAL CONTACT PERSON - OFFEROR**

Each Offeror MUST provide the below contact information:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**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 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 because of a disability should call Torie Swain at 850-717-6785 at least five (5) workdays prior to the scheduled event. If you are hearing or speech impaired, please contact Purchasing by using the Florida Relay Service at (800) 955-8771 (TDD).



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**INVITATION TO NEGOTIATE REPLY WRITING GUIDELINES; TERMS OF THE REPLY**

**A. REQUIREMENTS AND ORGANIZATION OF THE REPLY**

This Invitation to Negotiate 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 Invitation to Negotiate, please attach the additional response to your Reply and clearly indicate the Section to which the response relates. Each Reply should follow the same general order of contents, described as follows:

1. Replies must completely and accurately respond to all requested information, including the following:
  - Control of Property** – For a Reply to be responsive, it must be submitted by one of the entities listed below, and the proposal must include supporting documentation proving such status. This requirement applies to the building or structure and the proposed parking areas, as well as area of ingress and egress.
    - **The owner of record of the facility and parking area** – 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 proposal.
    - **The holder of an option to purchase** – Submit documentation of a valid option to purchase the facility and/or parking areas from the owner of record which, if exercised, will result in the proposer’s control of the facility prior to the intended date of occupancy.
    - **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 reply to this proposal.
    - **Official Contact Person** - Provide the contact information of the Offeror.
    - **Lease Terms and Conditions** - Provide response to all of the “Lease Terms and Conditions” listed in this Article. Responses should be clearly delineated and specific to the questions, terms and requirements.
    - **Certification** – each Offeror must complete the Certification and provide proof of authority as specified in Article VII. Certification must be witnessed and notarized.
    - **Scaled Floor Plans / Space Planning** - Interior/Space Planning – Each Reply must include a floor plan to scale (Example: 1/16” or 1/8” or ¼” = 1’0”) showing the present configurations with measurements. The final floor plan (if Offeror is selected for Award) will be as described in the specifications included herein or as otherwise negotiated with the Agency. Prior to final negotiation and selection of



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a Reply or Replies, a “test fit” of the Proposed Space relative to the need may be required, the expense of which shall be borne by the Offeror.

- **ITN Checklist** – All items, on ITN Checklist (pg. 26) must be included in Reply to be considered responsive. The Department reserves the right to wave minor irregularities in the replies.

**B. 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 rent rate, free rent, tenant improvement funds, lease term and details of any required build-out.

**C. COST OF DEVELOPING AND SUBMITTING THE REPLY**

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.

**D. CONTACT WITH THE DEPARTMENT**

From the date this ITN is issued until notice of recommended award, rejection of all offers or other notice is made, **no contact** related to the ITN will be allowed between an Offeror and **any** Department of Revenue staff, with the exception of the contact person(s) mentioned in paragraph B on page 12. **Any unauthorized contact will disqualify the Offeror from further consideration.**

**E. EXECUTION OF THE LEASE**

Upon receipt of a lease from the Department of Revenue, the Offeror shall have 30 (thirty) days to execute and return said lease, unchanged, to the Department of Revenue. The Department of Revenue reserves the right to cancel the ITN offer, withdraw said offered lease, and re-issue a solicitation for office space should the Offeror fail or refuse to return said offered lease (executed and unchanged) within 30 (thirty) days of receipt.



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**LEASE TERMS AND CONDITIONS**

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

**A. DESCRIPTION AND MEASUREMENT OF PROPOSED SPACE**

The Agency is seeking approximately 20,005 (minimum) to 22,111 (maximum) net useable square feet **for GTA** (useable square feet as defined below) within the Boundaries (as set forth in **Attachment A**). The type of space required will be used for office space. Each Submission should specify the amount of space available and the address of such space.

The Offeror must provide the location of the space in a building(s) (the "Proposed Space") and 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 Standard Method for Measuring Floor Area in Office Buildings, BOMA/ANSI Z65.1-1996, available online at [www.boma.org](http://www.boma.org), or at Publication Orders/BOMA International, P.O. Box 79330, Baltimore, MD 21279-0330. The Department of Revenue and Department of Management Services reserve the right to independently verify the space measurement.

**The Offeror/Lessor shall be responsible for build-out and clean up and shall provide the Department with a clean, ready to operate space.**

**B. LEASE COMMENCEMENT DATE**

The Proposed Space is to be made available on 9/1/2018. The Department of Revenue shall be allowed to occupy and operate in the premises **5 days prior to actual occupancy date, at no charge to the Department**. 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 \$2,281.55 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. If the delay is greater than 60 days, the Agency shall have the right to terminate the lease.

**Offeror/Lessor agrees to make the Proposed Space available in accordance with the above Commencement Date. (use an X to mark one of the following)**

YES \_\_\_ or NO \_\_\_

**C. TERM AND RENEWAL OPTIONS**

The term of this requirement will be 60, 84 or 120 months from occupancy. The State requires a minimum of (10) Ten (1) One-year renewal options. Verify that you 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) in section D below.

**Offeror agrees that the Proposed Space will be available to the Agency throughout the initial term and the renewal option periods as specified above. (use an X to mark one of the following)**

YES \_\_\_ or NO \_\_\_





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**D. FULL SERVICE (GROSS) RENTAL RATE**

The Offeror shall provide the Department 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, water, insurance, interior and exterior maintenance, recycling services, garbage disposal, security system installation and maintenance, and any amortization of required tenant improvements to the proposed space). 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. The State is exempt from sales tax on all rent payments. Submitted lease rates are negotiable. Offerors must provide their best, firm lease rates. Lease rates that are contingent, involve a basic rate plus “cap” or “range” for such things as tenant improvements will be deemed non-responsive.

**E. PERMITTED USE BY THE STATE**

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.

**Offeror agrees and acknowledges that the use of the Proposed space as described above is acceptable and that it is compliant with all laws. (use an X to mark one of the following)**

YES \_\_\_ or NO \_\_\_

**F. TENANT IMPROVEMENTS**

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

**Offeror agrees to provide a “turn-key” build-out in accordance with the space program specifications detailed in Attachment B following the Agency’s approval of an architectural layout provided by the Offeror/Landlord. (use an X to mark one of the following)**

YES \_\_\_ or NO \_\_\_

**G. ENERGY STAR RATING**

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

**Does this facility meet the standard of an Energy Star Building? (use an X to mark one of the following)**

YES \_\_\_ or NO \_\_\_

**H. LEASE**

**Attachment C** to this ITN is the form lease agreement (and related addendum) which contains the general terms and conditions required by the State of Florida. Other terms and conditions may be required by the State of Florida in order to consummate a transaction. Each Offeror should review this form in its entirety.

**Offeror acknowledges that he/she has reviewed the form lease agreement contained in Attachment C and that the form (including all terms and conditions) is acceptable should the Proposed Space be selected by the Agency. (use an X to mark one of the following)**

YES \_\_\_ or NO \_\_\_



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**I. ATTACHMENTS**

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

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

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

**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 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.

**Addendums:**

**A:** Assessing liquidated damages

**B:** Janitorial services

**C:** Employment Eligibility Verification

**D:** Proposal submitted by lessor

**E:** Florida law venue

**F:** Indoor Air Quality

**G:** Security

**Attachment D**            Disclosure of Ownership – This attachment provides a Disclosure of Ownership relating to the ownership of the referenced property.

**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**            Commission Agreement – This attachment provides a Commission Agreement relating to The Tenant Broker as agent for the State.

**Attachment H**            Special Power of Attorney – This attachment is required if submitting on behalf of owners.

**Attachment I**            My Florida Market Place Vendor Request – This attachment provides instructions on how to register with MFMP on-line.

**Attachment J**            W-9 Information & Direct Deposit



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**J. Notice of Understanding**

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 J. (use an X to mark one of the following)**

YES \_\_\_\_ or NO \_\_\_\_

**K. PARKING**

Paved and continuously maintained parking for State employees and visitors is required. The Department requests that 155 parking spaces be made available for the use of the Department employees and visitors. At a minimum, respondents must make available not less than 145 parking spaces for the use of the Department employees and visitors at no additional cost to DOR or its employees. Preference will be given to those offers which provide 155 total parking spaces. ADA parking to be determined by chart below, or local code, whichever is more stringent.

**Minimum Number of Accessible Parking Spaces**

ADA Standards for Accessible Design 4.1.2 (5)

Total Number of Parking spaces Provided (per lot)	Total Minimum Number of Accessible Parking Spaces (60" & 96" aisles)	Van Accessible Parking Spaces with min. 96" wide access aisle	Accessible Parking Spaces with min. 60" wide access aisle
	Column A		
1 to 25	1	1	0
26 to 50	2	1	1
51 to 75	3	1	2
76 to 100	4	1	3
101 to 150	5	1	4
151 to 200	6	1	5
201 to 300	7	1	6
301 to 400	8	1	7
401 to 500	9	2	7
501 to 1000	9	2	7
	2% of total parking provided in each lot	1/8 of Column A*	7/8 of Column A**
	20 plus 1 for each 100 over 1000	1/8 of Column A*	7/8 of Column A**



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**Parking Definitions**

- \_\_\_\_\_ **Exclusive contiguous parking onsite/adjacent to the building**  
 (Side by side parking spots for the sole use of DOR and our clients, immediately beside the office space)
- \_\_\_\_\_ **Non-exclusive contiguous parking onsite – adjacent to the building**  
 (Side by side parking on the office space property, open for use by DOR, our clients and the general public)
- \_\_\_\_\_ **Exclusive non-contiguous parking adjacent to the building**  
 (Parking located immediately beside the office space for the sole use of DOR and our clients, all spots do not need to be side by side)
- \_\_\_\_\_ **Non-exclusive on-site parking**  
 (Parking on the office space property, open for use by DOR, our clients and the general public)
- \_\_\_\_\_ **Exclusive offsite parking**  
 (Parking for the sole use by DOR and our clients, the parking spots are not located on the office space property)
- \_\_\_\_\_ **Non-exclusive offsite parking**  
 (The parking spots are not on the office space property, open for use by DOR, our clients and the general public)

**L. DISCLAIMER**

This ITN is an invitation to negotiate and is for discussion purposes only. It is not an offer, contract or agreement of any kind. 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 consummated, 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.

**Offeror understands and agrees with the Disclaimer set forth in this Section L. (use an X to mark one of the following)** YES \_\_\_\_ or NO \_\_\_\_\_

**M. Hazardous Substances:**

The Offeror assures that the proposed site does not contain hazardous substances or electromagnetic fields, whether above or below ground level. Further, the Offeror agrees to prohibit the generation, storage or disposal of hazardous substances above or below ground level. Should hazardous substances be revealed during the term of this lease, the Offeror shall immediately remove material and restore the site in compliance with all applicable regulations, and reimburse the Department for any and all relocation costs. **Offeror understands and agrees with the Disclaimer set forth in this Section L. (use an X to mark one of the following)**

YES \_\_\_\_ or NO \_\_\_\_\_



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**N. Revised Codes**

The Offeror will ensure that the facility shall comply with the latest version of all applicable codes and standards. **Offeror understands and agrees with the Disclaimer set forth in this Section L. (use an X to mark one of the following)**

YES \_\_\_\_ or NO \_\_\_\_

**REPLY EVALUATION AND NEGOTIATION PROCESS; PROPOSAL EVALUATION CRITERIA**

**Reply Evaluation and Negotiation Process:** Using the evaluation criteria specified below, the Agency shall evaluate and rank Replies and, at the Agency’s sole discretion, proceed to negotiate with Offerors as follows:

- The highest ranked Offeror(s) will be invited to negotiate a contract. If necessary, the Agency/Tenant Broker 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.
- The Agency reserves the right to 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 the Agency/Tenant Broker retains the discretion to negotiate with other qualified Offerors as deemed appropriate.
- 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, and provide the opportunity for a site visit. 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.
- The focus of the negotiations will be on achieving the solution that provides the best value to the State.
- In submitting a Reply an Offeror agrees to be bound to the terms contained in that Reply for a minimum of thirty (30) days. 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.
- 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 reserves the right to negotiate concurrently or separately with competing Offerors. The Agency reserves the right to waive minor irregularities in Replies.
- From the date this ITN is issued until a notice of recommended award, rejection of all bids or other notice is made, no contact related to the ITN will be allowed between an Offeror and any Department staff, with the exception of Torie Swain, Jimmy Thorn, Jerry Thornbury or Robert Rohrlack. Any unauthorized contact will disqualify the Offeror from further consideration.



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- A Reply may be withdrawn in person by an Offeror or authorized representative who presents proper identification and signs a receipt for the Reply, but only if the withdrawal is made prior to the exact deadline set for receipt of Replies.
- Errors and omissions, on the part of the Offeror, in preparation of the proposal confer no right to withdrawal of the proposal after it has been opened.
- Financial Verification of the Offeror can be requested by the Agency as part of its evaluation and/or negotiation for this ITN.

The successful Reply shall be the one that has the highest overall score and achieves the best value for the Department. All replies will be evaluated on the factors below. Offeror's must permit an onsite evaluation of the offered facility. **EVAL (155/145 paved and maintained parking spots)**

**A Parking** – The Department requests 155 spaces; a minimum of 145 spaces may be proposed.

1. Exclusive contiguous parking onsite in excess of the minimum spaces – adjacent to the building = **10 pts**
2. Non-exclusive contiguous parking on site in excess of the minimum spaces – adjacent to the building = **9 pts**
3. Exclusive non-contiguous parking adjacent to the building in excess of the minimum spaces = **8 pts**
4. Non-exclusive, non-contiguous onsite parking in excess of the minimum spaces = **7 pts**
5. Exclusive contiguous parking onsite for the minimum spaces – adjacent to the building = **7 pts**
6. Non-exclusive contiguous parking on site for the minimum spaces – adjacent to the building = **6 pts**
7. Exclusive non-contiguous parking adjacent to the building for the minimum spaces = **5 pts**
8. Non-exclusive, non-contiguous onsite parking for the minimum spaces = **4 pts**
9. Exclusive offsite parking = **3 pts**
10. Non-exclusive offsite parking = **0**

Maximum points **10**



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**B. Location:**

The effect of environmental factors (including the physical characteristics of the building, and the area surrounding it) on the efficient and economical conduct of department operations planned for the requested space.

- 1) Facility location is best suited and conducive to conducting business with our clients and for our operation in Hillsborough, Pasco and Hernando counties.

Maximum points: **25**

- 2) Present condition of proposed facility, the property the building sits on, adjacent structures and surrounding neighborhood.

Maximum points: **10**

- 3) Security issues posed by the proposed building location, associated parking and surrounding neighborhood, quality of exterior lighting and obstructed entrances/exits.

Maximum points: **10**

**C. Property:**

- 1) Providing the aggregate square footage in a single building, on a single floor is preferred. Replies shall be considered, but fewer points given, which offer the aggregate square footage in not more than two building connected by overhangs and sidewalks. Buildings, which are immediately adjacent or within 25 yards of one another shall also be considered but receive fewer points.

**A:** Aggregate space in a single building, on a single floor **8 pts**

**B:** Aggregate space in a single building, on two or more floors **5 pts**

**C:** Aggregate space in two buildings, connected by sidewalks/overhangs **1 pt**

**D:** *Additional points to be added to score if location in building is best suited to Programs operation. **2pts***

Maximum points: **10**



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**D. ASSOCIATED FISCAL COSTS:**

- 1) **Rental:** Rates are evaluated using 'total present value' methodology for basic term of lease by application of the present value discount rate of **Entered from DMS.**

Maximum points: **25**

Rental rates for basic term of lease. Rates proposed are within projected budgetary restraint of the department. **Entered From DMS.**

- 2) Rental rates for optional renewal terms of lease. Rates proposed are within projected budgetary restraint of the department.

Maximum points: **5**

**E. Building BOMA Rating** (At time of submittal as determined by Tenant Broker)

1. A Building = **5 pts**
2. B Building = **4 pts**
3. C Building = **2 pts**
4. D Building = **0 pts**

Maximum points **5**

*Items D, & E to be completed by the facilities office.*

Total possible award points: **100**





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**PROTEST PROCEDURES**

Any protest concerning this solicitation shall be made in accordance with sections 120.57(3) and 255.25(3)(d) of the Florida Statutes and Rule 28-110 of the Florida Administrative Code. It is the Department’s intent to ensure that specifications are written to obtain the best value for the State and to ensure competitiveness, fairness, necessity and reasonableness in the solicitation process. NOTICE OF PROTEST OF THE SOLICITATION DOCUMENTS SHALL BE MADE WITHIN SEVENTY-TWO HOURS AFTER POSTING OF THE SOLICITATION. Questions to the Official Contact Person shall not constitute formal notice. Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to file a bond or other security within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

**CERTIFICATION**

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.**

I hereby certify as owner, officer or authorized agent, that I have read the ITN in its entirety and agree to abide by all requirements and conditions contained therein. I further certify that this Reply constitutes my formal proposal in its entirety.

\_\_\_\_\_  
**Offeror’s Name**

\_\_\_\_\_  
**FEID or SS number of prospective Offeror:**

\_\_\_\_\_  
 (Authorized Signature)

\_\_\_\_\_  
 Relationship to Owner

\_\_\_\_\_  
 (Print or type name)

\_\_\_\_\_  
 Witness

\_\_\_\_\_  
 (Print or type title)

\_\_\_\_\_  
 Witness

**Sworn to, or affirmed & signed before me on:**

\_\_\_\_\_  
 Notary Public Signature

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Print/type/stamp commissioned name of notary)

Seal: \_\_\_\_\_

\_\_\_\_\_  
 Personally Known  
 \_\_\_\_\_  
 Produced  
 \_\_\_\_\_  
 Identification Type: \_\_\_\_\_



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**Required Documentation Checklist**

In order for a proposal to be considered, Items A through G shall be included in the proposal.

Checklist: Please note that the items requested shall conform to the specifications and requirements contained in this ITN. Items supplied, which do not meet the specified requirements, may be determined non-compliant. The Department reserves the right to wave minor irregularities in the replies.

- A. \_\_\_\_\_ One (1) original ITN form properly completed and notarized, witnessed & two (2) copies
- B. \_\_\_\_\_ All attachments initialed and included with ITN submission
- C. \_\_\_\_\_ Scaled Floor plan showing present layout with dimensions
- D. \_\_\_\_\_ Usable square footage proposed within the allowable range of 20,005 USF to 22,111 USF
- E. \_\_\_\_\_ Special Power of Attorney for authorized agent, broker, or legal representative (Attachment H) (if applicable)
- F. \_\_\_\_\_ Documentation showing Offeror as controller of property (i.e. Warranty Deed)
- G. \_\_\_\_\_ Authorization for corporation to conduct business in Florida

**Agency Specifications**

**RESTROOMS**

Each is to be equipped as follows:

- A. Must meet the requirement of the U.S. Department of Justice 2010 ADA Standards, State and Local Building Codes.
- B. All lavatories supplied with hot and cold water, the Lessor shall provide required water heater. At least one (1) soap dispenser per lavatory, air deodorizers, trashcans, exhaust fans and two paper towel dispensers shall be provided in each rest room, except for public restrooms one (1) wall mounted Air Blower Hand Dryer must be provided. Sanitary napkin receptacles accessible to each water closet station provided in women’s rest rooms. Disposable sanitary seat covers provided in each water closet station. One full size mirror in staff restrooms shall be provided.
- C. Public rest rooms shall be accessible from the reception area or common areas and separate from the staff rest rooms for security purposes. Both male and female public restrooms shall each have a baby diaper-changing table built out to provide for the needs of our clients.  
Note: One public Unisex restroom may be substituted if building limitations prohibit the installation of two restrooms. The Department desires two public restrooms if permissible. Doors for staff rest rooms (if separate from public rest rooms and accessible through public area) shall be equipped with electronic keypad system or card swipe lock to automatically lock upon closure.

**FLOOR PLANS**

Final floor plans shall be a joint effort of program staff, facilities staff and the successful proposer. The successful proposer is to provide architectural services by a licensed architect to prepare construction documents (CD’s). The CD’s are subject to the programs’ and facilities’ staff approval. All parties must sign to acknowledge acceptance, prior to and State Fire Marshal review and approval.



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- A. A complete scaled copy (hard and PDF set) of construction plans are to be provided. The plans must include: Life/Safety plan, Floor plan, Furniture Plan, Elevation/Platform Details, Elevation/Sections Detail, Room Finish/Door Schedule, Mechanical and Electrical, Fire Alarm and Protection Plans. The plans must be delivered to the facilities office and local program liaison, **for signature and approval of all pages** prior to Fire Marshal final review and approval.
- B. Interior walls extended from floor to ceiling and designed or insulated sufficiently to sound proof and prevent noise transmission. All walls shall contain a minimum of 3-½” inches of fiberglass insulation. Conference Rooms, Rest Rooms, Mechanical & Equipment Room walls shall contain soundproofing material equivalent to 6 inches of fiberglass insulation. Perimeter wall defining the Department’s space interior walls of the Telecommunications Equipment Room, and interior wall of the designated central file room(s) shall extend beyond the ceilings to prohibit access through the ceiling crawl space. Ceiling height is to be eight (8) feet minimum. Ceilings may exceed that height if energy efficiency is not adversely affected. Deviation subject to the Department’s approval.
- C. Interior hall width a minimum of four (4) feet for main hallways.
- D. Design shall maximize the number of exterior window offices and provide natural lighting where possible.

**BI-WEEKLY CONSTRUCTION MEETINGS**

During the course of construction, mandatory bi-weekly progress meetings shall be held at the construction site or via conference call. The facilities office shall coordinate these meetings with authorized DOR facility staff and the designated Tenant Broker. The meeting shall include:

- A. updated progress schedule to achieve the desired completion date;
- B. special problems, remedial actions, review of the ITN requirements.
- C. status of fees, permits, building inspection, violations.

**OCCUPANCY**

The date of lease payment commencement shall 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:

- A. Certification of Occupancy shall be submitted to the Department Facility office in Tallahassee 30 days prior to the lease start date.
- B. All installations are operational and complete; review of ITN requirements.
- C. The Issuing Officer and designated Tenant Broker have signed a letter of acceptance. The Department of Revenue shall be allowed to occupy and operate in the premises **5 business days prior to actual occupancy date, at no charge to the Department.**

**FIRE PREVENTION**

Lessor shall conform to all requirements of the State Fire Marshal and shall obtain 50% completion inspection and final inspections by the State Fire Marshal as required by 633.085, Florida Statutes. Lessor shall provide the facilities office with a copy of all letters and approvals from the State Fire Marshal. Fire and Life Safety equipment shall be maintained by the Lessor and shall meet the state and local requirements for life safety.



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**Note:** It shall be the Lessor's responsibility to contact the Local Fire Protection Agency who shall perform subsequent inspections either annually or every two years thereafter as per Florida Statutes and provide documentation to the Facilities office in Tallahassee.

**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) are to be equipped with automatic thermostat(s) fitted **with tamper proof covers**. Temperatures shall be maintained at 75 degrees Fahrenheit during the heating and cooling season. Temperatures may be adjusted periodically to achieve employee comfort. Control thermostats shall be located in areas to achieve proper zone temperature. Lessor shall provide fresh air intake of 20 or more cubic feet per minute per person, as recommended by ASHRAE (the American Society of Heating, Refrigerating and Air Conditioning Engineers). Incoming fresh air to be pre-conditioned (filtered, moisture removed, heated or cooled). Interior humidity shall not exceed 60% relative humidity.

The system shall be tested and balanced prior to occupancy and adjusted after occupancy until desired temperatures are achieved. VAV zone boxes shall maintain a minimum air flow (circulation) of a least 25% after the zone temperature reaches its set point (if applicable). Outside fresh air intake vents, dampers, automatic controls, and power driven systems for fresh air (if applicable) shall be fully operational according to design specifications and shall be located at least fourteen feet above the ground. Carbon dioxide monitors (if applicable) calibrated every 5 years at a minimum.

Buildings or spaces, older than 10 years, where ductwork has not been retrofitted, with ridged air conveyance ductwork (lined or non-lined on the air side), turning vanes, operational control systems on the air side, air handlers that are to remain in place, must be thoroughly inspected for excessive buildup of dust and contaminants (i.e., mildew, mold fungi, etc.) by the firm performing the test and balance of the space or building. If excessive buildup of dust, dirt or contaminants is present, the Lessor shall contract at his expense with a licensed mechanical firm to have the ductwork, all interior control surfaces, turning vanes, registers, grills and the interior of the air handlers cleaned properly. The Lessor shall provide receipt for cleaning/inspection. HVAC system and ducts are to be professionally cleaned and chemically treated to kill all bacteria and mold if ducts are over 10 years old. Lessor to provide receipt of service.

The entire air conveyance system to be inspected, calibrated, tested and balanced by a firm professionally engaged in this type of work, just prior to occupancy, every 5 years and/or after any renovations which effect the systems operation. The scope of work shall include all the items listed above, and include operating controls, sensors and controls that shall be calibrated, inspection of air handlers, pumps, valves, condensation drain lines, condensation pans, coils, ductwork, dampers, VAV boxes, cooling towers, or anything that has a relationship to the air conveyance or operating control system. The test and balance firm shall provide a report in writing to the Lessor that the above listed items and specifics have been inspected, and are in proper operating order. A copy of this report provided to the Lessee prior to occupancy and after each 5-year re-inspection.

The Lessor shall inspect all air handler coils (all layers), condensation drain pans, condensation drain pipes, cooling towers (if applicable), gaskets, or couplings for microbial growth and buildup, due to normal operating conditions, standing water caused by clogs, leaks, etc., on a monthly basis and document any discrepancies. The Lessor shall immediately correct any and all problems to current standards or care with due diligence to prevent possible health problems related to the HVAC system and its operation.



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Fresh air intake vents shall be inspected for any microbial buildup and thoroughly cleaned, if necessary. Filters (if applicable) on fresh air intake vents shall be cleaned or replaced bi-monthly. The Lessor shall maintain a monthly service record, showing the dates the maintenance cleaning and inspection were made and filters were replaced.

**INDOOR AIR QUALITY TESTING**

The building envelope shall be maintained to prevent moisture intrusion that may result in micro biological and fungal growth on surfaces, furnishings or interstitial spaces. In the event a suspected air quality problem arises, the Lessee reserves the right to have the indoor air quality tested at its own expense by a CIAQP (Certified Indoor Air Quality Professional); CIEC (Certified Indoor Environmental Consultant; CIH (Certified Industrial Hygienist); or P. E. (Professional Engineer), whose primary business and focus is indoor air quality/environment to determine the cause of the problem. After assessment, if test results indicate conclusively that a problem exists (i.e. Radon, Asbestos, mold, etc.), the Lessor shall take immediate corrective action to remedy the situation and reimburse the agency for the costs of conducting such test(s). Painting and construction shall be conducted under ventilating and occupancy conditions that shall not result in indoor air quality complaints.

**SECURITY REQUIREMENTS: SHALL INCLUDE, BUT NOT LIMITED TO THE FOLLOWING:**

- A. All doors leading outside the building, with the exception of the main entrance(s), are to be equipped with interior push bar release locks and a singular cylinder deadbolt lock (main entrance to have a singular cylinder deadbolt lock), with battery backup to supply electricity for no less than 6 hours when power is lost. Doors to automatically lock upon closure and require an electronic key card or proximity card reader to gain entry. This system is required to prevent unauthorized entry into the leased space, yet provide employees with convenient entry and exit of the building. Main client entrance shall be a dead bolt lock.
- B. Locks and alarm contacts, motion and/or glass break detectors are to be installed on all exterior windows and doors. If windows are capable of opening, they shall be equipped with alarm contacts and glass break detectors.
- C. Interior security lights throughout the leased area are required to include restrooms for security when main lights are off. Night-lights on all outside doors are required.
- D. Night lights with timers set to come on at dusk and off at dawn in the entire parking area and over all outside doors. A minimum of 3 ft. /candles of light throughout all areas provided for parking, sidewalks and outside patio area.
- E. Locks installed on designated interior offices, customer interview stations, evidence rooms, conference/training rooms and storage rooms at the expense of the Lessor (see room specifications sheet for details).
- F. **Security System to include fire & smoke:** The Lessor shall provide, and be responsible for all costs to install and maintain an electronic security system to detect unauthorized after-hours entry and provide for access control during business hours. The security system shall be equipped with an alarm key pad at each program's main entrance (a maximum of two entrances per program as determined by The Department of Revenue's program management), contacts on all doors and windows that open, glass break sensors to monitor all glass on perimeter walls. Motion, fire and smoke detectors throughout the leased area and monitoring system hookup. Fire and smoke detectors shall activate an audible and visual alarm to be heard and seen throughout facility.



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Monitoring of the system shall be required 24 hours per day (**Security system monitoring fee to be paid by The Department of Revenue**) (**Lessor will pay the monitoring fee for the Fire systems**) and provide rapid response by local law enforcement officers to unauthorized entry after hours.

The alarm and access control system shall be designed and installed by a licensed alarm system contractor in consultation with the Department's representative and shall include: electronic door strikes to allow authorized entry into the work area by receptionist, and each receptionist shall have a strike release button. Every panic button shall be connected to notify either law enforcement or the security alarm company of the need for police response. There shall be a minimum of three panic strobe lights activated when a panic button is pushed, located throughout the facility, location to be determined during space planning. The Department reserves the right to work with the Lessor to determine which security vendor performs this project. Lessor shall pay the cost for any false alarms caused by faulty equipment or systems that result in a citation.

The security system for electronic door entry should be a software-based P.C. system that allows the Department of Revenue, at a minimum, the ability to program, activate and deactivate individual proximity cards or fobs for each access point. The system should also have the capability to set time limited access to individual employees. In addition, the system will have a reporting function for reviewing when and to whom access was granted.

**Note:** The Department may require more than one alarm system and entry system that shall allow different sections control of the system in their area. The monthly fee for monitoring the system and reprogramming due to employee turnover shall be paid by the Lessee. **The Lessor shall own, maintain, and pay for all equipment associated with the security and fire alarm system and false alarms.**

- G. Trees and shrubs in and around the parking lot and the building shall be maintained using the two foot-six-foot rule (shrubs no taller than two feet above the ground and trees trimmed so lowest limbs are no less than six feet above the ground), allowing for good natural surveillance and visibility. Limbs not to be close to roof or extend over roof.
- H. Electronic locks and automatic closure devices are required on interior doors leading from the reception/ lobby area into the support areas, employees' offices and customer interview stations.
- I. Lessor to provide electric safety covers and alarm covers in all public spaces.
- J. Certain doors and locks will be required to be master keyed at Lessors expense.

**REFRIGERATED DRINKING FOUNTAINS**

Provide a minimum of 2 refrigerated drinking fountains, one each immediately adjacent to restrooms and lobby areas. In facilities where the space is on multiple floors, additional fountains shall be provided.

**Note:** Must meet the requirement of the U.S. Department of Justice 2010 ADA Standards.

**FLOOR COVERINGS**

New carpeting shall be installed prior to acceptance of the building. All individual office spaces and conference rooms shall have at least 68.8 oz. per square yard total weight; 26 oz. face weight per square yard, loop commercial grade, anti-soil carpeting to benefit acoustics, comfort and minimum maintenance in cleaning. Lounge areas, break rooms, restrooms and telephone/computer rooms shall require VCT. Each area designated for a copier shall have a 6' x 5' area under the copier which shall require VCT. All



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lobby/reception areas shall require VCT, to be determined by Program liaison. Carpeting shall have UM-44D, ASTM D 3674-81/UM-44D, fire and 3.5 kilovolts electrostatic conductivity rating. All VCT and carpeting shall be a color and by a manufacturer acceptable to the Department, which shall choose from an assortment of at least three samples provided by the Lessor. Carpeting to be treated to reduce staining. Carpet specified has a normal life expectancy of five (5) years and therefore shall require replacement at the Lessor's sole expense every five (5) years. Tears or loose seams, which become safety hazards, shall be repaired or replaced upon request from the Department. Any alteration to this schedule shall be made and agreed to by both parties in writing. Any areas where two different flooring types or levels meet require a transition strip.

**WINDOWS**

All rooms having exterior walls should have windows with a minimum of 24-sq. ft. of light space per 120 square feet of floor space. If an open configuration on the exterior walls, then at a minimum, there shall be one window per every 12 linear feet. Placement may be determined by structural requirements. Every interior hard-walled office and hallway door shall be a solid core door, with glass panels in or beside the door with a size of 1' x 6'.

**WINDOW & DOOR COVERING**

All exterior windows shall have mini blinds to permit privacy, and allow sunlight and energy control. All windows receiving direct sunlight shall, in addition, be tinted or covered with energy saving film, with darker tinting applied to windows facing the west. No interior doors or glass panels shall have window coverings.

**CEILING FANS**

Fans to be installed in lobby, conference room and training rooms, to be suspended at minimum of eight (8) feet above the finished floor level, in those areas noted. Ceiling lights shall be located in a pattern around the fans to eliminate the strobe light effect. No lights located directly above the fans.

**LIGHTING**

- A. All leased space to be provided with fluorescent lights to provide a minimum lighting level of (Measured with a General Electric type 214 Light Meter)
  - 1. 10 foot-candles - halls and corridors, etc.
  - 2. 30 foot-candles - other public areas
  - 3. 50 foot-candles - offices, classrooms, conference rooms, computer rooms, etc.
- B. Interior lighting shall include emergency lighting for security and safety. All emergency lights shall have packs and be tested monthly.

**ELECTRICAL REQUIREMENTS**

The Lessor shall provide:

- A. One (1) dedicated 20 amp electrical circuits with isolated grounding (maximum three (3) offices per circuit) and orange duplex outlets in each office, modular partition, and common areas for connection of computer equipment, and as required for printers, copiers, etc. and two (2) duplex receptacles per office, maximum three (3) offices per circuit;
- B. Three (3) dedicated circuits for each break room;
- C. Class "B" surge protection on all 120/208 circuit break panels;
- D. Ground resistance test to assure less than 5 ohm or better;
- E. Housekeeping circuits separate from office circuitry;
- F. Building shall comply with National Electric Code latest edition at the time of occupancy.



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**TELEPHONE AND COMPUTER REQUIREMENTS (UNIQUE AGENCY REQUIREMENTS)**

Telecommunications Requirements: The Lessor shall provide and pay for the required materials and labor to install a telecommunication system(s) in accordance with the installation requirements of the selected system, from the street to the end user desk. Since the type of system shall not be known during the bid process, and further, different types of telecommunication systems may be installed during the life of the lease, the general facilities should allow for the support of any type of telecommunication system(s). The facilities shall be constructed in a manner that shall meet the needs of the Department and provide high quality of service. All cabling needs to be Category 6 (determine if plenum rated cable is needed from GC). All cabling needs to be terminated onto Cat 6 patch panels, labeled on both, faceplates and patch panels. All CO (telephone) lines, extensions, etc., need to also be terminated onto patch panels on same rack. All cables and CO lines need to be labeled on patch panels with a label maker in order for the customer to "plug and play". Patch panels need to be installed on rack with both vertical and horizontal wire management. Rack is to be grounded with #6 AGW ground wire. See pictures labeled Telephone 1 and Telephone 2 on page 38. The entire facility shall be wired (with speakers) for a public-address system, it shall be fully operable at time of move in. The public-address system shall be installed at the owner's expense it will have the capacity for multiple zones; zones to be determined by the Program(s).

Isolated dedicated ground electrical circuits shall be furnished to all computer terminals and telephone equipment room shall be equipped with at least two duplex 110 volt outlets. All isolated dedicated outlets shall be color coded (Orange) to denote the dedicated ground. Each isolated dedicated ground circuit may have up to the maximum allowable outlets per the local electric code.

**SERVICE ENTRANCE**

A service entrance shall be provided to allow the entrance of telephone company lines into the building. This entrance shall be a sleeve of corrosion resistance conduit 4 inches in diameter to ensure the protection of incoming lines. The entrance location shall be capable of allowing spare conduits of equal size for future growth.

A main terminal location shall be provided where the service entrance lines shall interface with buildings inside wiring. The main terminal may be located as follows:

- A. In a locked panel box on an exposed wall near the service entrance.
- B. In a walk-in terminal room near the service entrance.
- C. In the communications equipment room.

The main terminal shall require a plywood backboard 4' X 8' 3/4-inch-thick treated with a fire-retardant material and wall mounted. At the main terminal location, there shall be one dedicated isolated 120 VAC, 20 Amp duplex receptacle, one 6 AWG solid copper insulated electrical grounding wire from the building grounding electrode, a light intensity level of 30 foot candles minimum, and conduit equal in size and quantity of the service entrance conduits to the communications equipment room if required.

**COMMUNICATIONS AND SERVER EQUIPMENT ROOM**

Any room designated as a communication room, shall be in a secured room or a secured area and be designated as "Restricted Area".

The communications equipment room shall meet the Minimum Protection Standards established in Information Services Program Policy #DOR-SEC-002, which requires that any communication room be designed as a "security room" or a "secured area". The Communications Equipment room should be a





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minimum of 50 square feet with a height of at least 8 feet, with a hard-top ceiling. **The room shall be maintained at a constant 75 degrees, 24 hours a day, and 7 days a week.** A dedicated circuit and A/C unit may be required. The room shall contain the demarcation point for telephone company lines terminated for the building's telecommunications equipment and shall not contain any unrelated equipment. The room shall be centrally located to the leased space and may also serve as the main terminal location. The entry into the room shall be through a secured, locked door at least 36 inches wide and shall only be accessible from the leased area. The room shall be dust free, and in a location where electromagnetic interference is minimal to ensure a controlled environment. In the communications equipment room, there shall be plywood backboards, 4 X 8 feet by 3/4 inches mounted on the longest unobstructed wall. The plywood backboards shall be affixed in such a manner that it shall support the weight of the cable, terminals, and other equipment that shall be attached to it. The plywood backboards shall be treated with fire retardant material. Where needed, there shall be mounted plywood backboards to install such devices as key service units, line and station connecting blocks, surge protector assemblies, demarcation points, main distribution wire cable, and any other equipment necessary for the operation of a telecommunication system. Lessor shall provide two electronic rack systems, plus two equipment shelves and wire management harnesses, for the Departments communication equipment. Wire management shall include "ladder" tracks sufficient for the connection of the rack system to the plywood backboards. Wire management harnesses shall include Horizontal 2-sided covered wire channel's above and below all patch panel and 2 (two) vertical 2-sided covered wired channel's running the full height of the rack on both sides. Rack shall be, AMP-559260-1, 19" x 7' or equivalent. Rack shall be bolted to the floor after the equipment is installed in the building LAN equipment room.

In the communications equipment room, there shall be two dedicated isolated 120 VAC, 20 Amp quadruplet receptacles on each wall, and 1 each dedicated isolated 120 VAC, 20 Amp quadruplet receptacle floor mounted at the base of each rack. One 6 AWG solid copper insulated electrical grounding wire from the building grounding electrode, a light intensity level of 50-70 foot candles minimum, and conduit equal in size and quantity of the service entrance conduits from the main terminal location if required. One additional telephone outlet or jack shall be installed to provide for telecommunications during installation of the system.

All data drops enhanced CAT-6 or CAT-5 E will terminate standard TIA/EIA-568A configuration on RJ45 110-patch panels 1000Mbps certified which will be rack mounted on AMP-503353-1, 19"x7' or equivalent racks in the designated equipment room. The room shall be in a controlled environment with light intensity level of at least 50 foot candles.

In the equipment room, there shall be one dedicated isolated 120 VAC, 20-amp quadruple receptacles. The rack or racks shall be grounded with a 6 AWG solid copper insulated electrical wire from the building grounding electrode. There shall be eight (8) foot RJ45 to RJ45 level 6 or 5E patch cables provided for a connection in the equipment room and ten (10) foot RJ 45 to RJ 45 level 6 or 5E station cables at station ends. All drops shall be homerun from the wall jack location to the equipment room with two feet slack in the cable at the office end. Slack may be pulled into the ceiling when installing the wall jack assembly.

The agency shall be provided with the printed results of the test for Crosstalk, Resistance and db. loss for each data drop. The results of each test will meet standard industry requirements for data wiring at 1000BaseT. The contractor providing quote must have a Registered Communications Distribution Designer (RCDD) on staff to insure installations meet the requirements of the industry and building codes.

**Note:** Locations offering the net square footage on multiple floors or in multiple buildings, one or more additional equipment rooms may be required although the size of the room should be smaller than 10 X



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10. Where multiple communication rooms are more than 300 feet apart the Landlord shall provide multi-mode fiber optic + (50/125) cable from the Main Distribution Frame to each Intermediate Distribution Frame. All fiber shall be Seicor, Lucent Technology, or equivalent with ceramic LC Connectors. Fiber shall be no less than 12 strands. It shall be the responsibility of the Lessor to provide cable risers to multiple floor area locations for both telephone and computer lines. 6 strain MM50/125 fiber between buildings.

**STATION WIRING**

Each Station wire run shall consist of 4 pair UTP, No. 24 AWG, air plenum, level 5E CMP for voice use and 4 pair UTP, No. 24 AWG, air plenum Level 5E CMP for Data. Data wire shall be 350E Data Twist or equivalent certified for 1000-megabyte Transmission (1000 Base T).

Note: Buildings, which have ducts for HVAC air return (Non-Plenum Return), may install Non-Plenum Sheathed Wire. Wiring shall be identified in accordance to the following specifications: Data wiring [Local Area Network (LAN)] shall be sheathed with Green sheathing. Voice wiring (Telephone) shall be sheathed with Blue sheathing.

**WIRING INSTALLATION**

Installation shall include a minimum of one (1) station wire run (each including one voice line, one data line) to each permanent office and employee workstation location. These shall be terminated in each office on a quad modular wall jack assembly certified at 100BaseT.

The installation shall include a minimum of one (1) station wire run (one voice line, one data line) to each modular unit, offices and employee work area unless additional lines are noted by the Program. These shall be terminated in each office on a quad modular jack assembly using the following materials: AMP #P936018-7-1 Flex Mode RJ45/RJ11 or equivalent.

Additional line locations not specified in this section shall be indicated on blueprint as to their termination points. These lines shall be installed technically equivalent to those installed in the permanent and modular unit locations and shall require a Quad Modular Wall Jack AMP 558088-1.

Four (4) of the four (4) pairs from the voice station wire shall be terminated on the RJ11's. The level 5E data station wire (350E Data Twist or equivalent) shall be terminated on the RJ45 plugs. These cables shall be terminated in the jack assembly wired standard CAT5E 568A 100baseT configuration for data and standard color configuration for voice. Station wire shall be home run from the wall jack location to the Communication Equipment room.

There shall be two (2) feet of slack in the cable at the office end. Slack cable may be pulled into the ceiling when installing the wall jack assembly. In addition, each office and workstation shall require a ten-foot RJ45 to RJ45 level 5E-station cord.

All data lines shall terminate standard 568A configuration on 96-port RJ45 110 patch panels (AMP 557863-1) which shall be rack mounted. Rack(s) shall be provided by bidder, AMP-559260-1, 19" x 7' rack in the building LAN equipment room.

Note: Eight (8) foot RJ45 to RJ45 level 5E patch cables shall also be provided by Lessor at each termination point to allow for connection to agency owned LAN equipment. (AMP 1-558048-6 patch cables)

All voice lines shall terminate on 66MI-50 blocks with all pairs punched down and mounted on backboards located in the building's communications equipment room. Cross connects to telephone company





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as required. All supplies are to be of good quality suitable for the Lessee's needs. (Attachment C, Addendum B)

**MAINTENANCE AND REPAIR**

On or about every annual anniversary of the date of occupancy, a maintenance inspection shall be conducted by the Service Center Manager and the Lessor or his representative to review the condition of the building interior, exterior and site. Any discrepancies shall be noted and a date of correction completion established. During the term of the lease, if maintenance and repair items appear that are emergencies that have not received attention within three working days, the Lessee shall have the right to complete the work, by a contractor of the Lessee'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 reported recurring problems within 60 days after written 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. **The Department reserves the right to correct or repair reported recurring problems and deduct the cost of the repairs from the monthly rent.**

**EMERGENCY REPAIRS**

Upon occupancy, the Lessor shall furnish the names and phone numbers of the maintenance contact or contractors who shall be available 24 hours daily to service or repair glass, plumbing, HVAC, roofing, hardware (locks), electric, elevators etc. Any emergency that poses emanate danger to facility or staff shall have a response time of 4 hours or less.

**INTERIOR PAINTING**

All painted surfaces shall be freshly painted before occupancy at the commencement of this lease, and at least once every five years thereafter during the lease term and any renewals thereof at the Lessor's sole expense. Touch-up painting to be done as requested. The Department shall be provided neutral samples from which to choose colors and finishes (flat or semi-gloss). High traffic areas shall be repainted annually when requested by the Department.

**FLORIDA PRODUCTS, LABOR & SALES TAXES**

Florida products and labor shall be used wherever price and quality are equal. The proposer shall not be exempted from the state sales tax on materials to be used in the construction and/or services.

**MISCELLANEOUS REQUIREMENTS (UNIQUE AGENCY REQUIREMENTS)**

- A. Each hard-walled office, customer interview windows, meeting room, and conference room shall have a glass panel, at least 1' x 6', next to or in the door to allow visual observation of the office. Security doors in main reception area and hallways shall also have glass observation panels 1' x 6' in the door or wall next to the door. 3'0" doors required throughout facility. All interior glass panels shall not be covered with window coverings. If applicable, hard walled customer interview rooms shall require a 1' x 6' glass panel in the door or wall to allow visual observation of the rooms' occupants.
- B. The Department has designed a sample office plan, which all other offices should be modeled after. The concept behind the designed layout is to provide security for our employees by limiting access to the employees work areas. To accomplish this, it is required that all shared resources such as the client restroom, lobby/reception area, reception/front counter area, customer



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interview windows, and multi-purpose/training rooms be located in a central area near the main entrance and access to the employees work areas be provided only through secured doors.

- C. The acoustics of the program's offices, employee areas and interview areas shall be sufficient to maintain confidentiality. Every effort should be taken to ensure noise levels permit high levels of privacy in customer discussions. Office design will factor in the sound levels within the office space and determine where office noise reduction materials are needed. Office noise reduction requires the use of absorptive materials (minimum 1.5" – 2" thickness ceiling baffles/tiles) and sound masking (white noise masking system located in the ceiling throughout the facility) to reduce sound levels within office space will be installed at the Lessor's expense. The lobby and employee area shall have separate zones and be adjustable by the supervisor. The adjustment of the sound masking system shall be done and at the contractor's expense (post space occupation) a maximum of two times. Perimeter walls for secured evidence rooms, secured file rooms and communications rooms shall extend beyond ceiling to roof or next floor or have a drywall type ceiling with a hard coat of plaster to prevent access from adjoining areas.
- D. Ceiling mounted cameras and CAT6 wiring for same to be installed to allow visual observation of all customer areas (lobby, self-service stations). Lessee to provide the cameras. Lessor to install wiring from the cameras back to the IT room. Extra wiring should be looped in the ceiling in the event a camera needs to be relocated.

Non-slip VCT flooring (color and design of flooring to be approved by the Program), chair railing, pre-wired for cable TV and ceiling fans to be installed in lobby/reception area. Lessor to provide non-slip mats at the main entrance doors. The Department of Revenue shall provide lobby seating.

- E. The conference room/training room shall be equipped with carpet and chair railing. Conference room/training room shall have air conditioning return exchange units that cannot be obstructed by the closure of doors. Provide multiple telephone and multiple computer outlets in conference room/training room the number to be determined by Lessee. The conference room shall be equipped with a minimum of 10 Ethernet jacks. Ceiling fans shall be provided. Fan placement shall be coordinated with the light fixture placement to avoid the strobe effect of the fan blades. The conference room/training room shall be equipped with can lighting and a dimmer switch and contain at least one white wall on which movies and film slides may be projected. Electrical, LAN wiring and a ceiling mount for an LCD projector shall be installed. A secured storage area shall be provided in the conference/training room.
- F. Break room (s) built out to include 30" mica counter top and large double stainless steel sink with hot and cold water and garbage disposal. The Lessor shall provide overhead and base cabinets with adjustable shelving and with drawers in base cabinets, at least 10 linear feet each. There shall be a cut out for a refrigerator (to be purchased by the Lessor) and allow space to house microwaves in cabinet. Mica back splash for easy maintenance along wall above counter top. Install water lines for refrigerators. A minimum of six duplex outlets shall be installed over the counter for the installation of microwave ovens and coffee makers. Three additional outlets are also needed for soda/vending machines. A paper towel and soap dispenser as well as a trash receptacle are also required. Any appliance purchased by the Lessor to be Energy Star Compliant and maintained by the Lessor. Install Non-slip VCT flooring in the break room (s).
- G. **GTA Customer interview stations** (s) shall be equipped with a three (3) foot Formica work counter dividing the room in half and restricting access under the counter, and a safety glass divider over the three-foot-wide counter which will not shatter if broken and installed a minimum of one-inch-



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deep in a metal frame surrounding all four sides. The window must extend to within a maximum of four (4) inches of the ceiling and the space between the top of the counter and the bottom of the glass shall be six (6) inches to prevent access into the work area. The pass through area of the service window shall be rounded for safety. The safety glass divider shall divide counter with 2' on the employee's side and 1' on the client's side of the customer interview stations and have a recessed safety plate to provide for sound transmission. The room (s) shall be equipped with telephone and computer lines on the employee side of the counter, 6 plugs total with 2 of them being dedicated. There shall be a panic button in each customer interview stations at the employee workstation connected to a light in an area designated by the Department, which shall notify supervisors of problems in the client service area. All customer interview stations are to have counters of a height to meet ADA requirements. On the employee's side of the counter, there shall be 2 sets of small file cabinet drawers that lock, a lockable pencil drawer, 4" wide overhead storage bin with task lighting installed underneath; plus, an articulating computer keyboard tray. A built up shelf to accommodate a printer is also needed on the counter top on the employee's side.

**H. GTA Self Help Walk Up Counter** – Lessor to provide up to 40 square feet of counter space for DOR customers. Counter space may be installed at sitting height (29") or standing height (40") or a combination of both. It may be installed against a wall or an island in the center of the lobby. The configuration is to be based upon DOR preference.

**I. Forms Rack** –

**GTA:** Lessor to provide a built in Formica forms rack in the lobby with slots. The face of the forms rack will be 45.25" wide and 6'4" stand on the floor and to be bolted to the wall for safety. Slots will measure inside to inside 4" tall by 8.75" wide. There will be 5 slots wide using ¾" board between each slot. There will be 15 slots high using ¾" board between each slot. The forms rack shall be 12.25" deep with a ¾" backing, leaving the inside of each slot, making the inside slot 11.5" deep. The rack will have a 4" kick plate.

**J.** All exterior doors, except those for the reception area, shall be solid core wood or steel permanent locking doors accessible only with an electronic entry lock system on the outside and a bar release on the inside. An electronic locking system with card readers or electronic key fobs required with the capability to store a minimum of ten million swipes. The system for programming the key fobs or card readers shall have the capability to set select card readers or fobs to open certain doors and with certain hours of operation. The Service Center Manager shall have access to make or change the selections. The Lessor shall pay for the installation, maintenance and set up cost for the locks; the Department will pay for any costs associated with reprogramming due to employee turnover. The Department of Revenue Service Center Manager must control or authorize issuance of access cards or fobs to all Revenue and any non-Revenue employee. Lessor shall relinquish all keys to exterior and interior doors at the time of occupancy. Keys should be numbered and marked "Do not duplicate". The number of keys needed shall be provided to the lessor by the Program. Admittance of non-departmental employees will not be permitted except with proper notification and accompaniment by a designated Department employee. The Lessor is responsible for all costs associated with installation, maintenance and repair of the units.

**K.** Trash receptacles shall be continually stationed outside the building and serviced by the Lessor's janitorial staff. At least four sand filled cigarette urns provided by the Lessor. Two located at the front entrance and two located at the designated employee smoking area outside of the building,



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the exact location of which shall be determined by the Department. Smoking area shall be 30' from all entrances and facility.

- L. ADA automatic door openers may be required at the employees' entrance and rest room doors. The Department reserves the right to require the awarded Lessor to install and maintain ADA door openers, (at time of award or anytime during the lease period) which will interface with the building's security system. ADA automatic door openers will also be required to meet the requirement of the U.S. Department of Justice 2010 ADA Standards, State and Local Building Codes.
- M. All elevators, if applicable shall be maintained in good working order, not limited to annual inspections, assure regulatory entities are kept up to date and current, as well as an active maintenance contract in hand.
- N. The awarded Lessor will be required to receive rent payments via electronic funds transfer (EFT).
- O. The awarded Lessor will be required to install an awning over the exterior of the employee entrance doors.
- P. Lessor required to provide framed Life/Safety plans throughout the facility (program to determine locations).
- Q. **No changes to the building specifications are to be made to the ITN, build out requirements or blue prints without prior approval from the program and the facilities department.** The cost of the changes shall be borne by the originator (Lessor or Lessee) of the idea if not signed off on by the program office and the Facilities Department.

**SPECIFICATIONS FOR STANDARD WORKSTATIONS**

New modular workstations shall be installed in all employee cubicles, customer service supervisor offices and other areas designated in the conceptual drawing. Each supervisor office shall have installed a workstation sized to the office. The workstation must have locking cabinets, articulating key board tray, task lighting and be configured as noted below. Except for modulares used at employee / customer teller type windows or those in hard walled offices, all modulares will be 8' x 8' or 6' x 6' as specified in ITN. Modulares should include all work surfaces and two separate lockable drawer units with one lockable pencil drawer with pencil tray. All drawers shall have locks. Modular workstations shall be wired for computers and telephone service at Lessor's expense, with the same specifications as the fully built out offices. The electrical, computer wire and telephone wiring for the modular shall be in the base of the modular system and shall have 4 electrical outlets. Workstations shall be installed per conceptual drawings. Work surface shall include a retractable, articulating computer keyboard tray and mouse pad holder. Two overhead 4' storage bins with task lightening underneath. Fabric, work surfaces, and panel colors are to be selected by DOR staff from Lessor's samples prior to the procurement and installation. If available, the Department reserves the right to see a mock-up of workstations prior to approval.

Proposed Model Type: \_\_\_\_\_

**Structural Panels:**



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1. Shall be constructed of a rigid metal frame with a center septum for lateral stability. Septum shall be covered with a minimum of two layers acoustical material and finished with Class A fire rated fabric on each side. The entire assembly shall carry a Class A fire rating, when installed.
2. Shall be capable of supporting as many fully loaded components, including work surfaces, as can physically be hung on the panel.
3. Shall have rigid panel connections to ensure strong, stable connections and straight panel run. Connectors shall be self-aligning.
4. Shall include slotted standards with slots a maximum of 1" apart to enable height adjustment of work surfaces and all hanging components at increments of 1" or less.
5. Shall have raceway covers which are flush with the panel surface. Raceway covers shall fit tightly in place when closed and shall not be dislodged by kicking, vacuum cleaning or other incidental contact.
6. Shall include a hollow raceway and cover trim on all non-powered panels which matches that of powered panels; they shall be capable of being converted to power in the field.
7. Shall be constructed of metal or high-density particle board substrate, finished with high pressure laminate, or equal. All particle board material must be fully encapsulated with a non-porous finish on all sides.
8. Shall support live loads at the front, center of the surface of up to 150 pounds without deflection.
9. Shall have front edges which are free from sharp corners or edges – rounded corners as required. Side edges, which may adjoin adjacent work surfaces, shall be flush and rectangular to join and align evenly with each other.
10. Shall be available up to 30" deep and up to 96" long; shall include rectangular, corner, transaction (counter) and peninsula types.
11. Shall be capable of being panel-hung, side-supported with an end panel, side-supported with a drawer pedestal, or bridged to another work surface.
12. Shall include all support, brackets, connectors, legs, etc. which are necessary to hang or install the surface, in the specification of one model or identification number. Such supports, brackets, etc. shall be universal to the system and shall be non-handed.
13. Shall include a minimum of one grommet on surfaces up to 60" wide and a minimum of two grommets on surfaces greater than 60" wide. Location of grommets to be made in conjunction with Program Liaison. A specifically engineered space, trough or other wire management device at the back of the work surface is an acceptable substitute.
14. GTA- Shall include two lockable file cabinets, one lockable pencil drawer, tack board, an ergonomic/ articulating keyboard tray, mouse pad and overhead locking bins with task lighting





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underneath bins. All workstations should be keyed differently and a single master key provided to the Service Center Manager.

15. Modularity shall be assembled, fully connected, operational and ready to use.

New modularity are to be approved by a DOR representative prior to procurement & installation, selection and **final floor plan** needs to be approved by the Agency.

### **MODULAR WORKSTATIONS SPECIFICATIONS**

The following are examples of what typical workstations might look like. The actual workstations may not be exactly like any one of the samples shown. **DOR to work with Lessor to ensure correct style and configuration of modular units, more than one style maybe required.** DOR does not prefer or endorse any particular supplier or brand of cubicles.

1. Provide 8' x 8' cubicle for each allocated position. Each cubicle will have four 5'6" walls, with the entrance side having 4' wide wall with 4' wide entrance. Depending on traffic patterns and configuration of cubicles, the Department may choose to eliminate or add wall panels as needed. The Department will choose style and color from landlord's samples.
2. Each cubicle shall have
  - a. At least 16 linear feet of work counter space.
  - b. Two lockable file cabinets under the cubicle counter top
  - c. One lockable pencil drawer with pencil tray
  - d. Two 4' wide overhead storage bins installed on the side of the cubicle
  - e. Articulating keyboard trays installed in the corner section of the cubicle.
  - f. Task lighting installed under storage bins
  - g. Push pin board under the opposite storage bin (from light)
  - h. Two regular electric outlets (4 plugs total)
  - i. Voice and data outlet.

#### **Auditors**

1. Provide 6' x 6' Booth style (3 sided) cubicles for each allocated position. Each wall shall be 6' in height with the entrance side having 4' wide wall with 4' wide entrance. Depending on traffic patterns and configuration of cubicles, the Department may choose to eliminate or add wall panels as needed. The Department will choose style and color from landlord's samples.
2. Each cubicle shall have
  - a. 6' counter top across one side of the cubicle
  - b. One lockable file cabinet under the cubicle top with at least one lockable pencil drawer
  - c. One 4' overhead storage bin installed over counter top
  - d. Task lighting installed under the overhead storage bin
  - e. Two regular outlets (4 plugs)



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- f. Voice and data outlets

Specialty

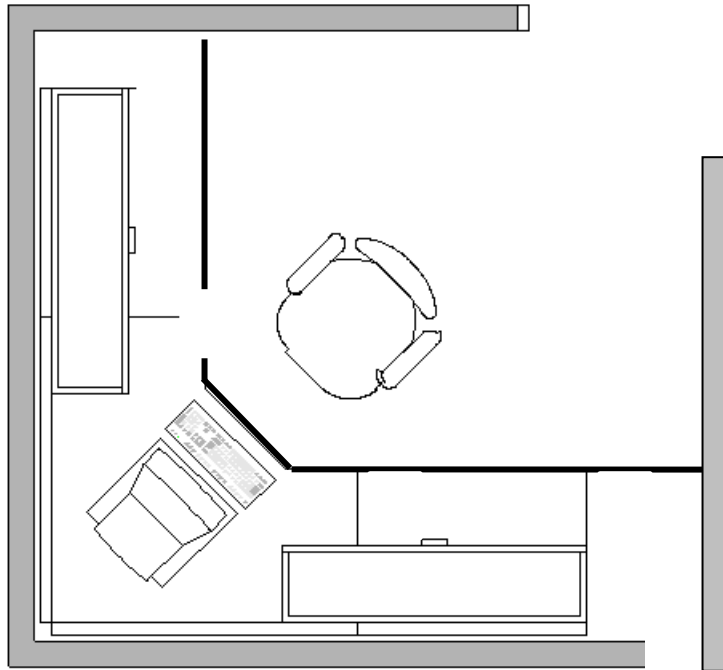
1. Depending on the configuration of the cubicles, the Department has the option to create specialty areas with cubicle panels for such areas, such for printers and copiers. These areas will/may require a counter top, electric outlet, and voice and data outlets.



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**Modular Workstations**

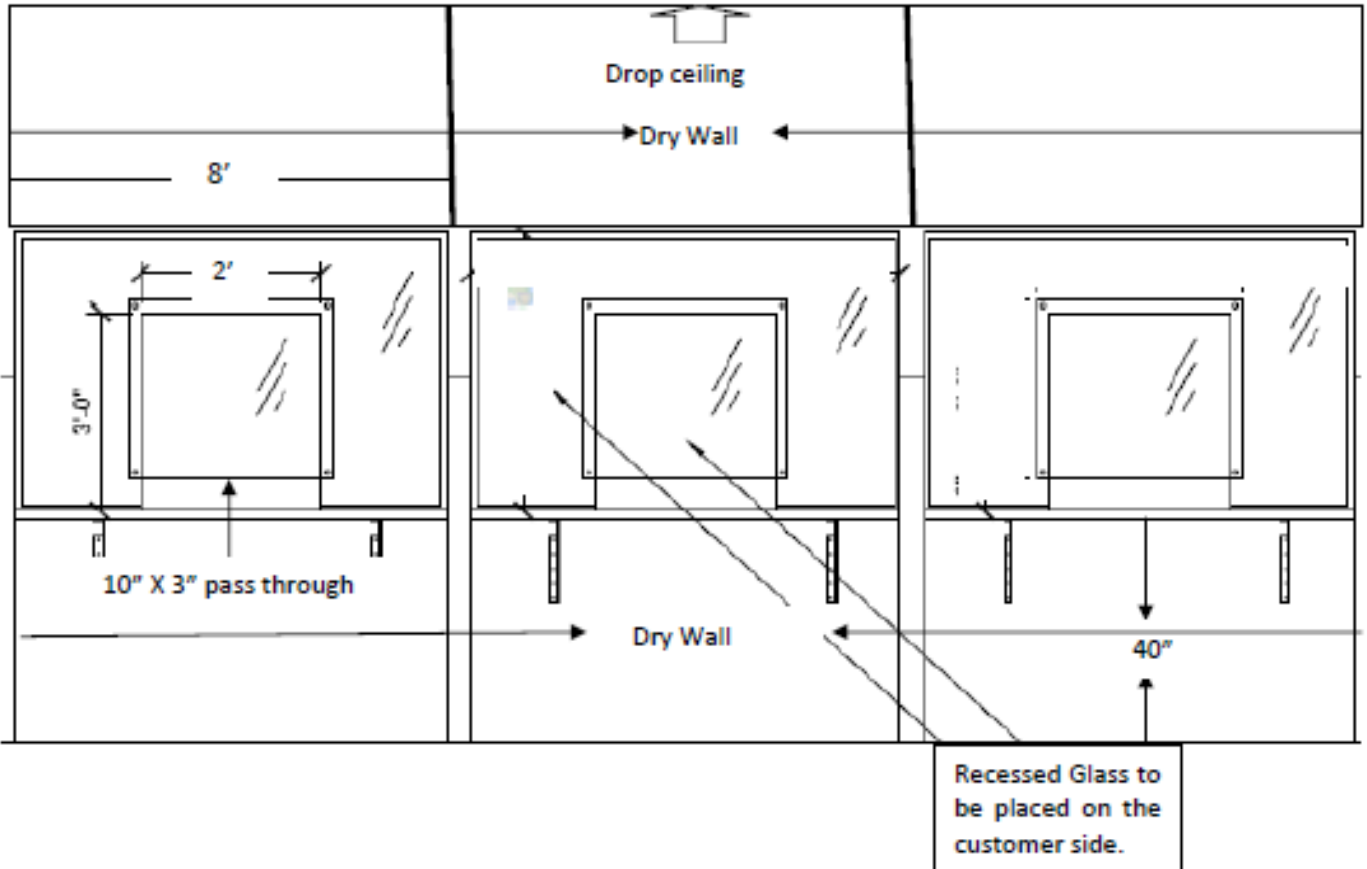
**Standard Cubicles**





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GTA Lobby reception (Client side)



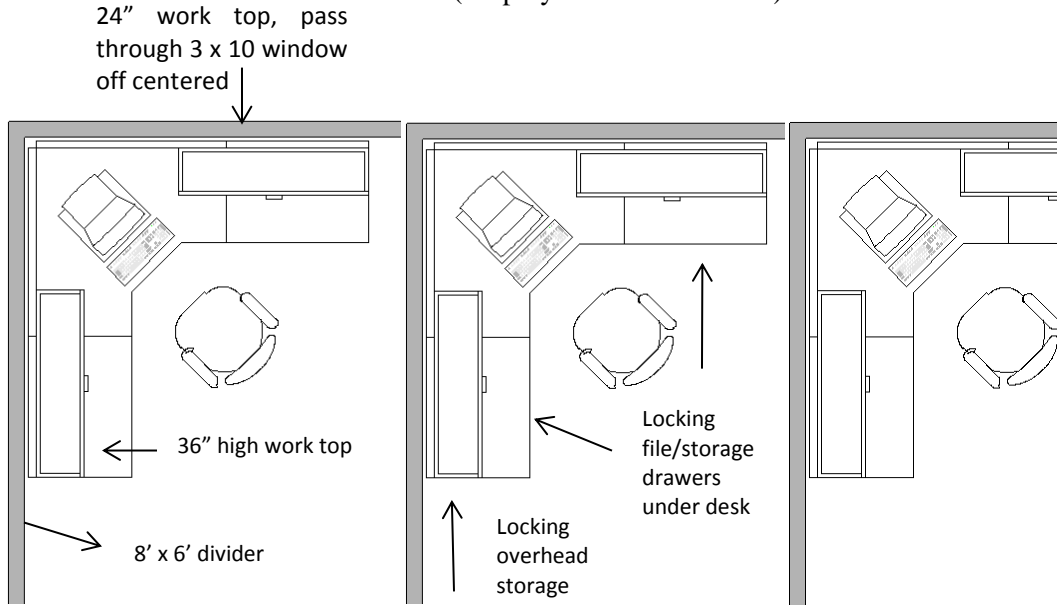
Lessor to provide counter at customer service window to include a 40" high, 24" wide and shall span continuous across all of the customer service windows. Of the 24" wide, 6" shall overhang into the employee area and the other 18" in the lobby/reception area.



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### GTA Employee Reception Lobby Workstations

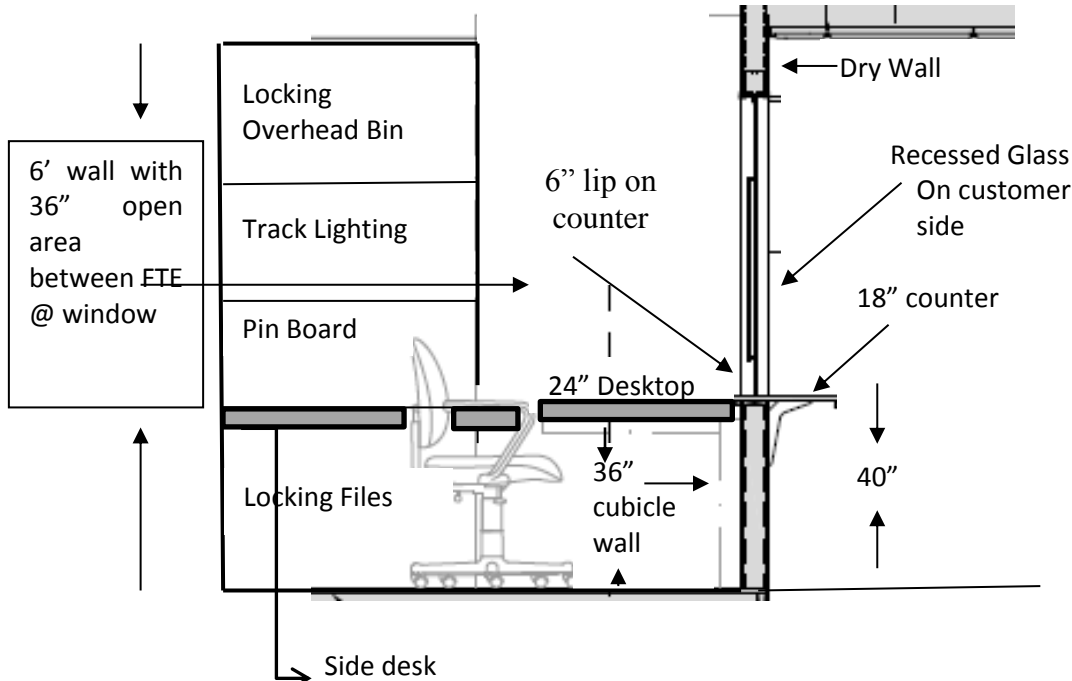
(Employee Overhead View)





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GTA Employee Reception Lobby Workstations  
(Side View)



Lobby Reception/Front Counter Area: On the employee side as photo above represents.

The Lessor shall provide the following:

1. Provide 8x8 cubicles at the front counter for each allocated position. The front wall shall be 36" tall. The 36" wall will be slid under the 40" counter top which overhangs 6" inside the front counter area. If the front counter area has two or more cubicles, the cubicle wall dividing each cubicle shall have the panel nearest the window and to be 36" in height. The panel farthest away from the window shall be 6" tall and have a storage bin at shown above. The outside cubicle walls of the entire cubicle group shall be full size. DOR will have choice of color and style from landlord samples.
2. Each cubicle shall have...
  - a. At least 16 linear feet of work counter space.
  - b. Two file cabinets under the cubicle counter top, with an additional lockable pencil drawer.
  - c. 4' wide overhead storage bin installed on the side of the cubicle.
  - d. Task lighting to be installed under the overhead storage bin.
  - e. Articulating keyboard trays installed in the corner section of the cubicles.
  - f. Three outlets, two regular and 1 dedicated. Total of 6 plugs. This is to house CPU, 2 monitors, adding machine, stamp machine, counterfeit bill detector, storage bin light, printer and any other devise as needed.
  - g. Voice and data outlet.
  - h. Panic button to be installed to notify personnel of a trouble situation. The panic button will activate strobe lights and alarms in another area of the office. (this location will be determined during space planning) Electronic door release button to be installed to activate the electric door lock of the access door between the reception area and the front counter area.



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**GTA Customer Service Windows and Lobby**

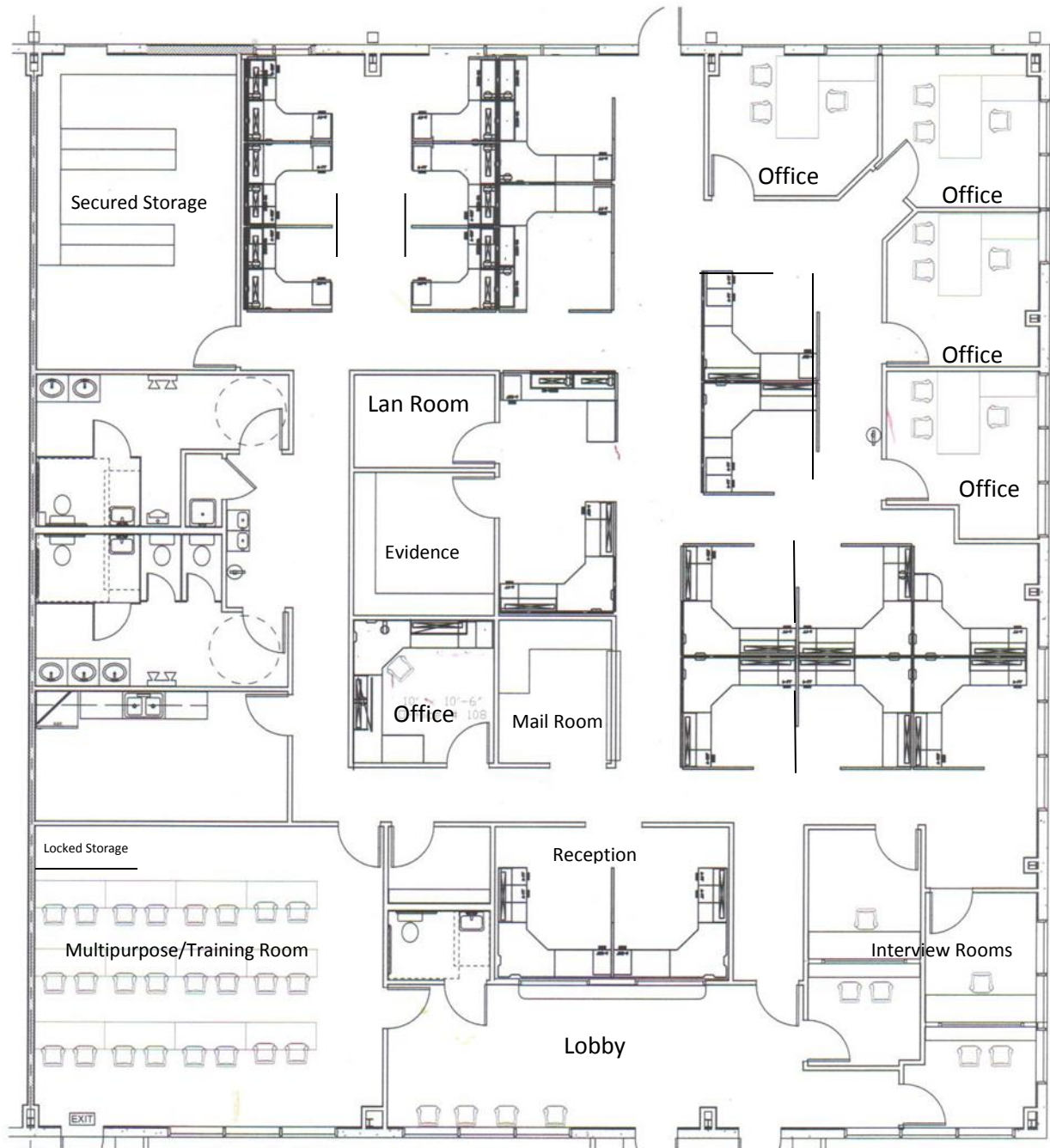




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**GTA PROTOTYPE and SPECIFICATIONS**

The attached is an **example** prototype layout. Please review and reference for operation flow and adjacencies as you space plan and estimate build cost.







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**SIGNS & DECALS FOR DOR**

**SIGNS**

**A. Interior identification:**

1. Lessor shall 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. Samples and designs shall be reviewed and approved by the Department. Interior sign consisting of the Revenue logo shall be placed near or on the entrance door in conformance with other building interior signage locations. The Department shall provide Logos and Program signs for the Lessor's' use. Provide directional signs as required.
2. Other ADA symbol on restrooms for person with disabilities, conference rooms, mechanical equipment, and other special use rooms. All rooms, employee workstations and cubicles or offices are to be numbered consecutively.

**B. Exterior identification:**

1. An exterior free standing sign, clearly visibly from the road, of a style and material comparable to surrounding facility signs of sufficient size to identify the State of Florida, Department of Revenue, with Revenue logo, purchased, installed, and maintained by the Lessor. In addition, in buildings where Department occupies 50% or more of the gross lease space, 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. Sign lighting encouraged.
2. The Lessor is to use logo and program signs, which shall be provided by the Department, on all entrance doors to designate program(s).
3. All signs shall meet requirements of the U.S. Department of Justice 2010 ADA Standards.
3. All signs to be removed at Lessor's expense within 30 days of Departments' departure.



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**ATTACHMENT A**

**Boundary Map**

Locations within the boundary lines below in Tampa, FL will be considered.

