



FLORIDA DEPARTMENT *of* STATE

ADDENDUM NO. 2

August 23, 2017

Invitation to Negotiate: Lease Number 450:0115 DOS – Leased Space for Leon County
Advertisement Number: ITN 4500115

This Addendum now becomes a part of the original Invitation to Negotiate.

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes (F.S.).

This Addendum includes the following:

1. Revised Answers to Questions #2 and #7

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Revised Answers

Question #2

Specifications state QTY of 9 80 SF workstations and QTY of 20 60 SF work stations. Is there a breakdown of how many of those are to be grouped together in various areas/departments?

Answer #2:

Please see the Corporations Personnel Grouping chart below.

Question #7

Is there an opportunity to further breakdown the space requirements by department/team? Please include any adjacency requirements as well.

Answer #7:

Please see the Corporations Personnel Grouping chart below.

Corporations Personnel Grouping

DOS Division of Corporations														
Division/Office	DIR	BU	C&A	MSV	IA	NF	AMD	REI	REG	LNS	BCR	BCIS		
Personnel Area Type														TOTALS
Type A (Executive 225 sf window office)	1													1
Type B (Administrator 150 sf window or interior office)		1	1	1	1	1	1	1	1		1	1		10
Type C (Mgr./Professional 100 sf confidentiality interior)	3	4	13	2	6	17	9	13	11	3	1	1		83
Type D (Professionals/Supervisors 80 sf workstation)				9										9
Type E (ParaProfessional 60 sf workstation)			2	4	1	7	1	1	1	1	1	1		20
													TOTAL:	123

DIVISION/OFFICE
Director's Office of Corporations (DIR)
Business Unit (BU)
*ICL Processing Center
Certifications/Apostilles (C&A)
Mail/Scanning/Validation (MSV)
**Mailroom
**Climate Controlled Microfilm Record Storage
**Central Document Storage
**Microfilm Copy/Reproduction Center
**Microfilm Service Request Counter
**Central Outgoing Mail Processing
**Central Image Processing
Internet Access (IA)
New Filings (NF)
Amendments (AMD)
Reinstatement (REI)
Liens (LNS)
Registrations (REG)
Chief's Office Commercial Recordings (BCR)
Chief's Office Commercial Information Services (BCIS)

Grouped together as much as possible	Bureau of Commercial Recording
Grouped together as much as possible	Bureau of Commercial Information Services
Grouped with the Business Unit (BU)	*
Grouped with Mail/Scanning/Validations	**