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This ITN, future amendments, notices, etc., related to the ITN will be available and accessible through the State's Vendor Information Portal (VIP) link: https://vendor.myfloridamarketplace.com/

It is the responsibility of interested individuals to check the VIP site for future postings under the ITN.

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All pages must be initialed in the space provided on the bottom of each page

Offeror's Information	
Offeror's Contact Name:	**Title:**
Company:	**FEID or Social Security Number (SSN):**
Address:	**City/State/Zip:**
Phone Number:	**Email:**

Proposal Information			
Address of Proposed Space: _____ Street	_____ City	_____ State	_____ Zip
Usable Square Feet in Proposed Space: _____			
Available Parking:	**Exclusive Parking:**	**Non-Exclusive Parking:**	
Provide the proposed Full-Service rent for each year of the Base and Renewal Option terms as specified on page 13, Section D.			

Base Term	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	$	$
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	$	$

Pursuant to Rule 60H-1.015, F.A.C., all Offerors submitting rental rates for existing buildings must include a rental rate per square foot per year for all years of the lease, including renewals, that will include all renovations and other special requirements necessary to accommodate the Agency at the time of initial occupancy.

INTRODUCTION AND OVERVIEW

The State of Florida's Department of Revenue hereinafter referred to as the "Agency" or "Lessee", requests your participation in existing office space located in Pasco 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 9 in written/typed form. The Reply must be sent, within the timeframes provided herein, to the Department of Revenue at the address specified in Invitation to Negotiate.

The "Offeror" shall mean the individual submitting a Reply to this Invitation to Negotiate (ITN), such person being the ownerof 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 ITN. The term "State" shall mean the State of Florida and its Agencies. The term "Lessor" shall mean the successful Offeror.

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 8,237 (minimum) to 9,105 square feet of usable space, (as defined below) within the Boundaries (as set forth in Attachment A) with a 10-year rate.

CLARIFICATIONS

Before award, the Agency reserves the right to seek clarifications, to request revisions to Replies, and to request any information deemed necessary for proper evaluation of Replies. Offerors may be requested to make a presentation, provide additional references or information, or provide the opportunity for a site visit, if deemed necessary by the Agency. 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.

REJECTION OF ALL REPLIES

The Agency reserves the right to reject all Replies at any time, including after an award is made, when to do so would be in the best interest of the State of Florida, and by doing so assumes no liability to any Offeror.

WITHDRAWAL OF ITN

The Agency reserves the right to withdraw the ITN at any time, including after an award is made when in the best interest of the State; in doing so, the Agency assumes no liability to any Offeror.

RESERVED RIGHTS AFTER NOTICE OF AWARD

The Agency reserves the right to schedule additional negotiation sessions with Offerors identified in the posting of a Notice of Award in order to establish final terms and conditions for contracts with those Offerors. The Agency reserves the right, after posting notice thereof, to withdraw or amend its Notice of Award and reopen negotiations with any Offeror at any time prior to execution of a contract.

PUBLIC RECORDS

All electronic and written communications pertaining to this ITN, whether sent from or received by the Agency, are subject to the Florida public records laws. Sealed Replies received by an agency pursuant to a competitive solicitation are exempt from Section 119.07(1), F.S., and Section 24(a), Art. I of the Florida Constitution until such time as the Agency provides notice of an intended decision or until 30 days after opening final Replies.

If an Offeror considers any portion of the materials submitted in its Reply to this solicitation to be confidential, proprietary, trade secret, or otherwise not subject to disclosure pursuant to Chapter 119, F.S., the Florida Constitution, or other authority, the Offeror must mark the document as "Confidential" and simultaneously provide the Agency with a separate redacted copy of its Reply and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the Department's solicitation name, number, and the Offeror's name on the cover and shall be clearly titled "Redacted Copy." The Redacted Copy should only redact those portions of material that the Offeror claims are confidential, proprietary, trade secret, or otherwise not subject to disclosure pursuant to Chapter 119, F.S., the Florida Constitution, or other authority.

It is the Offeror's responsibility to assert that the information in question is exempt from disclosure under Chapter 119, F.S., or other applicable law. The Offeror shall be responsible for defending its determination that the redacted portions of its Reply are confidential, proprietary, trade secret, or otherwise not subject to disclosure.

By submitting a Reply, the Offeror agrees to protect, defend, and indemnify the Agency for any and all claims arising from or relating to the Offeror's determination that the redacted portions of its Reply are confidential, proprietary, trade secret, or otherwise not subject to disclosure. **If the Offeror fails to submit a redacted copy of information it claims is**

confidential, the Agency is authorized to produce all materials submitted to the Agency in answer to a public records request for these records.

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 shall be borne by the Offeror. The Agency shall exercise due care in response to questions concerning matters of law, but if in error, shall not be estopped 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 Replies received in response hereto. Florida law shall govern any and all claims and disputes, which may arise between persons submitting a Reply hereto and the Agency. 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, Florida.

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 right to seek remedies for the violation or breach, or of any future violation or breach.

VENDOR REGISTRATION IN MYFLORIDAMARKETPLACE

To comply with Rule 60A-1.033, Florida Administrative Code (F.A.C.), each successful vendor doing business with the State for the sale of commodities or contractual services as defined in Section 287.012, F.S., shall register in the MyFloridaMarketPlace system, unless exempted under Rule 60A-1.033(3), F.A.C., in order to be paid. If the vendor is already registered in MyFloridaMarketPlace, the vendor may include a signed Certification of Registration. Vendors who are not subject to registration requirements should include proof of exemption by Rule from registration. Failure to exclude either proof of registration or exemption will not prevent the evaluation of the Offer; however, such failure must be remedied prior to execution of a contract, if any**.** (Attachment I)

LOBBYING AND INTEGRITY

The Agency shall ensure compliance with Section 11.062, F.S., and Section 216.347, F.S. The Offeror shall not, in connection with this or any other agreement with the State, directly or indirectly (1) offer, confer, or agree to confer any pecuniary benefit on anyone as consideration for any State officer or employee's decision, opinion, recommendation, vote, other exercise of discretion, or violation of a known legal duty, or (2) offer, give, or agree to give to anyone any gratuity for the benefit of, or at the direction or request of, any State officer or employee. For purposes of clause (2), "gratuity" means any payment of more than nominal monetary value in the form of cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind. Upon request of the Agency's Inspector General, or other authorized State official, the Offeror shall provide any type of information the Inspector General deems relevant to the Offeror's integrity or responsibility. Such information may include, but shall not be limited to, the Offeror's business or financial records, documents, or files of any type or form that

refer to or relate to the Contract. The Offeror shall retain such records for the longer of (1) three years after the expiration of the Contract or (2) the period required by the General Records Schedules maintained by the Florida Agency of State (available at: http://dos.myflorida.com/library-archives/records-management/general-records-schedules/). The Offeror agrees to reimburse the State for the reasonable costs of investigation incurred by the Inspector General or other authorized State official for investigations of the Offeror's compliance with the terms of this or any other agreement between the Offeror and the State which results in the suspension or debarment of the Offeror. Such costs shall include but shall not be limited to: salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. The Offeror shall not be responsible for any costs of investigations that do not result in the Offeror's suspension or debarment.

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.
B. 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 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 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 1:00 pm on January 26, 2027.** Submissions must include the original ITN form properly completed and witnessed 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/ Glen Garrett/
John Mangar
2450 Shumard Oak Blvd,
Building 2, Suite 1600
Tallahassee, Florida 32399

Replies will be opened at 1:01 PM EST on January 26, 2027, 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, 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 **October 20, 2026**. 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, John Mangar at john.mangar@floridarevenue.com, Chris Brown at Cdbrown@savills.us, Mike Messina at MMessina@savills.us or Jerry Thornbury at Jthornbury@savills.us no later than **November 3, 2026**. All answers to be posted on Vender Information Portal (VIP) no later than **November 10, 2026**. The Agency strongly encourages, but does not require, that all prospective Offerors participate in the Pre-Bid Conference, during which Offerors may pose questions.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodation to participate in this pre-bid conference is asked to advise the agency at least 5 days before the pre-bid conference by contacting Torie Swain at 850-717-7427 or through the Florida Relay Service at 1-800-955-8771 (TTD).

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, John Mangar, Chris Brown, Mike Messina, or Jerry Thornbury. **Any unauthorized contact will disqualify the Offeror from further consideration.**

Pre-Bid Conference agenda, 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 Information Portal @ https://vendor.myfloridamarketplace.com/

C. KEY ITN DATES

Date **	Time	Schedule of Events**
09/01/2026		Date on which the ITN is advertised on the Vendor Information Portal
10/20/2026	11:00 am	*Pre-Bid Conference via Teams; details to be provided by Tenant Broker and posted to the Vendor Information Portal at a later date
11/03/2026	5:00 pm	Deadline for submitting questions, in writing, relating to this ITN No further questions accepted after this date and time
11/10/2026		Date responses to written questions received relating to this ITN will be posted on the Vendor Information Portal
01/26/2027	1:00 pm	**Deadline for Receipt of Replies** *LATE REPLIES WILL NOT BE CONSIDERED*
01/26/2027	1:01 pm	*Opening of Replies Florida Department of Revenue 2450 Shumard Oak Blvd Building 2, Suite 1600 Tallahassee, FL 32399
01/26/2026- 02/12/2027		Time period for evaluation of Replies / Agency's Evaluators Tour of Selected Offered Facilities
02/15/2027- 03/03/2027		Estimated time period for negotiations
03/08/2027		Estimated Notice of Intent of Award posted on Vendor Information Portal
10/01/2028		Anticipated Lease Start Date
*All Offerors are hereby notified that the meetings noted with an asterisk (*) above are open to the public and may be electronically recorded by any member of the audience. Although the public is invited **no comments and/or questions will be taken from Offerors or other members of the public** (except for comments and questions of the potential Offerors at the Pre-Bid Conference).		

****NOTE: All dates, times and locations are subject to change at the sole discretion of the Department.**
Such changes will be posted on the VIP Web Site https://vendor.myfloridamarketplace.com/. All times for this solicitation are Eastern Standard Time.

D. OFFICIAL CONTACT PERSON – TENANT BROKER

Inquiries and comments about this ITN should be directed to:

Savills Occupier Services
3000 Bayport Drive Suite 310
Tampa, Fl 33607

Chris Brown, Mike Messina, or Jerry Thornbury
Phone: 813-864-1688
Cdbrown@savills.us
MMessina@savills.us
JThornbury@savills.us

The people 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: _____

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 Reply on a contract to provide any goods or services to a public entity, may not submit a Reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit a Bid or Reply 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, F.S., for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

G. SPECIAL ACCOMODATION

Any person requiring special accommodation because of a disability should call Torie Swain at 850-717-7427 or John Mangar at 850-717-6886 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).

I. COOPERATION WITH THE INSPECTOR GENERAL

Pursuant to Section 20.055(5), F.S., each Offeror understands and will comply with its duty to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing.

INVITATION TO NEGOTIATE REPLY WRITING GUIDELINES, TERMS OF THE REPLY

Failure to follow the required format and to provide the information and affirmations may result in a Reply being deemed non-responsive.

A. REQUIREMENTS AND ORGANIZATION OF THE REPLY

This Invitation to Negotiate is organized to allow the incorporation of some or all your responses on this form. If 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:

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(s) and parking area(s)** – 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 (Attachment H) authorizing submission of the Reply.
    - **The holder of an option to purchase** – Submit documentation of a valid option to purchase the facility(s) and/or parking area(s) from the owner of record which, if exercised, will result in the Offeror's control of the property within **forty-five (45) business days** of the notice of award. Failure to provide proof of ownership of the proposed property within **forty-five (45) business days** of notice of award may render the award null and void.
    - **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 or the option to lease between the owner and the lessee must be provided to the Agency at the time of submitting the Reply.
- **Official Contact Person -** Provide the contact information of the Offeror. (pg.10)
- **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 page 30. Certification must be witnessed.
- **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 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.20) 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, except for the contact person(s) mentioned in paragraph B on page 8. **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.

LEASE TERMS AND CONDITIONS

The following is an outline of required lease terms and conditions that must be submitted for review and consideration. Please provide a response to all the "Lease Terms and Conditions" listed in this Article. Responses should be clearly delineated and specific to the questions, terms and requirements.

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

The Agency is seeking approximately 8,237 (minimum) to 9,105 (maximum) square feet of usable space, (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, 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 at least **5 days prior to actual occupancy date, at no charge to the Department,** for moving related activities, including, but not limited to, moving in of office equipment and furniture in preparation for occupancy. Should the successful Offeror/ Lessor fail to make the space fully available for occupancy as specified in the Reply, the Offeror/Lessor shall be liable to the Agency for liquidated damages in the amount of $997.70 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 to request an extension (in writing) from the Agency. If the delay is greater than thirty (30) days, the Agency shall have the right to terminate the lease.

Offeror/Lessor agrees to make the proposed space available for occupancy by the lease commencement date. (Use an X to mark one of the following): YES_____or NO_____

Offeror/Lessor agrees to make the proposed space available for moving related activities five (5) days prior to the lease commencement date at no charge to the Agency. (Use an X to mark one of the following):

YES_____or NO_____

The telecommunications room/demarcation room to be completed on or before **fifteen (15) days** before commencement. The Department shall be allowed to install required equipment during this time.

Offeror/Lessor agrees to make the Proposed Space available for telecommunications installation activities fifteen (15) days prior to the Lease Commencement Date at no charge to the Agency. (Use an X to mark one of the following): YES_____or NO_____

C. TERM AND RENEWAL OPTIONS

The term of this requirement will be 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_____

D. FULL SERVICE (GROSS) RENTAL RATE

The Offeror should provide the Agency 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).

The Offeror shall provide pricing for full-service rental rates with utilities factored into the proposed rates. 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 should provide their best lease rates, which must be held firm in accordance with the section on Binding Replies. Lease rates that are contingent or that 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. Turn-key Build Out

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. State Standard Lease and Agenda

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 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_____

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 located.
Attachment B	Agency Specifications – provided as a construction cost guide for Offerors.
Attachment C	Agency Requirements – details the agency requirements for space.
Attachment D	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 for a lease to be consummated.

ADDENDUMS:
A: Assessing liquidated damages
B: Janitorial services
C: Proposal submitted by lessor
D: Indoor Air Quality
E: Security & Fire Systems
F: Telecommunications Systems & Cabling Requirements

Attachment E	Disclosure of Ownership – Each Offeror must complete and return this form with the Reply.
Attachment F	State Fire Marshal – This attachment provides general directives with regard to the Offeror's compliance with the requirements of the State Fire Marshal.
Attachment G	Energy Performance Analysis – This Attachment provides a description of the State's energy requirements for the proposed space.
Attachment H	Commission Agreement – This attachment provides a commission agreement relating to the tenant broker as agent for the State. Each Offeror must execute and return a copy of this agreement with the Reply.
Attachment I	Special Power of Attorney – This attachment is required if submitting on behalf of owners.

J. PARKING

Paved, lined and continuously maintained parking for State employees and visitors is required. The Department requests that sufficient parking spaces be made available for the use of the Department employees and visitors. ADA parking to be determined by local code.

K. DISCLAIMER

This ITN is not an offer, contract, or agreement of any kind. The Offeror/Lessor has no contractual rights whatsoever based on the issuance of this ITN or the procurement process and shall neither take any action nor fail to take any action in reliance upon any part of any discussions held with the Agency or Tenant Broker Representative in conjunction with this ITN 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. 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 K. (use an X to mark one of the following): YES ____ or NO _____

L. 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 all relocation costs.

Offeror understands and agrees with the terms 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 or the Agency modifies or withdraws the ITN.
- The Agency reserves the right to negotiate with all responsive and responsible Offerors, serially or concurrently, to determine the best-suited solution. Although the ranking of Replies indicates the initial evaluation of the proposed solutions, the Agency and Tenant Broker Representative retain the discretion to negotiate with other responsive 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 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. The Agency/Tenant Broker Representative reserves the right to negotiate different terms and related price adjustments from the offered rates if the Agency determines that it is in the State's best interest to do so.
- 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 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, John Mangar, Chris Brown, Mike Messina or Jerry Thornbury. Any unauthorized contact will disqualify the Offeror from further consideration.

- 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.

REPLY EVALUATION CRITERIA

The successful Reply will be the one that is the best overall Reply which is in the interest of the State. All Replies will be evaluated on the factors below:

A. Parking:

The proposed parking is sufficient and appropriately accessible to meet the Department's needs.

Maximum points: 5

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.

Maximum points: 10

Present condition of physical property the building sits on, adjacent structures and surrounding neighborhood.

Maximum points: 10

Security issues posed by building, by associated parking and by surrounding neighborhood, quality of exterior lighting and obstructed entrances/exits. **Maximum points: 15**

Location of the building relative to any known flooding or other water control related issues that could impact the Department's operations.

Maximum points: 10

C. Property:

The extent to which the offered space is designed to an efficient layout and good utilization of space and energy. Also, the overall contiguous nature of the Proposed Space.

Maximum points: 5

The extent to which the building and property, as a whole, is conducive to business operations.

Maximum points: 5

D. Other Factors that may be considered and for which additional points may be awarded:

Presence of existing fire alarm and security equipment.

Maximum points: 5

E . Associated FISCAL COSTS*:* (To be completed by Facilities Office)

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).**

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

Maximum points: **25**

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

Maximum points: **5**

F. Building ***BOMA Rating*** (At time of submittal as determined by the Tenant Broker) **(To be completed by Facilities Office)**

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

Maximum points: **5**

Total possible award points: 100 **Total points awarded: _____**

(R04/26) ***Please initial Offeror acknowledgement on all pages of this submittal form: _____***

PROTEST PROCEDURES

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes (F.S.), 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, F.S.

A notice of protest, formal protest, and bond are "filed", when received by the Agency's Official Contact Person. Filing may be achieved by hand-delivery, courier, US Mail, facsimile transfer, or email. All methods of delivery or transmittal to the Agency's Official Contact person shall remain the responsibility of the protestor and the risk of non-receipt or delayed receipt shall be upon the protestor. FAILURE TO FILE APROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57(3), F.S., OR FAILURE TO POST THE BOND OROTHER SECURITY REQUIRED BY LAW WITHIN THE TIME ALLOWED FOR FILING A BOND SHALL CONSTITUTEA WAIVER OF PROCEEDINGS UNDER CHAPTER 120, F.S.

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

REQUIRED DOCUMENTATION CHECKLIST

For a proposal to be considered, Items A through F 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

B. _____ A scaled floor plan showing present layout

C. _____ Usable square footage proposed within the allowable range of 8,237 USF to 9,105 USF

D. _____ Special Power of Attorney for authorized agent, broker, or legal representative (Attachment H) (if applicable)

E. _____ Documentation showing Offeror as controller of property (i.e. Warranty Deed)

F. _____ Authorization for corporation to conduct business in Florida (i.e. Sunbiz)

ADDITIONAL MANDATORY DOCUMENTS REQUIRED FROM THE OFFEROR AWARDED THE CONTRACT THROUGH THIS ITN.

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 (and unisex restrooms). 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.

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 soundproof and prevent noise transmission. All walls shall contain a minimum of 3-½" inches of fiberglass insulation. Conference rooms, restrooms, 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, DCSA workroom, evidence room(s), and accountant safe room 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.

E. State Fire Marshal (SFM) Plans:
If renovations are required, the successful Offeror must submit two (2) sets of architectural/ engineering plans and specifications to the State Fire Marshal for certification as outlined in Attachment E (Division of State Fire Marshal Plans Review Fees, Procedures and Requirements). The successful Offeror will also be responsible for completion and submittal of the applicable State Fire Marshal 'Application for Plan Review' and associated fees in accordance with Attachment E.

The Offeror shall also provide two (2) sets of the SFM A/E plans and specifications to the ITN Issuing Officer either by hand-delivery or Fed-Ex at the time submittal is being made to the SFM.

The State Fire Marshal A/E plans referred to in this Item 7 - General Building Requirements, shall include drawings which specifically detail ADA criteria (also see ADA Compliance, Section 7 (D), below).

The State Fire Marshal A/E plans referred to in this Section 7 - General Building Requirements, shall include drawings which specifically detail the: (a) Security Alarm System; and (b) Fire Alarm System. (See Security Requirements (Section 10).

The SFM A/E plans and specifications shall be based on the final/approved design, and submitted no later than three (3) weeks after notification of 'prior approval to proceed' with the lease agreement is received by the Agency and such notification status is provided to the Offeror.

Annual Inspections: It shall be the Lessor's responsibility to contact the Local Fire Protection Agency and arrange for a fire safety inspection of the leased space each year in conjunction with the yearly anniversary date of the Lease Agreement. Lessor must remedy any deficiencies noted in the annual inspection in accordance with timeline(s) identified by the Local Fire Protection Agency. The Lessor shall provide documentation of the fire safety inspection reports to the Agency's designated representative and coordinate correction of deficiencies in order to minimize disruption to the office/operation. The cost of annual fire safety inspections, where applicable, shall be the responsibility of the Lessor.
Please refer to Attachment E regarding all details as it pertains to the State Fire Marshal requirements.

F. Americans with Disabilities (ADA) Act
As a state government entity, the Agency is bound by Titles I, II & III of the Americans with Disabilities Act. The Americans with Disabilities Act of 1990 (ADA), and the 2008 ADA Amendments Act, prohibit discrimination and ensure equal opportunity for persons with disabilities. The Agency employs and serves the general public; as such, it is required that employment practices and the programs and services provided by the Agency are accessible in accordance with the Federal ADA Standards. All leased facilities must be in compliance with current ADA Standards. The Department of Justice published revised regulations for Titles II and III of the ADA in the Federal Register on September 15, 2010. These regulations adopted revised, enforceable accessibility standards called the 2010 ADA Standards for Accessible Design "2010 Standards" or "Standards". The 2010 Standards set minimum requirements – both scoping and technical – for newly designed and constructed or altered State and local government facilities, public accommodations, and commercial facilities to be readily accessible to and usable by individuals with disabilities.

Adoption of the 2010 Standards also establishes a revised reference point for Title II entities that choose to make structural changes to existing facilities to meet their program accessibility requirements; and it establishes a similar reference for Title III entities undertaking readily achievable barrier removal.

Surveys must be conducted on all leased facilities that the Division of Revenue occupies to ensure compliance, or solidify an agreement for a schedule of compliance, prior to the execution or renewal of any lease. A 'Transition Plan' must be provided following any assessment to address items that cannot be readily corrected. The 'Transition Plan' serves as a schedule for compliance and a corrective action plan that is reviewed and monitored by the Agency. The Agency reserves the right to authorize a certified ADA Coordinator to conduct a full ADA assessment at any location where the Agency's employees are housed and/or the Agency's programs and services are provided.

The property must comply with the 2012 Florida Accessibility Code for Building Construction ("FACBC"). Also refer to requirements in accordance with Attachment C, *Section 7 – Accessibility and Alternations of the Standard Lease Agreement Form 4054.*

Note: If a discrepancy exists between Agency Specifications and Attachment C, Section 7 - Accessibility and Alterations of the Standard Lease Agreement form 4054, Offeror/Lessor shall comply with the Attachment C, Section 7 – Accessibility and Alterations of the Standard Lease Agreement.

BI-WEEKLY CONSTRUCTION MEETINGS

During 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, the designated Tenant Broker, landlord, and general contractor for attendance.

Licensed contractors shall perform all construction. Offeror agrees to provide all builder and subcontractor license information upon request to the Department of Revenue. The cost of construction, permits, inspections, and fees shall be borne by the Offeror/Lessor. Construction schedules shall be provided as requested by the Agency during the construction/renovation project.

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 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.**
D. **The Department shall be allowed to install our equipment in the Telecommunication Room fifteen (15) days prior to occupancy; the room shall have the ability to be secured.**
E. **The awarded Lessor will be required to receive rent payments via electronic funds transfer (EFT)**.

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.

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 Statues and provide documentation to the Facilities office in Tallahassee. Please refer to Attachment E regarding all details as it pertains to the State Fire Marshal requirements.

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 55% 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 their 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.

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. Please refer to Attachment D regarding all details as it pertains to the Indoor Air Quality requirements.

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 ventilation and occupancy conditions that shall not result in indoor air quality complaints. Please refer to Attachment D regarding all details as it pertains to the Indoor Air Quality requirements.

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

- All doors leading outside the building are to be equipped with interior push bar release locks and a singular cylinder deadbolt lock. Doors to secured space automatically lock upon closure and require an electronic key card or proximity card reader to gain entry.
- 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.
- 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.
- 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.
- 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).

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 keypad 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 are required 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.

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 Lessor shall provide access cards and fobs in a quantity equal to the total number of assigned FTEs, plus an additional fifty percent (50%) to accommodate operational needs, including loss, malfunction, or additional assigned staff.

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. In addition to the strobe lights, an audible alarm distinct from standard alarms shall sound to alert management without alarming all occupants. 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.** Please refer to Attachment E regarding all details as it pertains to the Security requirements.

- Trees and shrubs in and around the parking lot and the building shall be maintained to allow for good natural surveillance and visibility. Limbs not to be close to roof or extend over roof.
- 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.
- Lessor to provide electric safety covers and alarm covers in all public spaces.
- Certain doors and locks will be required to be master keyed at Lessors expense.

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 roller shades or 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

The Lessor shall ensure that all leased space shall be provided with LED lighting that meets local building codes. Interior lighting shall include emergency lighting for security and safety. All emergency lights shall have battery packs and be tested monthly.

ELECTRICAL REQUIREMENTS

The Lessor shall ensure that all electrical infrastructure, including but not limited to dedicated circuits, grounding, surge protection, receptacle placement, and separation of housekeeping and office circuits, is installed, maintained, and delivered in full compliance with local building codes.

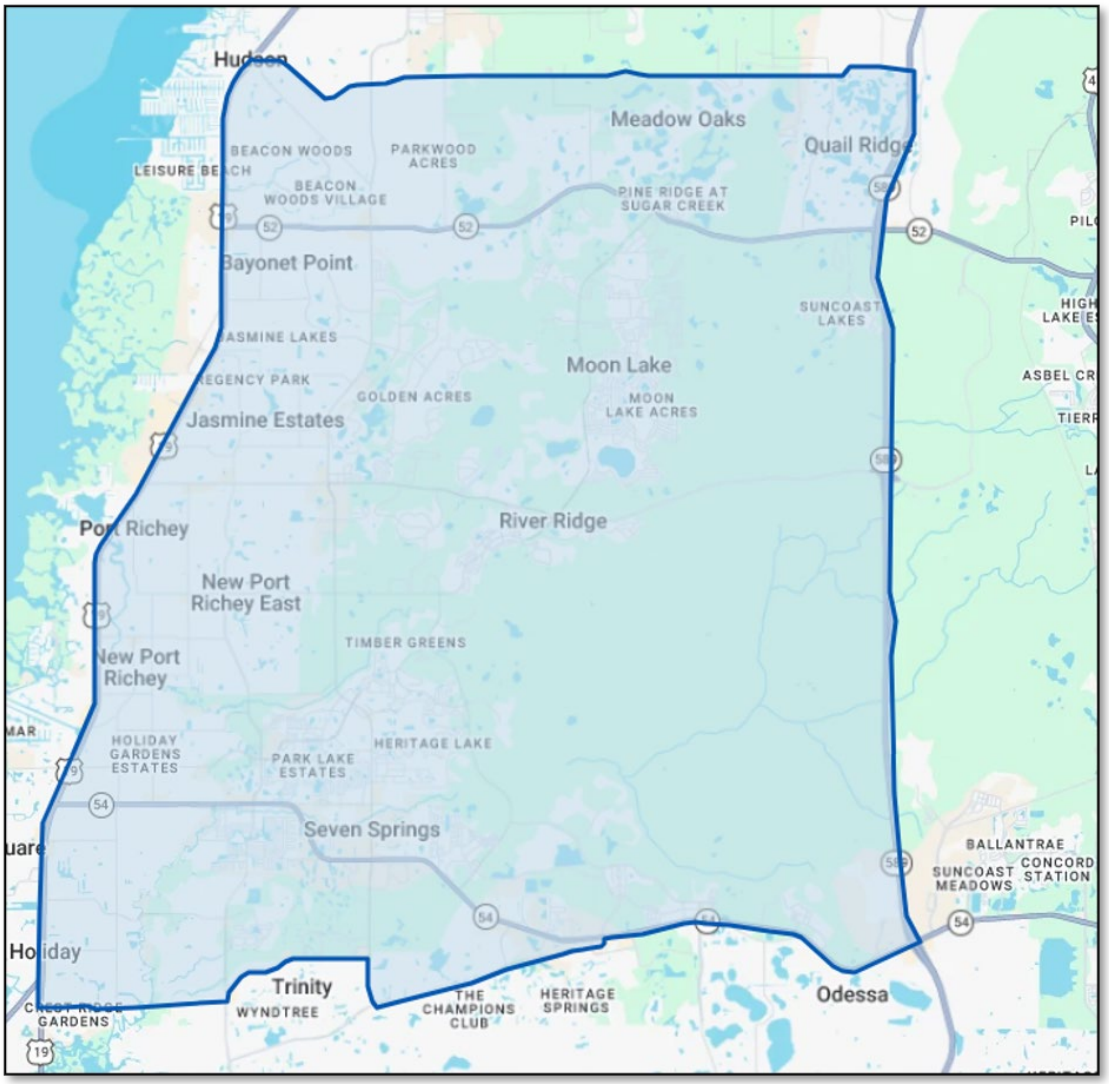
JANITORIAL SERVICES

The successful proposer agrees to furnish janitorial and cleaning services during office hours as part of this lease agreement. This includes furnishing all cleaning/maintenance equipment and cleaning supplies as required. All supplies are to be of good quality suitable for the Lessee's needs. Please refer to Attachment C, Addendum B regarding all details as it pertains to the Janitorial requirements.

ATTACHMENT A
Department of Revenue
Pasco County
Boundary Map

Locations within or abutting the below boundaries shall be considered:

North Boundary: Hudson Avenue
South Boundary: Flora Avenue/ Mitchell Boulevard/ Trinity Boulevard/ Little Road
East Boundary: Suncoast Parkway (SR 589)
West Boundary: U.S. Highway 19



(R04/26) ***Please initial Offeror acknowledgement on all pages of this submittal form: _____***

ATTACHMENT B: Space Allocation Requirements

Space Name	Quantity Needed	Square Footage	Electrical Duplexes	Data Drops	Phone Drops	Flooring Type	Lock Type	Vision Panel
CSP Manager/Supervisor (Hardwall)	5	100	10	10	0	carpet	1	Yes
CSP Employee/Customer Service Sup. (Cubicle)	32	36	64	32	0	carpet	N/A	N/A
CSP Hoteling (Cubicle)	2	64	4	2	0	carpet	N/A	N/A
CSP Customer Service Supervisor Workstation	1	64	2	1	0	carpet	N/A	N/A
CSP Customer Service/Receptionist Workstation	7	35	14	7	0	carpet	N/A	N/A
CSP LAN Telecom Perimeter walls 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. Must be climate controlled & locking with card reader. Room temp is not to exceed 75 degrees at any time. A dedicated circuit and A/C unit may be required. Refer to Tele-Com Addendum for complete details.	1	75	4	6	1	tile	7 & 2	N/A
Open File Area	45	9	per code	per code	0	carpet	N/A	N/A
Supply Storage - Program to supply cabinets. Shelving to be provided by Lessor.	1	100	per code	per code	0	carpet	4	Yes
CSP Break Room / Pantry	1	200	4	1	0	tile	N/A	Yes
CSP Copy Room	1	200	3	2	2	tile	4	Yes
CSP Conference Room	1	250	8	4	0	carpet	1	Yes
CSP Team Meeting Room	1	100	2	2	0	carpet	1	Yes
CSP Open Team Work Area	1	100	2	2	0	carpet	1	Yes
CSP Lobby	1	600	per code	2	0	tile	N/A	N/A
Unisex Rest Rooms	1	100	per code	0	0	tile	3	N/A
CSP Customer Service Support Area	1	300	4	2	0	carpet	N/A	N/A
CSP DOAH Hearing Room	1	250	2	1	0	tile	1 & 2	Yes
CSP DNA Room	1	150	2	1	0	tile	1 & 2	Yes
CSP Bulk Storage	1	200	2	1	0	carpet	4	N/A
CSP Training Room	1	800	7	12	0	carpet	1	Yes

ATTACHMENT B: Space Allocation Requirements (Continued)

CSP Customer Service Training Room	1	150	2	1	0	carpet	N/A	Yes
CSP Collaboration Room	1	100	2	1	0	carpet	3	Yes
CSP Hoteling Office	1	100	1	1	0	carpet	1	Yes
DCSA Workroom, Secured - Perimeter walls shall extend beyond ceiling to roof or next floor or have a drywall-type ceiling with a hard coat of plaster to prevent access.	1	150	6	6	0	carpet	2	Yes
Mail Room Perimeter walls 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. Room must be securable. Mail slots to be on a flat wall. Lessor to provide base cabinets and counter tops for work area.	1	150	2	2	2	tile	4	Yes
The Department reserves the right to relocate phone, data and electrical drops as needed.								

Common Name	Code	Description
Keyed Lock Set	1	Outside lockable by key, inside handle always unlocked, all keys to be master keyed unless noted
Key Fob	2	Electronic strike entry, allows for electronic release and monitoring
Passage	3	Rotating door handles, neither of which lock
Privacy	4	Lockable on one side commonly by push button, emergency release on the opposite side
Store Room	5	Always locked on outside requiring key for entry with rotating door handle which never locks for safe exit
Door Release	6	When button is depressed, it releases the locking mechanism on a particular door
Deadbolt Lock	7	Key required to open and close lock

Color Selection for Child Support Program

Carpet - Mainstreet Hook Up Tile 54491 Color Spark 91795

Paint - Sherwin Williams Drift of Mist SW9166

VCT / Non Slip Tile - Armstrong Peat 59240

Lobby Countertop - Wilsonart Almond Leather 2932-60 Matte Finish (if applicable)

Breakroom & Mailroom Cabinets - Wilsonart Brazilwood 7946-38 Matte Finish

Breakroom & Mailroom Countertops - Wilsonart Titanium 4810-60 Matte Finish

Base Board Trim - Roasted Chestnut VP 39

(R04/26) ***Please initial Offeror acknowledgement on all pages of this submittal form: _____***

ATTACHMENT C

Agency Requirements:

A. Each hard-walled office, meeting room, and conference room shall have a glass panel, at least 1' x 6', next to or set 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 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 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, DCSA workrooms and telecommunications 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. The Lobby/reception area shall have non-slip VCT flooring (as specified by the Department), blocking for wall mounted TVs, and ceiling fans. 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. Conference room/training room shall have air conditioning return exchange units that cannot be obstructed by the closure of doors. Provide multiple computer outlets in conference room/training room the number to be determined by Lessee. The conference room shall be equipped with 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. Electrical, LAN wiring and a wall mount & TV (provided by lessee) shall be installed.

F. Break room built out to include 30" Formica countertop and large double stainless-steel sink with hot and cold water. 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. Formica back splash for easy maintenance along wall above countertop. 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.

G. All floor surfaces on the employee side of customer service workstations, shall be elevated 10" above customer floor. Front counter and employee workstation areas to be designed to the Lessee's specification and shall be subject to DOR approval. Public service counters with teller-type windows to be provided. The walk-up counter at the customer service window shall be approximately 40" high on the customer side from floor to top of counter, the surface of which should match the employee modular workstation height with kick plate installed below the counter at floor level (FRP type material). For the customer window, the side windows must extend to the ceiling and the top of the counter. The center glass shall be three inches from the ceiling and the bottom of the glass shall be three inches from the top of the counter. The bottom of the glass must be rounded and smooth. The counter on the customer side shall be 24" in width and be supported by half walls under the counter located at the divide point between each transaction window. Additional counter teller-type windows to be installed off the raised floor to meet ADA requirements. Number of both walk-up and ADA type windows to be determined by the Lessee. The fixed window between employee and customer service side shall be 3/8" tempered glass, which will not shatter if broken. On the customer side, a transparent divider shall be provided in between each transaction window that is a minimum of the width of the counter on the customer side. The bottom of the center window must be rounded and smooth, the top shall be 6" from the ceiling. The overall height of the customer teller side windows shall extend to the height of the ceiling.

H. The Lessor shall provide for security camera wiring from the lobby to the LAN Room, the final number and locations to be determined during space planning. The Department shall provide the cameras.

Each customer service workstation and interview area shall have a panic button installed to notify personnel of any trouble situation. The panic button shall activate strobe lights in an area to be designated by the Department during construction. Customer service supervisor workstations will be equipped with a rapid response panic button panel that will indicate (audible buzzing and visual lights) which panic button was activated. When any panic button is activated, it shall notify a local law enforcement.

I. All exterior doors, except those for the lobby entrance 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.

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

K. ADA automatic door openers will be required at the lobby 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.

L. 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.

M. The awarded Lessor will be required to install an awning over the exterior of the employee entrance doors.

N. Lessor will be required to provide framed Life/Safety plans throughout the facility (program to determine locations).

O. No changes to the building specifications are to be made to the ITN, build out requirements or blueprints 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 changes 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. Refurbished workstations will not be accepted. All modular workstations will be 6' x 6' as specified in ITN. Modular workstations should include all work surfaces. Modular workstations shall be wired for computers, (Cat 6/7) service at Lessor's expense, with the same specifications as the fully built out offices. The electrical and computer wire for the modular shall be in the base of the modular system and shall have 2 electrical outlets. Workstations shall be installed per conceptual drawings. 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 mockup of workstations prior to approval.

Ownership and all associated responsibilities for the cubicle shall rest solely with the lessor.

Proposed Model Type: _____

Structural Panels:

1. Shall be constructed of a rigid metal frame with a center septum for lateral stability.

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 capable of being panel-hung, side-supported with an end panel, side-supported with a drawer pedestal, or bridged to another work surface.

11. 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.

12. Shall include a minimum of one grommet on surface. Location of grommet 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.

13. Locking file drawer, keyboard tray, and tack board to be provided for each workstation.

14. Shall be assembled, fully connected, operational and ready to use.

New modular workstations are to be approved by a DOR representative prior to procurement & installation, selection and final floor plan must be approved by the Agency.

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 supplier or brand of cubicles.

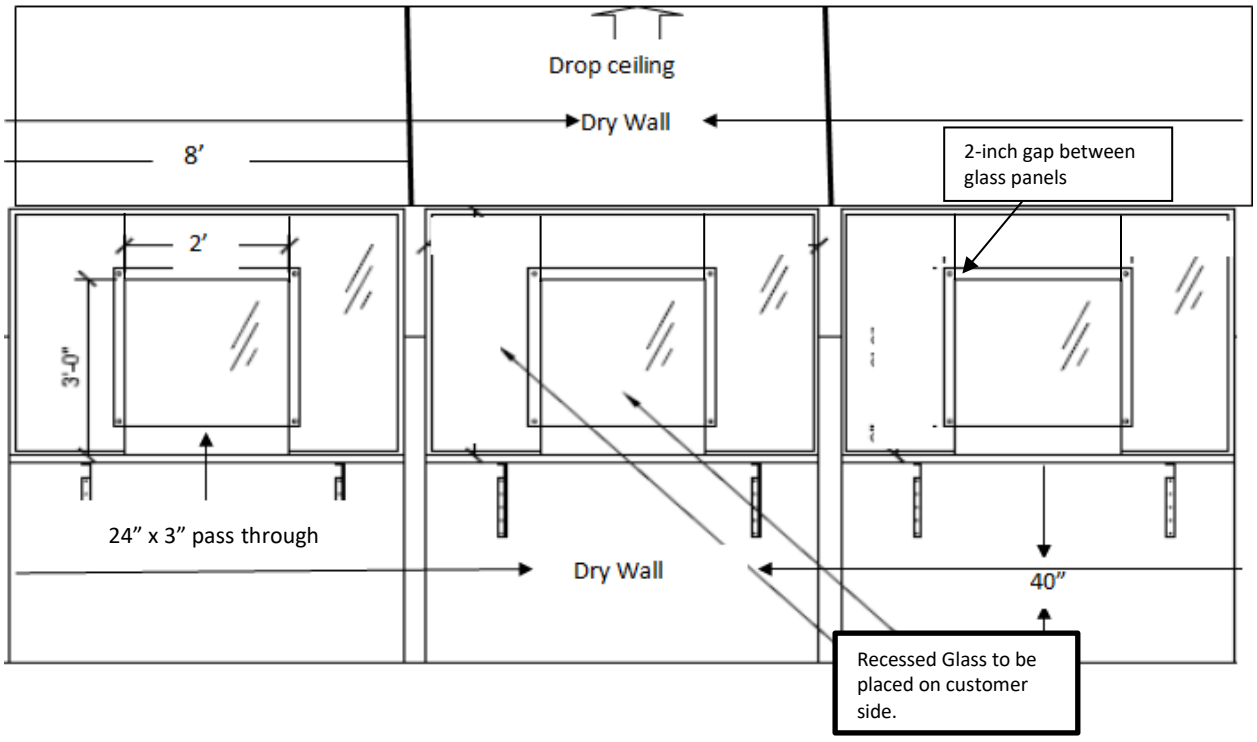
Customer Service Area

Front counter and employee workstation areas to be designed to the Lessee's specification and shall be subject to DOR approval. The area over the reception counter and customer interview station counters shall be enclosed with a fixed window. Customer service counters shall have teller-type windows constructed of 3/8" tempered glass, which will not shatter if broken and installed a minimum of one-inch-deep in a metal frame surrounding all four sides. All customer service workstations to be designed and constructed using millwork. There shall be dividing half walls between each customer workstation no more than 40" high and a transparent divider on the top of each half wall 24" high by 3' length.

The customer service window shall meet ADA requirements in height. The countertop shall be 18" in width on the customer side; the counter will be supported by half walls under the counter located at the divide point between each transaction window. The surface of which should match the employee workstation height. A protective barrier (FRP type material) shall be installed below the counter at floor level on the customer side. A transparent divider shall be provided in between each transaction window (customer side) that is a minimum of the width of the counter on the customer side. The dividers shall extend from the counter to the ceiling. The center glass shall be six inches from the ceiling and the bottom of the glass shall be three inches from the top of the counter. The bottom of the glass must be rounded and smooth.

Each employee workstation shall have a panic button installed as noted above in the security requirements.

Lobby reception (Client side)



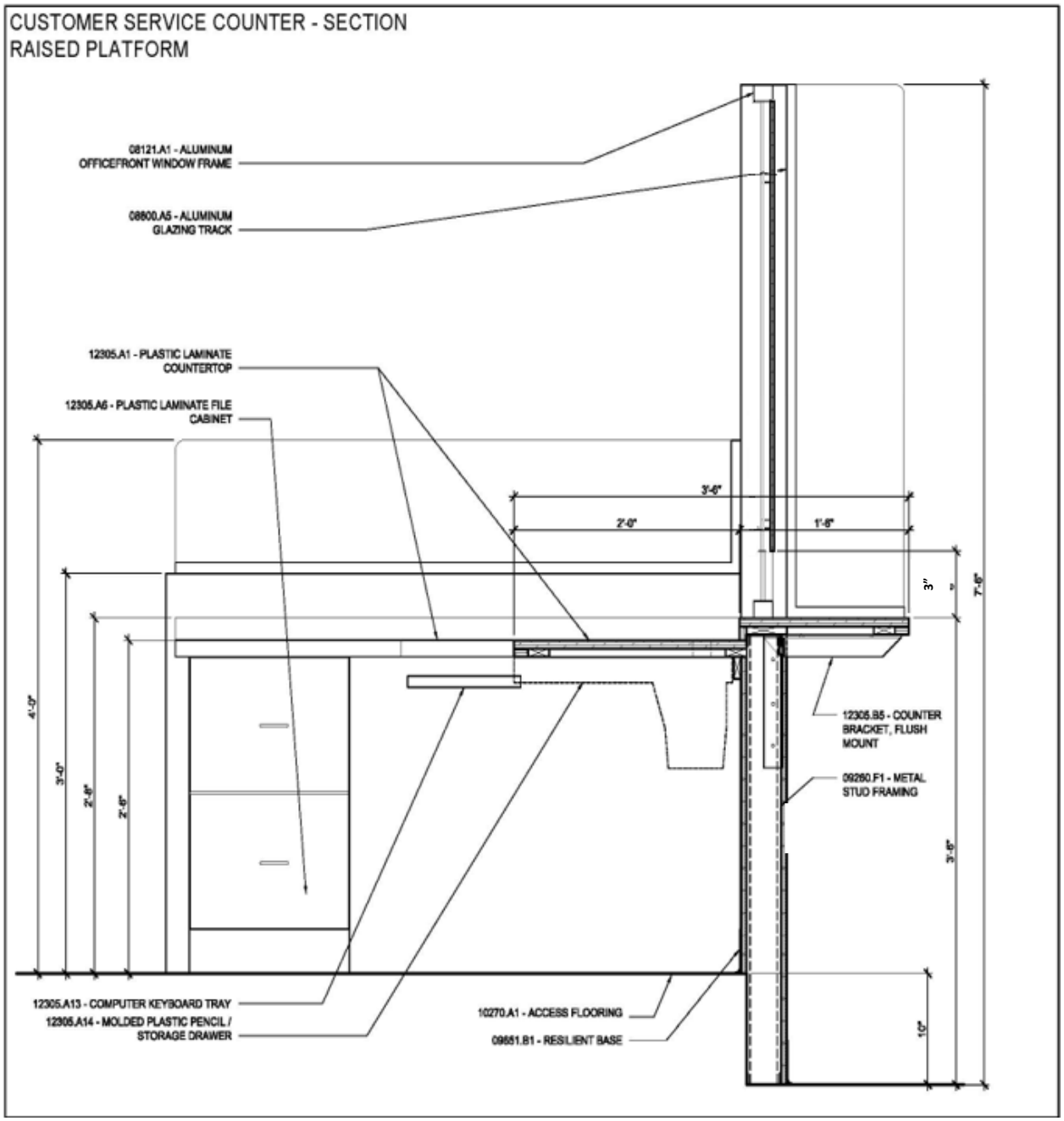


Customer Service Workstation – Side View

Top of customer service workstation to touch the ceiling.

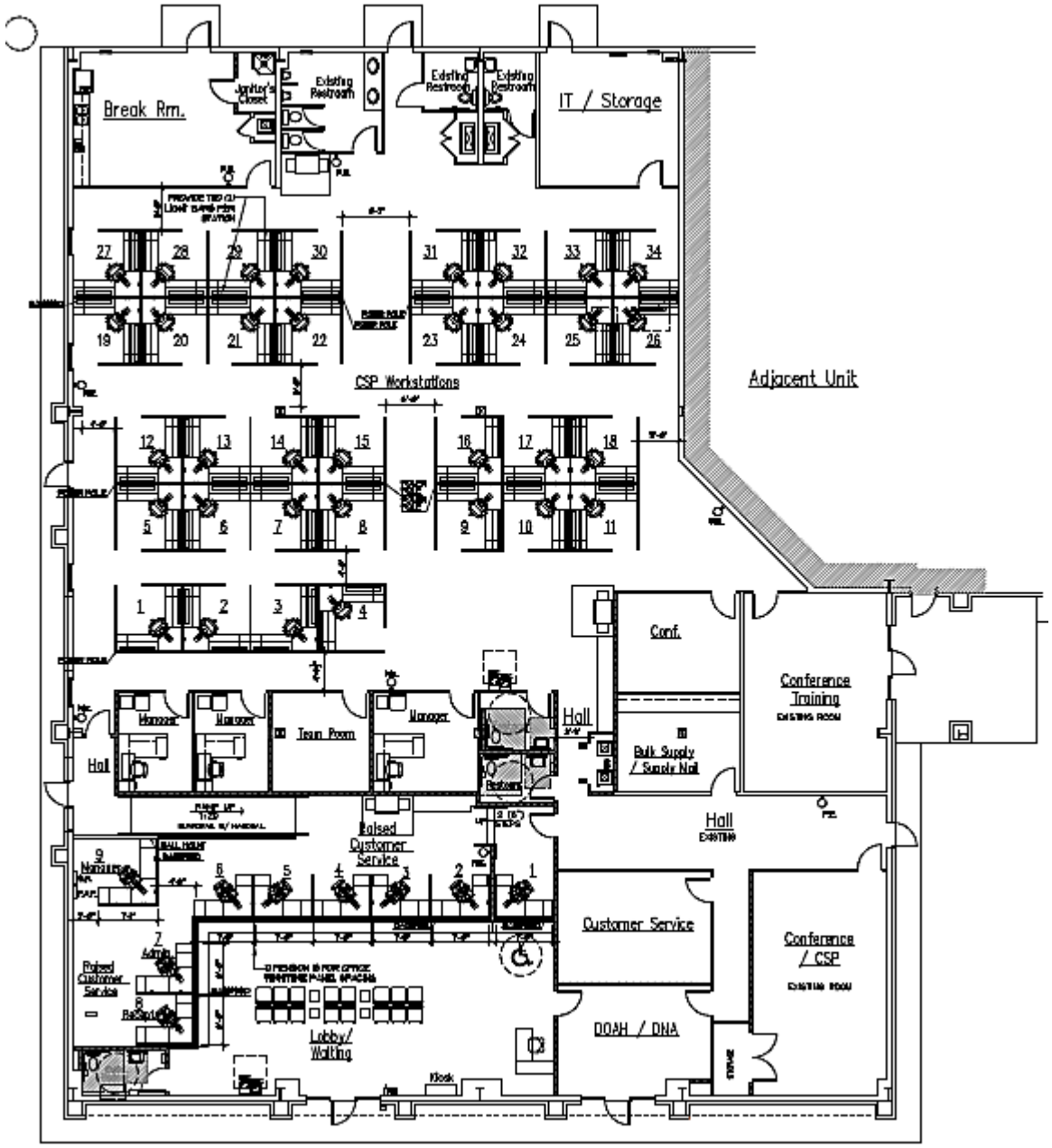


Each station's locking cabinets/drawers shall be keyed differently, and a single master key provided to the Service Center Manager. Counters are required to have rounded or curved edges.


CUSTOMER SERVICE COUNTER - SECTION
RAISED PLATFORM
08121.A1 - ALUMINUM OFFICEFRONT WINDOW FRAME
08800.A5 - ALUMINUM GLAZING TRACK
12305.A1 - PLASTIC LAMINATE COUNTERTOP
12305.A6 - PLASTIC LAMINATE FILE CABINET
3'-6"
2'-6"
1'-6"
3"
7'-6"
4'-0"
3'-0"
2'-6"
2'-6"
12305.B5 - COUNTER BRACKET, FLUSH MOUNT
09260.F1 - METAL STUD FRAMING
3'-6"
1'-0"
12305.A13 - COMPUTER KEYBOARD TRAY
12305.A14 - MOLDED PLASTIC PENCIL / STORAGE DRAWER
10270.A1 - ACCESS FLOORING
09651.B1 - RESILIENT BASE

CSP Prototype

The attached is an example prototype layout. Please review and reference for operation flow and adjacencies as you space plan and estimate build costs for the ITN submittal.

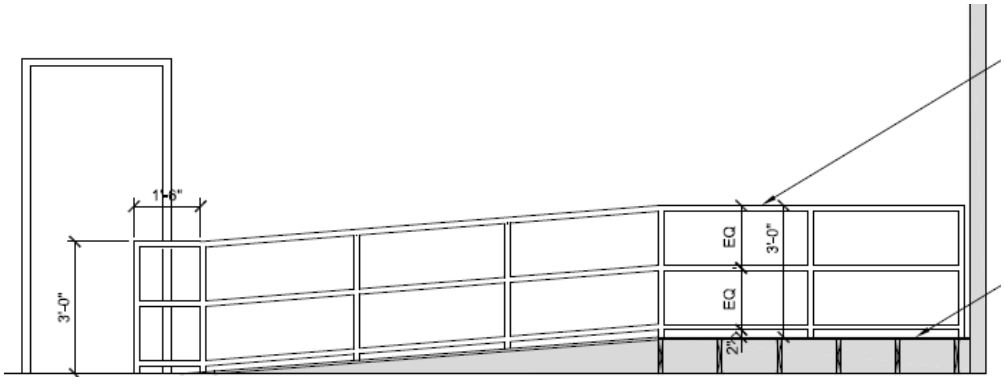


(R04/26) ***Please initial Offeror acknowledgement on all pages of this submittal form: _____***



The full vertical dimension of the mailbox unit measures 32 inches from top to bottom. The horizontal length of the installation area is approximately 13.5 feet from wall to wall. Each individual mailbox slot has an opening measuring 4.5 inches in height by 16.5 inches in width, with a depth of 12 inches extending to the back wall. Number of mail slots to be determined by the Agency.

Ramp Access to Raised Floor
Customer Service Area



(R04/26) ***Please initial Offeror acknowledgement on all pages of this submittal form: _____***

SIGNS & DECALS FOR DOR

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 freestanding 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 the logo and signs, which shall be provided by the Department, on all entrance doors to designate program. Additional signage may be required; to be determined during space planning.

3. All signs shall meet requirements of the U.S. Department of Justice 2010 ADA Standards. All signs to be removed at Lessor's expense within 30 days of Departments' departure.



Color to be PMS 3272

NO SMOKING | NO VAPING

(R04/26) ***Please initial Offeror acknowledgement on all pages of this submittal form: _____***

Department of MANAGEMENT SERVICES
We serve those who serve Florida

STATE OF FLORIDA
Standard Lease Agreement
Department of Management Services Form 4054

Lease Number: 730:0448

Lease Commencement: 10/01/2028

Preamble

THIS LEASE AGREEMENT is entered into this _____ day of _____, 20 _____ by and between those Parties listed below.

Parties

Lessee: _____
Agency Name

Address: _____ Street _____ City _____ State _____ Zip Code

Lessor: _____
Lessor Name

Address: _____ Street _____ City _____ State _____ Zip Code

FEID: _____ **OR** **Social Security Number:** _____

1. Description

A. In consideration for the covenants and agreements made herein, Lessor agrees to lease to Lessee those premises (hereinafter the "Premises") described as:

Description:

Building: _____ Building Name **County**: _____

Address: _____ Street _____ City _____ State _____ Zip Code

consisting of an aggregate area of _____ square feet of net rentable space measured in accordance with the Department of Management Services' Standard Method of Space Measurement.

B. Lessor shall also provide _____ exclusive parking spaces and _____ nonexclusive parking spaces as part of this Lease.

2. Term & Renewals

A. The Lease shall begin on: _____ Month _____ Day, _____ Year

and end at the close of business on _____ Month _____ Day, _____ Year

for a term of _____ months.

B. Lessee, however, is hereby granted the option to renew this Lease for an additional _____upon the same terms and conditions as specified in Article 4.B. of this Lease. If Lessee desires to renew this Lease under the provisions of this Article, it shall give Lessor written notice thereof not more than six months nor less than three months prior to the expiration of the term provided in this Article or any applicable renewal period.

Lessor Initial: _____
Lessee Initial: _____

3. Notices, Rental Invoices & Rental Payments

For a notice under this Lease to be valid, it must be in writing and delivered to the applicable address below with end-to-end tracking and all postage fees prepaid.

A. All Notices to be served upon Lessee shall be sent to:

Lessee: _____
Agency Name

Address: _____ _____ _____ _____
Street City State (Zip Code)

B. All Notices to be served upon Lessor shall be sent to:

Lessor: _____
Lessor Name

Address: _____ _____ _____ _____
Street City State (Zip Code)

C. Rental invoices shall be submitted monthly to Lessee at:

Lessee: _____
Lessee Name

Address: _____ _____ _____ _____
Street City State (Zip Code)

D. Rental Payments shall be paid to Lessor at:

Lessor: _____
Lessor Name

Address: _____ _____ _____ _____
Street City State (Zip Code)

4. Rent

The rent shall be payable monthly in arrears following the month of occupancy. All payments by Lessee will be in accordance with Section 215.422, Florida Statutes, and any references therein to "goods" and/or "services" is hereby deemed to mean "goods, services, and tenancies." The rent for any fractional part of the first or last month shall be prorated.

A. Base Term

Lessee agrees to pay Lessor rent according to the following schedule:

Term			Square Footage Per Floor	Rate Per Square Foot	Monthly Rent	Annual Rent
Start (MM/DD/YYYY)	-	End (MM/DD/YYYY)				
	-				$ 0.00	$ 0.00
	-				$ 0.00	$ 0.00
	-				$ 0.00	$ 0.00
	-				$ 0.00	$ 0.00
	-				$ 0.00	$ 0.00
	-				$ 0.00	$ 0.00
	-				$ 0.00	$ 0.00
	-				$ 0.00	$ 0.00
	-				$ 0.00	$ 0.00
	-				$ 0.00	$ 0.00
	-				$ 0.00	$ 0.00
	-				$ 0.00	$ 0.00
	-				$ 0.00	$ 0.00
	-				$ 0.00	$ 0.00
	-				$ 0.00	$ 0.00

Lessor Initial: _____
Lessee Initial: _____

B. Option Term

For the renewal options as specified in Article 2, the rental rate shall be:

Term			Square Footage Per Floor	Rate Per Square Foot	Monthly Rent	Annual Rent
Start (MM/DD/YYYY)	-	End (MM/DD/YYYY)				
	-				$ 0.00	$ 0.00
	-				$ 0.00	$ 0.00
	-				$ 0.00	$ 0.00
	-				$ 0.00	$ 0.00
	-				$ 0.00	$ 0.00
	-				$ 0.00	$ 0.00
	-				$ 0.00	$ 0.00
	-				$ 0.00	$ 0.00
	-				$ 0.00	$ 0.00
	-				$ 0.00	$ 0.00
	-				$ 0.00	$ 0.00
	-				$ 0.00	$ 0.00
	-				$ 0.00	$ 0.00
	-				$ 0.00	$ 0.00

5. Utilities

A. The **Lessor** ☐, **Lessee** ☐, **see Addendum** _____ ☐ will promptly pay all billed utilities including gas, water, sewer, solid waste, storm water, and other power and electric light rates or charges which may become payable during the term of this Lease.

B. For the facilities in which the Lessee occupies a metered, aggregate area of 2,000 net square feet or more, Lessor agrees to provide Lessee timely and accurate data on Lessee's monthly consumption or use of electricity, natural gas, LP gas and/or fuel oil, as appropriate, pursuant to Section 255.257, Florida Statutes.

6. Facility Services

A. The **Lessor** ☐ or **Lessee** ☐ will furnish daily janitorial services and required janitorial supplies. Janitorial services will include provision of recycling trash disposal for the Premises at the expense of the **Lessor** ☐ or **Lessee** ☐.

B. Lessor shall maintain the Premises (including the interior and exterior of all improvements located thereon) in a state of good condition, working order, and repair and in compliance with all building, health, and safety codes, and any other applicable laws in effect during the term of this Lease, at Lessor's sole expense, except that Lessee will be liable to Lessor for any damage it causes to the Premises exclusive of reasonable wear and tear. Lessor's maintenance obligations include repainting, replacement of worn or damaged floor covering, and repairs or replacement of interior equipment as needed due to normal use. Lessee shall use and operate in a reasonable manner, all electrical, plumbing, sanitary, heating, ventilating, air conditioning, and any other utilities on the Premises.

C. The **Lessor** ☐ or **Lessee** ☐ agrees to furnish pest control services for the Premises during the term of this Lease at the expense of the **Lessor** ☐ or **Lessee** ☐.

D. Lessor agrees to install light fixtures for use by Lessee. The **Lessor** ☐ or **Lessee** ☐ shall be responsible for replacement of all bulbs, lamps, tubes, and starters used in such fixtures.

Lessor Initial: _____
Lessee Initial: _____

E. All services required above shall be provided during Lessee's normal working hours, which are deemed 7:30 a.m. to 5:30 p.m., Monday through Friday excluding state holidays, unless otherwise stipulated below:

Day	From	To

7. Accessibility and Alterations

A. Lessor agrees that the Premises meets at the time of occupancy, or will be brought into conformance within 180 days of lease execution, the requirements of the 2012 Florida Accessibility Code for Building Construction ("FACBC") and the Americans with Disabilities Accessibility Implementation Act, Section 553.501 - 553.514, Florida Statutes. The Code of Federal Regulations, Department of Justice, Title 28, Part 35 and Part 36, and the Department of Transportation Title 49, Part 37 and the requirements of Florida Building codes have all been incorporated within the FACBC.
Notwithstanding anything else contained in this Lease, Lessor, at Lessor's expense, shall be responsible for and agrees to comply with all obligations under the ADA which imposes any duty upon landlord or tenant with respect to the use, occupancy, or alteration of the Premises, including any building or project thereon.
If a claim or action is brought containing one or more allegations that a portion of the Premises fails to comply with the ADA, Lessor agrees to indemnify, defend, and hold Lessee harmless from any cost or expense, including attorney's fees, arising out of or relating to such claim or action.

B. The Florida Building Codes includes and requires the following subparts, which are applicable to occupied or public use leases:
Chapter 11, Section 101.1. all new and altered public buildings and facilities, private buildings and facilities, places of public accommodation and commercial facilities subject to this code shall comply with this code. Chapter 11, Section 101.3 this code established standards for accessibility to place of public accommodation and commercial facilities by individuals with disabilities. This code shall also apply to state and local government (owned and leased) facilities pursuant to Section 553.503, Florida Statutes. It is to be applied during the design, construction and during any alteration to such buildings and facilities as required by the code.

C. Lessor agrees that Lessee shall have the right to make alterations in and to the Premises during the term of this Lease upon first having obtained written consent of Lessor. Lessor shall not unreasonably withhold the consent to any such alterations.

8. Certain Applicable Laws

Due to the size and/or configuration of the space leased, the following laws apply:

A. ☐ Section 255.25(3) (e), Florida Statutes, relating to tenant improvement costs for which Lessor may be eligible for reimbursement. As applicable, Lessor and Lessee agree that the sum of _____ has been spent by the Lessor for improvements to the Premises and in the event this Lease is terminated by Lessee through no fault of Lessor before the expiration of its base term, the Lessor will ☐ or will not ☐ be entitled to reimbursement for these improvements.

B. ☐ Section 252.385(4) (b), Florida Statutes, relating to the use of the Premises as a public hurricane evacuation shelter. The Premises may be required to serve as a public hurricane evacuation shelter at the request of local or state emergency management agencies. It is hereby agreed and understood that in the event the Premises is selected for use as an emergency shelter, Lessor, upon receiving notice from the state or local emergency management agency, shall make the Premises available as a public hurricane evacuation shelter.

9. Heating and Air Conditioning

Lessor agrees to furnish to Lessee heating and air conditioning equipment and maintain same in satisfactory operating condition at all times for the Premises during the term of this Lease at the expense of Lessor. Lessor agrees that thermostats in the Premises will be set to maintain an average zone temperature of 75 degrees Fahrenheit during the heating and cooling seasons. The **Lessor** ☐ shall not ☐ be responsible for heating and cooling designated unconditioned storage space.

Lessor Initial: _____
Lessee Initial: _____

10. Compliance with Fire Safety Standards; Casualty; Asbestos; Radon Gas

A. Lessor shall provide for fire protection during the term of this Lease in accordance with the fire safety standards of the State Fire Marshal. Lessor shall be responsible for maintenance and repair of all fire protection equipment necessary to conform to the requirements of the State Fire Marshal. Lessor agrees that the Premises shall be available for inspection by the State Fire Marshal prior to occupancy by Lessee and at any reasonable time thereafter.

B. To assure Lessee of facility compliance with Florida's Fire Safety Standards, Lessor agrees to provide Lessee with a written Fire Safety Inspection prior to the Lessee occupying the space. The Fire Safety Inspection is to be conducted by State Fire Marshal or local fire officials.

C. If the entirety or majority of the Premises is destroyed by fire, lightning, storm or other casualty, then (i) all rental payments will cease from the date of destruction, (ii) Lessor will immediately refund the pro rata part of any rentals paid in advance by Lessee prior to such date of destruction, and (iii) either party may terminate this Lease by providing written notice of such termination to the other party within 45 days of the destruction. If neither party terminates this Lease within such 45-day period, then Lessor shall work diligently to repair the damage to the Premises at its own expense and rental payments will resume beginning on the date of completion of the repairs. If Lessor fails to complete the repairs within 180 days of the date of destruction, then Lessee may terminate this Lease by providing written notice of such termination to Lessor at any time prior to Lessor's completion of the repairs. Should the Premises be only partly destroyed, leaving the major part in usable condition, then the rental shall abate on the damaged portion until the Premises is restored by Lessor. Upon the completion of such repairs, the rental payments will commence, and this Lease will then continue the balance of the term.

D. Lessor certifies that no asbestos was used in the construction of the Premises or that if asbestos was used, actions have been completed to correct the hazards caused by the use of asbestos.

E. RADON GAS: Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over a period of time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county health department. See Section 404.056(5), Florida Statutes. Lessor certifies that if any radon is present, it is at a measurement level less than 4 PCI/L.

11. Lessee's Property; Surrender of Premises

All fixtures, equipment, leasehold improvements, personalty, and any other property which may be installed or placed in or upon the Premises by Lessee shall remain the property of Lessee. Lessee shall have the right at any time during the term of this Lease to remove such property from the Premises; provided, however, Lessee shall promptly repair any damage caused by such removal. Lessor shall not be liable to Lessee for loss or damage to any property of Lessee located in or upon the Premises, except to the extent such loss or damage is caused by one or more acts or omissions of Lessor or Lessor's employees, agents, or contractors. Lessee will peaceably surrender the Premises to Lessor at the expiration or earlier termination of the term of this Lease.

12. Right to Inspect

Lessor, at all reasonable times, may enter into and upon the Premises for the purpose of viewing the same and for the purpose of making any such repairs as Lessor is required to make under the terms of this Lease. Notwithstanding the foregoing, Lessor shall not allow any prospective purchaser, tenant, or anyone else having a prospective interest in the Premises to enter into or upon the Premises without Lessor having received Lessee's written consent to such entry at least two business days prior thereto, with such consent not to be unreasonably withheld or delayed.

13. Taxes

Lessor shall pay all real estate taxes, including ad valorem, non-ad valorem, special assessments, and taxing district fees, applicable to the Premises and any sales and use tax levied upon the rent payable by Lessee under this Lease.

14. Subletting and Assignment

Lessee, upon obtaining written consent of Lessor, shall have the right to sublet all or any part of the Premises or to assign all or any part of Lessee's interest herein. Lessor shall not unreasonably withhold such written consent.

15. Rental Commencement

Notwithstanding the provisions of Article 2 "Term" and Article 4 "Rent" of this Lease, the term of this Lease shall not commence until date of completion of the renovations of the Premises to Lessee's satisfaction and thereby made ready for occupancy by Lessee. At the time of occupancy, the rent for any fractional part of the first month of occupancy shall be prorated.

Lessor Initial: _____

Lessee Initial: _____

16. Availability of Funds

Pursuant to Section 255.2502, Florida Statutes, Lessor acknowledges that the State of Florida's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.

17. Defaults and Remedies

A. Lessee Default and Remedies

If Lessee fails to perform any of its obligations under this Lease and such failure continues for a period of 30 days after Lessee's receipt of written notice from Lessor setting forth the nature of such failure and the conduct required of Lessee to cure such failure, then Lessee will be in default hereof and Lessor may exercise any remedies available to it hereunder, at law, or in equity, including the right to terminate this Lease, recover possession of the Premises in accordance with Section 83.05, Florida Statutes, and bring suit for collection of any amounts due and payable by Lessee hereunder for which Lessee may be in default, subject to Lessor's duty to mitigate its damages resulting from the occurrence of such default.

B. Lessor Default and Remedies

If Lessor fails to perform any of its obligations under this Lease and such failure continues for a period of 30 days after Lessor's receipt of written notice from Lessee setting forth the nature of such failure and the conduct required of Lessor to cure such failure, then Lessor will be in default hereof and Lessee may exercise any one or more of the following remedies in addition to any other remedies available to it hereunder, at law, or in equity:

(i) terminate this Lease;

(ii) cure such default for the account of Lessor, and any amount paid or any contractual liability incurred by Lessee in so doing shall be deemed paid or incurred for the account of Lessor, and Lessor agrees to reimburse Lessee therefor on demand and save Lessee harmless therefrom. If Lessor fails to reimburse Lessee upon demand for any amount paid for the account of Lessor hereunder, within 10 days after receipt from Lessee of a written notice of claim for reimbursement, said amount may be deducted by Lessee from the next or any succeeding monthly payment of rent or any other amounts due and payable by Lessee hereunder; and

(iii) bring suit for collection of any amounts due and payable by Lessor hereunder for which Lessor may be in default.

18. Insurance

Lessor shall procure and continue in force during the term of this Lease general liability insurance against any and all claims for injuries to persons or property occurring in, upon, or about the Premises. Such insurance at all times shall provide coverage in an amount not less than $1,000,000 per occurrence, and $1,000,000 in the aggregate. Such insurance shall provide for payment of claims on an occurrence basis. Such insurance shall be issued for periods of not less than one year by responsible insurance companies authorized to engage in the business of general liability insurance in the State of Florida. Upon request by Lessee, Lessor shall cause the insurance carrier or its authorized representatives to issue to Lessee certified copies of the certificates evidencing the existence in full force and effect of fully paid policies required under this Article. Upon request by Lessee delivered not less than 30 days prior to the expiration of any policy of insurance, Lessor shall deliver to Lessee, not less than 15 days prior to the expiration of such policy of insurance, a certificate evidencing renewal or replacement of such policy of insurance effective no later than the expiration date of the current policy. In addition, Lessor shall deliver to Lessee, upon request, a copy of Lessor's policy of general liability insurance.

19. Warranty of Title

Lessor represents and warrants that it is the owner of the Premises and has the full and unrestricted right to execute this Lease and demise the Premises to Lessee, together with all rights, privileges, and appurtenances herein demised.

20. Covenant of Quiet Enjoyment

If Lessee is not in default of its obligations hereunder, Lessee will, during the term of this Lease, have the right to freely, peaceably, and quietly occupy and enjoy possession of the Premises, together with all rights, privileges, and appurtenances herein demised, without molestation or hindrance, lawful or otherwise.

21. Use of Premises

Lessee will have the right to use and occupy the Premises for any lawful purpose. Lessee will not make or suffer any unlawful use of the Premises or any use or occupancy thereof contrary to the laws of the State of Florida or to such ordinances of the city or county in which the Premises are located, now or hereinafter made, as may be applicable to Lessee.

Lessor Initial: _____

Lessee Initial: _____

22. No Wavier of Defaults

No waiver of any default by a party will be implied from any omission by the other party to take any action with respect to such default.

23. Compliance with Laws

Each party agrees that it shall comply with all federal, state, and local authorities, laws, ordinances, codes, rules, regulations, and orders applicable to this Lease, the Premises, or activities undertaken pursuant to this Lease.

24. Right to Terminate

Lessee has the right to terminate this Lease, without penalty, if a state-owned building becomes available to Lessee for occupancy, and Lessee has given 6 months' advance written notice to Lessor by certified mail, return receipt requested.

25. Entire Understanding

This Lease constitutes the entire understanding between the parties regarding the subject matter hereof.

26. Modifications

No modification to this Lease will be effective unless it is in writing and signed by the parties and the Department of Management Services.

27. No Third-Party Beneficiaries

This Lease is intended for the exclusive benefit of the parties and may not be enforced by any other person.

28. Successors

This Lease will be binding upon and inure to the benefit of the parties and their respective assigns and successors-in-interest.

29. Severability

If any provision of this Lease is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof will remain in full force and effect and will in no way be affected, impaired, or invalidated thereby.

30. Governing Law; Jurisdiction

Florida law governs all adversarial proceedings arising out of this Lease or the subject matter hereof. As the exclusive means of bringing adversarial proceedings to resolve any dispute arising out of this Lease or the subject matter hereof, a party must bring such a proceeding in a federal or state court located in Leon County, Florida.

31. Discriminatory Vendor List

Pursuant to Section 287.134(2)(a), Florida Statutes, an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies 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.

32. Cooperation with Inspector General

Lessor understands and will comply with Section 20.055(5), Florida Statutes, regarding cooperating with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to Section 20.055, Florida Statutes.

33. Disclosure Statement

A. Pursuant to Rules 60H-1.025(1) and 60H-1.0261(1), Florida Administrative Code, Lessor shall submit to Lessee, prior to execution of this Lease and upon any change of ownership of the Premises, a completed Department of Management Services Form Number 4114, providing (i) full disclosure of the names and the extent of interest of the owners holding a 4% or more interest in the Premises or in the entity holding title to the Premises, and (ii) full disclosure of the names of all public officials, agents, or employees holding any interest in the Premises or in the entity holding title to the Premises, and the nature and extent of their interest (collectively, a "Disclosure Statement").

B. Pursuant to Rule 60H-1.025(2), Florida Administrative Code, Lessor shall submit to Lessee, prior to any renewal of this Lease, any extension of this Lease, or any modification to this Lease, either a completed Disclosure Statement or, if Lessor's previously submitted Disclosure Statement is still valid, a completed Department of Management Services Form Number 4114A, providing that Lessor's Disclosure Statement currently on file with Lessee remains valid and correct.

Lessor Initial: _____

Lessee Initial: _____

C. In accordance with Rule 60H-1.025(3), (4), Florida Administrative Code, Lessor is not obligated hereunder to disclose in a Disclosure Statement any leasehold interest in property located outside the territorial boundaries of the United States or any beneficial interest which is represented by stock in any corporation registered with the Securities and Exchange Commission or registered pursuant to Chapter 517, Florida Statutes, which stock is for sale to the general public, provided that Lessor submits to the Department of Management Services a statement certifying such registration.

34. Human Trafficking

Pursuant to Section 787.06(13), Florida Statutes, if Lessor is a nongovernmental entity, Lessor shall submit to Lessee, upon execution of this Lease, any renewal of this Lease, or any extension of this Lease, an affidavit signed by an officer or representative of Lessor under penalty of perjury attesting that Lessor does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.

35. Definition of Terms

A. The terms "Lease Agreement" or "Lease" shall be inclusive of each other and shall also include any renewals, extensions, or modifications of this Lease.

B. The terms "Lessor" and "Lessee" shall include the respective successors and assigns thereto.

C. The singular shall include the plural, and the plural shall include the singular whenever the context so requires or permits.

36. Additional Provisions

D. ☐ No additional provisions form a part of this Lease

E. ☐ All additional provisions appear on attached Addendum(s):

____, ____, ____, ____, ____, ____, ____, ____, ____, ____, ____, ____, ____, ____

Lessor Initial: _____

Lessee Initial: _____

IN WITNESS WHEREOF, the Parties hereto have hereunto executed this Lease for the purpose herein expressed, this _____ day of _____, _____

ANY MODIFICATION OF THIS LEASE EXECUTED BY THE PARTIES HERETO SHALL NOT BECOME LEGALLY EFFECTIVE UNTIL CONSENTED TO IN WRITING BY THE DEPARTMENT OF MANAGEMENT SERVICES.

As to Lessor – Lessor (if Lessor is an individual) or Lessor's authorized representative must sign, print name, and enter date.

X _____	_____	_____
Lessor or Lessor's Authorized Representative	**Printed Name/Title**	**Date**

As to Lessee– Agency Head or their authorized delegate must sign, print name, and enter date.

X _____	_____	_____
Agency Head or Authorized Delegate	**Printed Name/Title**	**Date**

As to Department of Management Services – Chief Real Property Administrator or authorized delegate must sign, print name, and enter date. While not a party to this Lease, the Department of Management Services acknowledges its consent thereto in connection with its oversight of state agency leasing activities for the State of Florida.

X _____	_____	_____
Authorized Representative	**Printed Name**	**Date**

STATE OF FLORIDA

DEPARTMENT OF REVENUE

INVITATION TO NEGOTIATE (ITN) 730:0448

Addendum for Liquidated Damages

ADDENDUM: A

As a condition precedent to lessee's obligation to occupy and pay rent, the leased premises shall be renovated and completed in accordance with the Invitation to Negotiate issued for the above referenced lease.

Should lessor fail to complete renovations within the time frame specified in the Invitation to Negotiate, liquidated damages in the amount of $997.70 per day shall be assessed until specified renovations are completed. This provision for liquidated damages shall in no way affect Lessee's right to terminate the lease for failure to have the renovations completed by the commencement date of the Lease. The Lessee's exercise of the right to terminate the lease shall not release the Lessor from his obligation to pay said liquidated damages in the amount stated above.

Lessor:

By: _____

Date: _____

Lessee: The State of Florida
Department of Revenue

By: _____
Anthony Garcia
Director Financial Management

Date: _____

Approved as to form and legality, subject to proper execution by the parties.

By: _____
Office of The General Counsel

Date: _____

STATE OF FLORIDA

DEPARTMENT OF REVENUE

Lease 730:0448

Addendum for Janitorial Services

ADDENDUM: B

The Lessor agrees to furnish janitorial and cleaning services as part of this lease agreement. This includes furnishing all cleaning and maintenance equipment and cleaning supplies as required, including but not limited to, toilet seat liners, bathroom tissues, paper towels, trash receptacle liners, hand soap (preferably liquid) and doormats at entrances to the facility. All supplies are to be of good quality acceptable in the janitorial profession and of satisfactory quality suitable to the needs of personnel.

Cleaning of the facility shall be accomplished in accord with the following schedule:

FLOORS (TO INCLUDE: LOBBY, OFFICE SPACE, AND RESTROOMS & KITCHEN)

The following shall be done **Daily**:

- Carpeted Areas – Vacuum
- Non-carpeted Areas – Dust mop
- Remove gum and other materials
- Spot damp mop to remove stains

The following shall be done **Weekly**

- Non-carpeted Areas – Damp mop and spray buff

The following shall be done **Semi-Annually**:

- Machine clean carpets in hallways and other areas if their condition so dictates
- Strip, reseal and wax all normally waxed floors

The following shall be done **Annually**:

- Machine clean all carpets throughout the facility

WALLS, CEILINGS, INTERIOR DOORS, LEDGES, ETC.

The following shall be done **Weekly**:

- Spot Clean
- Clean light switch plates and surrounding wall areas
- Dust windowsills, ledges, fixtures, etc.

The following shall be done **Monthly**:

- Dust or vacuum HVAC registers

The following shall be done **Annually**:

- Dust all light fixture diffuses and dust light bulbs

WINDOWS AND GLASS

The following shall be done **Daily**:

- Spot clean entrances and vicinity glass both in and outside
- Spot clean directory and internal glass or windows

The following shall be done **Semi-Annually**:

- Clean inside of external windows

STATE OF FLORIDA

DEPARTMENT OF REVENUE

Lease 730:0448

Addendum for Janitorial Services

ADDENDUM: B

WATER FOUNTAINS

The following shall be done **Daily:**

- Clean and sanitize

FURNISHINGS

The following shall be done as needed, but at least **Weekly**:

- Dust tables, chairs, desks credenzas, file cabinets, bookcases, etc.
- Do not disturb any papers lying on desks or cabinets
- Dust and clean all ornamental wall decorations, picture, charts, chalkboards, etc.
- Dust draperies, Venetian blinds, or curtains

The following shall be done **Semi-Annually:**

- Vacuum all drapes, Venetian blinds, or curtains

TRASH AND REFUSE

The following shall be done **Daily:**

- Empty and clean all trash receptacles. Receptacle liners are to be used
- Change as necessary
- Remove all collected trash to external dumpsters or trash containers
- In conference rooms, reception areas, etc., remove accumulated trash, i.e paper cups, soda cans, etc.

CIGARETTE URNS AND ASHTRAYS

The following shall be done **Daily:**

- Empty and clean all cigarette urns
- Empty and damp wipe all ashtrays

ELEVATORS – (IF APPLICABLE)

The following shall be done **Daily:**

- If carpeted, vacuum
- If not carpeted, dust mop, remove gum and other materials, spot damp mop to remove stains or spots
- Clean hardware and control panels

The following shall be done **Weekly**:

- Vacuum door tracks
- Damp mop floors and spray buff if not carpeted

STAIRWELLS – (IF APPLICABLE)

The following shall be done **Daily:**

- Remove accumulated trash
- Spot sweep as required

The following shall be done **Weekly**:

- Sweep
- Dust mop to remove stains
- Dust handrails, ledges, etc.
- Spot clean walls and doors

STATE OF FLORIDA

DEPARTMENT OF REVENUE

Lease 730:0448

Addendum for Janitorial Services

ADDENDUM: B

RESTROOMS

The following shall be done **Daily**:

- Maintain in a clean and sanitary condition: floors, walls, doors, stalls, partitions, shelves, sinks, commodes, urinals, bath facilities, soap and towel dispensers
- Clean and polish mirrors
- Empty and sanitize trash and sanitary napkin receptacles
- Replenish supplies of tissue, towels, toilet seat liners and soap
- Check and replace, as necessary, deodorizer bars/room air freshener units

The following shall be done **Monthly**:

- Clean ceramic tile surfaces with a strong cleaner or bleach so that tile and grout have a uniform color

LOUNGE AND KITCHEN AREAS – (IF APPLICABLE)

The following shall be done **Daily**:

- Clean and sanitize sinks and counter areas
- Replenish paper towels and hand soap

EXTERIOR

The following shall be done **Daily**:

- Sweep outside area immediately adjacent to building entrances
- Keep parking lot and surrounding grass areas free of trash

The following shall be done **Weekly**:

- Sweep all exterior access areas, i.e. sidewalks, porches, verandas, etc.

PEST CONTROL

The following shall be done **Monthly**:

- Interior and exterior as needed

MAINTENANCE SERVICES

In reference to Articles III and V of the lease agreement:

- Filters for HVAC shall be changed every 30 days at a minimum and more often as conditions warrant.
- All painted surfaces in the facility shall be freshly painted at the commencement of this lease and every five (5) years thereafter during the lease term and any renewals thereof. Touch up painting to be done as needed. High traffic areas shall be repainted annually when requested by the Department. When painting is to be done it shall be with low or no VOC paint.
- All carpeting throughout leased area shall be replaced, meeting original specification, every ten (10) years, Lessor to pay for the moving of any furniture required. Worn areas shall be replaced as needed. Broken, chopped tiles shall be replaced when damage occurs. Any alteration to this schedule shall be made and agreed to by both parties in writing.
- Perform such other services as are necessary to keep the facility clean and in a sanitary condition.

STATE OF FLORIDA

DEPARTMENT OF REVENUE

Lease 730:0448

Addendum for Janitorial Services

ADDENDUM: B

RECYCLING PROGRAM:

Section 403.714 Florida Statutes mandates that each agency shall have a resource recovery recycling program in effect for all space occupied, including private sector lease space. The state is required by law to collect white office paper.

A. The Lessor shall be required:
   1. To coordinate the participation of the janitorial staff in the recycling program.
   2. To supply and maintain standard trash dumpster(s)
   3. To provide an external 10' x 15' concrete pad for a recyclable dumpster enclosed with a fence and; or shrubbery so as not to distract from the aesthetic of the facility. In the event that it is not practical to place an external recycling dumpster on site, the successful bidder may propose an internal collection room.

B. The janitorial staff shall be required:
   1. To remove recyclable material from office receptacles and/or bulk recyclable loads from the facility.

C. The recycling contractor shall:
   1. Provide and maintain clearly marked:
      a. Individual office sorting containers.
      b. Internal janitorial collection carts.
      c. Exterior storage containers.
      d. Maintain a clean area around both internal and external recycling containers/dumpsters.

In providing any or all of the above services:

1. Janitorial staff are to only use necessary lighting in the areas in which they are actually working and turn off unnecessary lighting. Air conditioning equipment is not to be turned on for the exclusive use of the janitorial staff.

2. Only actual employees of the janitorial contractor are to be admitted to the premises.

3. If providing agreed upon after-hours cleaning, all outside doors are to be locked and janitorial staff are not to provide access into the facility to anyone.

4. Janitorial staff are to check exterior doors and windows to ensure the facility is secure at the time of leaving the facility.

The Lessor and Lessee mutually agree that the described premises leased in this lease agreement shall be available to the Department (Lessee) for its exclusive use twenty-four (24) hours per day, seven (7) days per week, during the lease term. The space to be leased by the Department will be occupied during normal working hours from 7:00 a.m. to 6:00 p.m., Monday through Friday, excluding holidays, Saturdays and Sundays, and may be fully or partially occupied during all other periods of time as necessary and required at the full discretion of the Department. Accordingly, services to be provided by the Lessor, under the terms of the lease agreement will be provided during all hours of occupancy at no additional cost to the Department (Lessee).

STATE OF FLORIDA

DEPARTMENT OF REVENUE

Lease 730:0448

Addendum for Janitorial Services

ADDENDUM: B

Lessor:

By: _____

Date: _____

Lessee: The State of Florida
Department of Revenue

By: _____
Anthony Garcia
Director, Financial Management

Date: _____

Approved as to form and legality, subject to proper execution by the parties.

By: _____
Office of The General Counsel

Date: _____

STATE OF FLORIDA

DEPARTMENT OF REVENUE

INVITATION TO NEGOTIATE (ITN) 730:0448

Addendum Proposal Submitted by The Lessor

ADDENDUM: C

All proposals submitted by the Lessor for Lease number, 730:0000 located at ____ are incorporated into this Lease Agreement. This lease shall incorporate, among other provisions, the contents of the LOI (letter of intent) solicitation document (ITN), and the successful Offer's response to this solicitation (as applicable).

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 (if applicable).

Lessor:

By: _____

Date: _____

Lessee: **The State of Florida**
Department of Revenue

By: _____
Anthony Garcia
Director Financial Management

Date: _____

Approved as to form and legality, subject to proper execution by the parties.

By: _____
Office of The General Counsel

Date: _____

STATE OF FLORIDA

DEPARTMENT OF REVENUE

INVITATION TO NEGOTIATE (ITN) 730:0448

Addendum Air Quality Addendum

ADDENDUM: D

Lessor shall agree to the following at the Lessor's expense:

1. **Indoor Air Ventilation & Minimum Moisture Standards**:

Lessor shall provide fresh air intake to the HVAC system at a minimum of 20 or more cubic feet per minute per person or as recommended by ASHRAE (American Society of Heating, Refrigerating and Air Conditioning Engineers) 62-2016. There shall be a minimum of four air changes per hour or greater in occupied spaces. Incoming fresh air is to be conditioned (filtered, heated or cooled.) Interior humidity in occupied spaces and conditioned storage areas shall not exceed 55% maximum relative humidity. Temperatures shall be maintained at 75 degrees Fahrenheit during the heating and cooling season. Temperatures may be adjusted periodically to achieve employee comfort. Unit(s) are to be equipped with automatic thermostat(s) fitted **with tamper proof covers**. The system shall be tested and balanced prior to occupancy and adjusted after occupancy until desired temperature and balance are achieved.

2. **Service & Filtration of HVAC Systems & Mold Growth**:

To maintain operating efficiency and good hygiene, HVAC systems shall be serviced at regular intervals according to the manufacturer's recommendations or serviced at least annually by a licensed HVAC technician, please refer to the ACR 2013, Assessment, Cleaning and Restoration of HVAC Systems. Filtration shall be provided with the use of filters with a Minimum Efficiency Reporting Value (MERV) rating of 8 to 13. If the system is not capable of operating with MERV 8 filters, the Lessor must obtain a variance after evaluation by a Licensed Mechanical Engineer. Return and fresh air make-up shall be filtered and any by-pass around the filtration system shall be minimized with the use of filter spacers. 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. Any mold growth within the air handler or connecting ductwork (supply air or return air side) is unacceptable and warrants immediate response to remediate and correct the causation of the mold growth. Annual maintenance reports of the systems mechanical operating systems shall be provided to Lessee on an annual basis.

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.

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.

3. **Moisture Intrusion & Mold Amplification**:

The building envelope (roofs, exterior walls and floors) shall be maintained in such condition so as to prevent moisture intrusion to the interior that may result in bacterial amplification, or fungal growth on surfaces, furnishings or interstitial spaces. Any conditions suitable for the amplification of fungal spores on interior building materials, furnishings or contents are unacceptable.

4. **Lessee's Remedy to Indoor Air Quality**:

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 certified industrial hygienist (CIH) trained and experienced in indoor air quality assessments, (Chapter 468 Part XVI, Florida Statutes; Chapter 61-31, Florida Administrative Code; Chapter 455, Florida Statutes) to determine the cause and extent of the problem. After assessment, if test results indicate conclusively that a problem exists, the Lessor shall take immediate corrective action to remedy the situation and reimburse the Lessee for the costs of conducting such assessments and test(s). Remediation of unregulated indoor contaminants (i.e. mold, bacteria, dust mite allergens, Radon, Asbestos, or other bio aerosols) shall be carried out by a Florida Licensed Mold Remediator (Chapter 468 Part XVI, Florida Statutes; Chapter 61-31, Florida Administrative Code; Chapter 455, Florida Statutes). Additionally, any HVAC mold remediation operations (ductwork, air distribution, air handler and unit coil cleaning, etc.) must be performed by a Florida licensed mechanical contractor that is also a qualified Florida Licensed Mold Remediator. Remediation of mold growth that exceeds 10 square feet within HVAC systems, or that exceeds 100 square feet on building materials, must be carried out by a Florida Licensed Mold Remediator. Remediation of mold growth must be in accordance with written project specifications (also known as a mold remediation protocol) prepared by a certified industrial hygienist (CIH) trained and experienced in indoor air quality and is a Florida Licensed Mold Assessor. Independent third-party oversight and testing of remediation activities shall be integral to the remediation specification. Remediation specifications should be prepared once a comprehensive assessment that delineates the extent and severity of mold damage and moisture sources has been performed. Remediation, construction, and painting shall be conducted under ventilating and occupancy conditions that shall not result in indoor air quality complaints. At no time shall the licensed mold remediation company perform any project monitoring or clearance testing. All project monitoring and clearance testing shall be performed per the project remediation specifications by a third-party certified industrial hygienist (CIH) trained and experienced in indoor air quality assessments, remediation and is also a Florida Licensed Mold Assessor.

STATE OF FLORIDA

DEPARTMENT OF REVENUE

INVITATION TO NEGOTIATE (ITN) 730:0448

Addendum Air Quality Addendum

ADDENDUM: D

Lessor:

By: _____

Date: _____

Lessee: **The State of Florida**
Department of Revenue

By: _____
Anthony Garcia
Director Financial Management

Date: _____

Approved as to form and legality, subject to proper execution by the parties.

By: _____
Office of The General Counsel

Date: _____

STATE OF FLORIDA

DEPARTMENT OF REVENUE

INVITATION TO NEGOTIATE (ITN) 730:0448

Addendum for Security & Fire Systems

ADDENDUM: E

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

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.**

The Lessor shall provide access cards and fobs in a quantity equal to the total number of assigned FTEs, plus an additional fifty percent (50%) to accommodate operational needs, including loss, malfunction, or additional assigned staff.

Trees and shrubs in and around the parking lot and the building shall be maintained, allowing for good natural surveillance and visibility. Limbs not to be close to roof or extend over roof.

Lessor:

By: _____

Date: _____

Lessee: The State of Florida
Department of Revenue

By: _____
Anthony Garcia
Director of Financial Management

Date: _____

Approved as to form and legality, subject to proper execution by the parties.

By: _____

Office of the General Counsel

Date: _____

STATE OF FLORIDA
DEPARTMENT OF REVENUE
Lease 730:0448
Addendum for Telecommunications and Cabling Requirements
ADDENDUM: F

TELECOMMUNICATIONS SYSTEMS AND CABLING REQUIREMENTS

THE TELECOMMUNICATIONS ROOM IS TO BE COMPLETED TWO WEEKS PRIOR TO THE OCCUPANCY DATE, TO ALLOW FOR THE INSTALLATION AND TESTING OF VENDOR PROVIDED VOICE AND DATA SERVICES.

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Definition of Terms

1. **SECURITY ROOM / SECURED AREA / RESTRICTED AREA –** A **Security Room** is a room that has been constructed to resist forced entry and must meet the **Minimum Protection Standards** established in **Communications Room Security Policy #IS020** (see Appendix B). The following shall be designated, but not exclusive of, a security room:
    a. Service Entrance
    b. Telecommunications Room
    c. Equipment Room

2. **Equipment Rooms (ER) and Telecommunications Rooms (TR)**, (**often referred to as wiring closets**) are the locations within a building where cabling components such as **19" Equipment Racks**, **Cross-Connects** and **Patch Panels** are located. The **Equipment Room (ER)** is the primary location where the horizontal structured cabling system originates. If the site is a larger site, there may be a need for one or more **Telecommunications Rooms (TR)** connected to the primary **Equipment Room (ER)** via Back-Bone Cabling systems.

a. **Horizontal Cabling** is terminated in the **(ER/TR)** on **Data Patch Panels** and then uses horizontal pathways to reach **Work Areas** (**WA**).

NOTE: Equipment and Telecommunications Rooms shall be designated as "**security rooms**" or a "**secured area**" and be designated as "**Restricted Areas**" and meet the Minimum Protection Standards established in **Communication Room Security Policy #IS020 (see Appendix B).**

3. **Equipment Room (ER) -** An **Equipment Room (ER) is** the primary location of the core of the building's **Structured Cabling System**. This is a location, where the **Service Entrance (SE)** lines, shall interface with the buildings **Structured Cabling Systems**, via a **Main Cross-Connect** (**MC**).

NOTE: In smaller office locations, the Equipment Room (ER) may also function as a Telecommunications Room (TR).
TELECOMMUNICATIONS ROOMS (TR) - The **Telecommunications Room (TR)** is an additional location where **Horizontal Cabling** from (**WA**)'s, are terminated in **Data Patch Panels** mounted in **19" Equipment Racks**.

4. **Telecommunications Rooms (TR)** are used when additional connectivity is required between the core of the network in the **Equipment Room (ER)**, and **Work Areas (WA)** not serviced by the cabling connected to the **Patch Panels** in the primary **Equipment Room (ER)**.

NOTE: Multiple **Telecommunications Rooms** (**TR**) may be required to service a large office complex and/or multi-Story building application.

NOTE: All **Telecommunications Rooms** (**TR**) shall be directly connected to the primary **Equipment Room** (**ER**) via **Back-Bone Cabling Systems** if served out of different physical rooms.

5. **SERVICE ENTRANCE (SE) -** A **Service Entrance (SE)** shall be provided to allow the entrance of Telephone Company and Service Provider lines into the building.

6. **MAIN CROSS-CONNECT (MC) -** The **Main Cross-Connect (MC)** is where the Demarcation Point is located. It is where lines from the Telephone Company and the Data Service Providers cabling systems interface with the building's Structured Telecommunications Cabling Systems. It is typically located in the **(ER)** where the in-house cabling systems connect with the Service Provider's cabling, allowing us to extend the services into the **(ER).**

7. **Demarcation Point** - Also called **Point of Demarcation** (**POD**), **Demarc extension**, or **Demarc**, it is the physical point at which the public network of a telecommunications company (i.e., a phone or cable company) ends and the private network of a customer begins. This is usually where the cable physically enters a building via a **Service Entrance** and located in the **(MC)** or **(ER).**

8. **Extended Demarcation Wiring for Data Circuit** – *It is the responsibility of the Lessor to provide demarcation extensions.* To allow for the connection of Data Services from the **(MC)** to the **(TR)** there shall be two **(2), Single Mode Fibers** and two (**2**), **Category 6**, **Back-Bone** cables installed from the **(MC)** to the **(ER/TR).**

a. **Single Mode** fibers installed from (**MC**) to **(ER/TR**).
    a. These will be terminated using **LC** connectors in a **surface mounted service enclosure** mounted on the Backboard in the **(MC)**
b. In the **(ER/TR)** they will terminate using **LC** connectors, in a **2U** high **Extended Demarcation Point Termination Module / (IC)** mounted near the top of the **19" Equipment Rack**.

b. **Category 6** shall be terminated in the **(MC)** in a **surface mounted service enclosure**, that shall be mounted on the **Backboard** and in the **(TR)** the Cat 6 and cables will terminate in RJ45 interfaces wired using **ANSI/TIA 568-B pinout**, in the **Extended Demarcation Point Termination Module/ (IC) that** is mounted near the top of the **19" Equipment Rack**.

NOTE: If the (**MC**) to the (**TR**) distance is more than **90 meters** the Lessor shall **not** be required to install the two (2) Category 6 demarcation extensions.

9. **Extended Demarcation Wiring for Telephone System –** *It is the responsibility of the Lessor to provide demarcation extensions.* All telephone lines/numbers from the **Demarcation Point** present in the (**MC/ER**), shall be extended from the (**MC/ER**) to the (**TR**) via 24/AWG unshielded twisted pair **Back-Bone** cabling. There shall be sufficient 24/AWG unshielded cabling installed between the (**ER**) and the (**TR**) to support the need of the tenant. Extended telephone lines shall be terminated in a **Voice Patch Panel** mounted in the top of the **19" Equipment Rack** in the **(ER/TR)** directly below the **Extended Demarcation Point Termination Module/ (IC)**.

10. **19" EQUIPMENT RACK – (2) Post** Standard Computer Equipment Rack.

11. **INTERMEDIATE CROSS CONNECT (IC) WHICH IS ALSO REFERRED TO AS THE EXTENDED DEMARCATION POINT TERMINATION MODULE, FOR 19" EQUIPMENT RACK-** A **2U** high rack mounted patch panel capable of terminating fiber and copper extended demarcation points and back-bone cabling.

12. **VOICE PATCH PANEL – 1U HIGH 24 PORT** Voice Patch-Panels are used to terminate Extended Telephone Demarcs (phone numbers) in the Equipment Rack in the (ER) or (TR), using 8-Position, 2-Conductor interfaces, using pair 1, on pins 4 and 5 to provide dial tone.

13. **DATA PATCH PANEL –** 2U-high 48-port RJ 45 Category 6 compliant Patch panels.

14. **BACK-BONE CABLING SYSTEMS –** Backbone cabling is necessary to connect entrance facilities at the **(MC)**, to the (IC) in equipment rooms (**ER**), and telecommunications rooms (**TR**) as follows:

    a. Between **Main Cross-Connects (MC)** and **Equipment Rooms (ER)**
    b. Between **Equipment Rooms (ER)** and **Telecommunications Rooms (TR),**
    c. For **Vertical Connections** between floors and
    d. In a campus environment, cabling between various buildings' entrance facilities.

15. **HORIZONTAL CABLING SYSTEM AND COMPONENTS –** Horizontal Cabling Systems includes the Equipment Racks, Patch Panels, Cross-Connects in Telecommunications and Equipment Rooms, Patch cords, Category 6 home runs to the (**WA**) and the Wall Jacks used to terminate the Horizontal cables from the (**TR**) to the (**WA**).

    a. All **Horizontal Cabling** and associated components need to be compliant with the minimum standards for Category 6 certification.

16. **WALL JACK –** Category 6 compliant, 4-port Quad outlets using Keystone Type inserts.

17. **WORK AREA (WA) –**A **Work Area** is where the **Horizontal Cabling System** from the (**ER or TR**) terminates at the **Wall Jacks or in the ceiling for Wi-Fi Access Points**. This can be in a Cubicle, Office or mounted on a wall or in the ceiling.

TELECOMMUNICATIONS AND WIRING SYSTEM - *The Lessor shall provide and pay for the required materials and labor to install a structured telecommunication system(s) in accordance with the installation requirements of the selected system, from the street to the end user desk.* Since 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 all local fire, electrical and building codes as well as the needs of the Department and provide high quality of service. Please see Diagram 2 – Facilities Sample Layout, in Appendix A.

SECTION 1 – Service Entrance, Main Cross Connect, Equipment Rooms and Telecommunications Rooms

1. **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. **Pull strings shall be left in all Conduit runs used to install cabling to allow for future expansion.**

2. **MAIN CROSS-CONNECT -** The **Main Cross-Connect (MC)** facility shall require a plywood backboard 4' X 8' 3/4 inch thick treated with a fire-retardant material and wall-mounted. 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 Main Cross-Connect (MC) may be located as follows:
    A. In a locked panel box on an exposed wall, near the service entrance.
    B. In a walk-in **Equipment Room** (**ER**), that houses the service entrance.
    C. In a **Telecommunications Room** (**TR**) that also serves as the communications **Equipment Room** (**ER**).

    At the **Main Cross-Connect** (**MC**) location there shall be:

A. Two (2) **Dedicated Isolated Ground**, 120 VAC, 20 Amp **Quadruplex** receptacles. 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.

B. Two (2) **Dedicated Isolated Ground**, 120 VAC, 30 Amp NEMA L5-30R receptacles. All isolated dedicated outlets shall be color-coded (**Orange**) to denote the **dedicated ground**.

C. One (1) 6 AWG solid copper insulated electrical grounding wire from the building ground terminated to a 12" **Telecommunications Grounding Bar** on the (**MC**) backboard.

D. A minimum light intensity level of 50-foot candles.

E. Conduit equal in size and quantity of the service entrance conduits, to the communications **Equipment Room** (**ER**) if required. **Pull strings shall be installed in all conduits for future use**.

F. Extended Demarcation Wiring for Data Circuit – *It is the responsibility of the Lessor to provide demarcation extensions.* To allow for the connection of Data Services from the (MC) to the (TR) there shall be two (2), Single Mode Fibers and two (2), Category 6, Back-Bone cables installed from the (MC) to the (ER/TR).

a. **Single Mode** fibers installed from (**MC**) to **(ER/TR**).
    a. These will be terminated using **LC** connectors in a **surface mounted service enclosure** mounted on the **Backboard** in the **(MC)**
b. In the **(ER/TR)** they will terminate using **LC** connectors, in a **2U** high **Extended Demarcation Point Termination Module/ (IC)** mounted near the top of the **19" Equipment Rack**.

b. **Category 6** shall be terminated in the **(MC)** in a **surface mounted service enclosure**, that shall be mounted on the **Backboard** and in the **(TR)** the Cat 6 and cables will terminate in RJ45 interfaces wired using **ANSI/TIA 568-B pinout**, in the **Extended Demarcation Point Termination Module/ (IC)** that is mounted near the top of the **19" Equipment Rack**.

NOTE: If the (**MC**) to the (**TR**) distance is more than **90 meters** the Lessor shall **not** be required to install the two (2) Category 6 demarcation extensions.

3. **Extended Demarcation Wiring for Telephone System** – *It is the responsibility of the Lessor to provide demarcation extensions.* All telephone lines/numbers from the **Demarcation Point** present in the (**MC/ER**), shall be extended from the (**MC/ER**) to the (**TR**) via 24/AWG unshielded twisted pair Back-Bone cabling. There shall be sufficient 24/AWG unshielded cabling installed between the (**ER**) and the (**TR**) to support the needs of the tenant. Extended telephone lines shall be terminated in a **Voice Patch Panel** mounted in the top of the 19" **Equipment Rack** in the (**TR**) directly below the **Extended Demarcation Point Termination Module/ (IC)**.

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Addendum for Telecommunications and Cabling Requirements

ADDENDUM: F

4. EQUIPMENT AND TELECOMMUNICATIONS ROOMS

EQUIPMENT ROOM - An **Equipment Room (ER)** location shall be provided where the service entrance lines shall interface with the Inside Building Cabling using a **Main Cross-Connect** (**MC**).

TELECOMMUNICATIONS ROOM (TR) - **Telecommunications Rooms** (**TR**) shall be provided as required that, meet the **Minimum Protection Standards**, which requires that any **Telecommunication Room** (**TR**) be a "**Security Room**" or a "**Secured Area**", and be designated as "**Restricted Areas**" and meet the Minimum Protection Standards established in Communications Room Security Policy #IS020 (see Appendix B).

A. The **(TR)** should be centrally located to the leased space and may also serve as the **Equipment Room (ER)**, containing the **Main Cross-Connect (MC)** facilities.

B. (ERs) and (TRs) should be a minimum of 75 square feet with a height of at least 8 feet.

C. The entry into the room shall be through a locked door at least 36 inches wide, and the (TR) shall only be accessible from the leased area.

D. Lighting shall be installed to provide minimum light intensity levels of 50-Foot Candles.

E. The room shall be served by a HVAC system, capable of maintaining a constant temperature of 72 degrees Fahrenheit (+ or - 3 Degrees), 24 hours a day, 7 days a week (24 x 7), must be dust free, and in a location where electromagnetic interference is minimal.

F. Additional HVAC or exhaust fans may be required if the room temperature exceeds the computer equipment recommended temperature range.

G. In the **(ER/TR)** there shall be conduit equal in size and quantity to the **Service Entrance** conduits installed from the **Main Cross-Connect** (**MC**) location, if required. **All conduits shall have pull strings installed.**

H. If the **(TR)** serves as the **(ER),** it shall contain the extended demarcation point for provider service lines, as well as the primary location for all Horizontal Cabling systems terminated for the building's structured wiring system and telecommunications equipment and shall not contain any unrelated equipment.

I. A plywood backboard, 4 X 8 feet by 3/4 inches, shall be mounted on the longest unobstructed wall in the (**TR**) to support the installation any equipment necessary for the operation of telecommunication systems.

J. An additional plywood backboard, 4 X 8 feet by 3/4 inches is required if the (**TR**) also serves as the **Equipment Room** (**ER**).

K. 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.

L. The plywood backboards shall be securely affixed to the wall in such a manner that it shall support the weight of the cable, terminals, and other equipment that shall be attached to it.

M. The plywood backboards shall be treated with fire-retardant material.

N. The Telecommunications room to be completed two weeks prior to occupancy date.

O. The Department shall be allowed to install telecommunications equipment two weeks in advance of occupancy.

NOTE: Only Telecommunications System Components and related equipment shall be stored in the (ER/TR)—No Unrelated Equipment may be stored in the (ER/TR).

Cleaning and maintenance will be performed only in the presence of a Department of Revenue employee authorized to enter the room.

5. **Electrical requirements in the (ER/TR):**

a. 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.

b. In the (**ER** / **TR**) there shall be two (**2**) dedicated, isolated ground, 120 VAC, 20 Amp **Quadruplex** receptacles on each wall.

c. In the (**ER / TR**) there shall be two (2) **Dedicated Isolated Ground**, 120 VAC, **30 Amp NEMA L5-30R** receptacles. All isolated dedicated outlets shall be color-coded (Orange) to denote the **dedicated ground**.

d. In the (**ER / TR**) there shall be (**1**) each dedicated, isolated ground, 120 VAC, 20 Amp **Quadruplex** receptacle mounted immediately above the base of each rack.

e. In the (**ER / TR**) there shall be one (**1**) 6 AWG, solid copper, insulated electrical grounding wire from the building ground, terminated to a 12" **Telecommunications Grounding Bar** on the (**TR**) backboard. (Cooper B-Line Manuf. Part # SBTGB or equivalent)

6. **Equipment Rack requirements in the (ER/TR):**

f. **Equipment Racks -** The Lessor shall provide the appropriate number of equipment racks based on the size of the facility infrastructure. There shall be appropriate wire management harnesses for these racks in the Department's (**ER / TR).**

The Equipment Rack shall be a standard, self-supporting aluminum **2-Post, 45U** Relay Rack, designed specifically for use in telecommunications equipment installations, AMP-559260-1, 19" x 7' (45U x 19"EIA x 3"D) or equivalent. **The Equipment Racks must use Threaded Holes, not Square Holes.**

g. There shall be at least one (1) equipment shelf in each 19" Rack.

h. Wire management shall include a horizontal "ladder" cabling tray sufficient for the connection of the top of the rack system to the plywood backboard.

i. Horizontal Wire Management shall include 2U Wire Management Panels, (1) above and (1) below each Patch Panel. (Tripp Lite Mfg. Part# SRCABLEDUCT2UHD or equivalent)

j. Vertical Wire Management Panels are required on each side of the rack, spanning the full height (6') on both sides. (Tripp Lite Mfg. Part# SRCABLERINGVRT or equivalent)

k. The Equipment Racks shall be securely bolted to the floor with a minimum of two bolts on each base angle plate.

l. The Equipment Racks shall be bonded to the building ground per electric code, using the Telecommunications Grounding Bar on the (**ER / TR**) backboard.

There shall be eight Foot (8') Category 6 Patch Cables provided for connectivity in the Telecommunications Room.

SECTION 2 – Horizontal Cabling

(These specifications are required for all sites)

HORIZONTAL CABLING INSTALLATION:

1) **Vendor Selection** – The Communications Cabling contractor providing quote must have a **Registered Communications Distribution Designer** (**RCDD**) on staff, to make sure design and installation meet the requirements of the industry standards and building codes.

2) **Physical Installation Processes** - All cabling installation methods and procedures shall be compliant with the most current series of ANSI/TIA-568-C standards for Structured Balanced Twisted Pair cabling installations.

3) **Horizontal Cabling Components** – The **Horizontal Cabling Components** extend from the **Equipment Room/Telecommunications Room (ER/TR)** to the telecommunications outlet/connector in the **Work Area** (**WA**) and any **Wi-Fi Access Point locations** shall meet the requirements of ANSI/TIA-568-C.2 standards for Balanced Twisted Pair Cabling Systems.

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ADDENDUM: F

All Horizontal Cables, Wall-Jacks, Patch Panels and Patch Cables, shall meet a minimum of Category 6 compliance per **ANSI/TIA-568-C.2** for Balanced Twisted Pair cabling systems.

A. Horizontal cabling uses a star topology

B. **All drops shall be Homeruns** – The **Horizontal Cabling** shall be **continuous**, there shall be no splicing of **Horizontal Cabling**, from the wall jack/Wi-Fi Access Point locations in the (**WA**) to the RJ-45 patch panel in the **(ER/TR).**

C. There shall be at least **Two (2') feet of slack** in the cable at the (**WA**) end of the cable. Slack shall be pulled into the ceiling area when installing the wall jack assembly.

D. There shall be at least **Twenty (20') feet of slack/service loop** in the ceiling for the **Wi-Fi Access Points** locations, to allow for easy relocation of Wi-Fi Access Point to ensure required coverage.

E. A minimum of **One (1)** permanent link shall be provided for each work area. Additional runs may be installed at designated **Work Areas (WA)** as required.

F. All cable runs which enter masonry and/or masonry walls shall be in a half-inch conduit. All conduit ends shall have a plastic end cap to protect against sharp edges.

G. 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 the same modular Quad outlet wall jacks as used in the rest of the **Work Areas (WA).**

H. Each 4-pair cable shall be terminated to an 8-position, Category 6 certified RJ45 modular jack at the **Work Area (WA)** utilizing Keystone Type inserts.

I. The **maximum** Category 6, horizontal copper/ UTP **cable length shall be 90 m** (295 ft.) Each 4-pair cable shall be terminated to an 8-position RJ45, **Data Patch Panel** in the **Equipment Room/Telecommunications Room (ER/TR), ANSI/TIA-568-B**.

4) The **Work Area** (**WA**) telecommunications outlet and connectors shall meet Category 6, ANSI/TIA-568-C.2 standards at a minimum.

a) Category 6, RJ45, 4-Port Modular Jack Wall plate using Keystone inserts.

b) Category 6, RJ45 Modular Jack Insert; LEVITON Manufacturer Part #5G108-RL5 or equivalent
   i) All Cat 6, jacks shall be terminated TIA/EIA T568B

c) Category 6 Patch Cables, ten (10') Feet in Length for each (WA), connection shall be provided by Lessor.

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ADDENDUM: F

5) **Equipment Room/Telecommunications Room (ER/TR) Horizontal Cross-Connect** (**HC**) Horizontal Cabling shall be terminated to in the (ER/TR) on a 48 port, 2RU, 110-RJ45 **Data Patch Panel**. **(ER/TR) Data Patch Panel** components must be Category 6 compliant, at a minimum and consist of the following or equivalent components:

   a) Category 6, 48-Port, 2U, 110-RJ45 Patch Panel; LEVITON Manuf. Part #5G596-U48 or equivalent.
      i) The 48 Port, 2U, 110-RJ45 Patch Panel (**HC**) shall be permanently installed on the provided 19" Equipment Rack in the **(ER / TR)**
      ii) All Cat 6, Patch Panels shall be terminated **ANSI/TIA-568B.**
      iii) All Cat 6, Patch Panels ports in a common (**ER**) or (**TR**) shall be numbered sequentially, with no duplication of port numbers
      iv) 2U Cable management between 48-port panels
      v) Full-length cable management on both sides of the 19-inch rack

   b) **Category 6 Patch Cables** - Eight (8') Feet in Length for each (TR) Patch Panel, connection shall be provided by Lessor.

6) **Category 6, Horizontal Cabling System Rating** – Regarding the advertised capability of the installed cabling system, the lowest-rated component determines the overall rating of the cabling system (permanent links or channels). All cabling must pass ANSI certification testing per the latest revision of ANSI/TIA-568-C.2 standard and results must be provided to the Department of Revenue.

CABLING, PATCH-PANEL AND WALL-JACK LABELING -

Backbone Cabling – All fiber optic and Category 6 Backbone Cabling shall be permanently labeled as follows:

1) Each Fiber / Category 6 cable shall be permanently labeled at each end with a unique, 2-digit cable number.

2) Each Fiber Enclosure shall be permanently labeled using an "xx-yy-zz" identifier.

   a) The "**xx**" identifies the type of room that the optical fiber is terminated in, either an **Equipment Room** (**ER**), or a **Telecommunications Room** (**TR**)
   b) The "**yy**" identifies the number of the room that the optical fiber is terminated in, either an **Equipment Room** (**ER**), or a **Telecommunications Room** (**TR**)
   c) The "**zz**" identifies the unique, 2-digit cable number.
   d) **Example 1: Equipment Room** (**ER**) # 1, Cable number 2 = Label "**ER-01-02**"
   e) **Example 2: Telecommunications Room** (**TR**) # 3, Cable number 5 = Label "**TR-03-05**"

Horizontal Cabling - Each **Work Area** (**WA**) telecommunications outlet shall have a unique label placed on the Faceplate or cover of the jack to identify the outlet per the following standard:

1) Each (**WA**) Outlet label will contain an "**xx-yyy**" identifier.

a) The "**xx**" is the number of the Telecommunications Room (**TR**) that the particular (**WA**) Telecommunications Outlet is terminated in. (TR # 1 = 01)
b) The "**yyy**" is the number of the (**WA**) Telecommunications Outlet, which shall correspond to RJ45 Patch Panel port number it is terminated to in the (**TR**). (Pt 15 = 015)
c) Example: (TR1), Patch Panel Port 15 = (WA) Outlet Label "**01-015**"

SECTION 3 – Horizontal and Vertical Cabling for Sites with more than one floor or Telecommunications Room (TR)

Horizontal and Backbone Specifications for SITES utilizing multiple floors and/ or multiple TRs

A. Where **Telecommunication Rooms** (**TRs**) are not located on a common floor with the **Equipment Room** (**ER**), the Lessor shall provide Backbone Cabling facilities consisting of either:

   a. Multi-mode fiber optic cable (Multimode optical fiber cabling: OM3; 850-nm laser-optimized 50/125 µm is recommended, OM2; 50/125 µm is allowed.
   b. 100-ohm Balanced Twisted-Pair cabling (Category 6), from the **Main Cross-Connect** (**MC**) to an **Intermediate Cross-Connect** (**IC**), in each (**TR**).
      i. **Copper Cable Specifications** – A minimum of two (**2**) permanent links will be provided to at least one (**TR**) per floor, and must be terminated on a dedicated RJ45 Patch Panel in each (**ER**) and (**TR**)

   NOTE: If the (**MC**) to the (**TR**) distance is more than **90 meters** the Lessor shall **not** be required to install the two (2) Category 6 demarcation extensions

   c. Topology must be Star Topology per ANSI/TIA-568-C standards

   d. Optical Fiber Specifications - The terminal ends of all fiber cable strands shall be terminated with **LC** Connectors. The connectors shall be mounted on patch panels and installed in 19-inch Rack Mounted Intermediate Cross Connect (IC), where an Equipment Rack is available, or alternatively, in a Wall Mounted Fiber Enclosure if no Equipment Rack is present. All fiber cabling and components shall comply with the following ANSI/TIA-568-C.0 standards:
      i. Multimode optical fiber cabling: OM3; 850-nm laser-optimized 50/125 µm is recommended, OM2; 50/125 µm is allowed.
      ii. Multimode optical fiber cabling must contain a minimum of 6 strands of fiber.
      iii. Multimode optical fiber cabling shall be terminated on both ends using LC connectors with a maximum insertion loss of 0.75 dB.
      iv. Single mode optical fiber cabling may be used where the required distance exceeds the limitations of OM3 multimode cabling for 1000BASE-SX Ethernet

Locations offering large square footage and on multiple floors or in multiple buildings, one or more additional **(TR)** rooms may be required.

e. Where multiple Telecommunication Rooms **(TRs)** on the same floor are more than 250 feet apart the Lessor shall provide multi-mode fiber optic (50/125 micron/ minimum rating OM2) cable from the **Main Cross-Connect** (**MC**) to an **Intermediate Cross-Connect** (**IC**), in each of the (**TRs**) on that floor.

f. The Lessor shall provide multi-mode fiber optic (50/125 micron/ minimum rating OM2) cable for a Horizontal Cross-Connect (HC) facility between the Telecommunications Rooms (TRs) on the common floor, per Department specification.

g. Where multiple Telecommunication Rooms **(TRs)** are located in separate a building from the Primary Building's (**ER**)/ (**MC**) facilities, the Lessor shall provide multi-mode fiber optic (50/125 micron/ minimum rating OM2) cable from the **Main Cross-Connect** location (**MC**) in the Primary Building, to the Main Cross-Connect location (MC) in the Secondary Building.

h. **Single mode optical fiber cabling may be used where the required distance exceeds the limitations of OM3 multimode cabling for 1000BASE-SX Ethernet.**

SECTION 4 – Horizontal Cable Documentation and Testing

(THESE SPECIFICATIONS ARE REQUIRED FOR ALL SITES)

CABLING SYSTEM DIAGRAMS

Schematic Diagrams - The Lessor shall provide an electronic copy and **Two** (**2**) printed sets of Cabling System Diagrams after wiring installation has been completed. The diagrams shall indicate the location and labeling information of all cabling system components.

TESTING AND TEST RESULTS - All Backbone and Horizontal Cabling elements shall be tested per **ANSI/TIA-568-C Standards**. The ANSI/TIA-568-C, series of Standards include component and cabling specifications as well as testing requirements for Category 6 Balanced Twisted Pair copper cabling.

A. The results of each test shall meet ANSI/TIA-568-C.2 minimum standards for Backbone and Horizontal Cabling.

B. Optical Fiber Cabling fibers must be tested and accepted using TIA/EIA 526-14 Method B

C. The Lessor shall provide an electronic copy of the test results for all Backbone and Horizontal Cabling.

SECTION 5 – Public Address Systems

PUBLIC ADDRESS SYSTEMS - The entire facility shall be wired (including speakers and amplifiers) for a public address system and it shall be fully operational at the time of move-in. The public address system shall be installed at the lessor's expense and will have the capacity for multiple zones and operated via the phone

system as determined by the tenants' needs. **The PA system shall be a Valcom PagePro VIP-204B SIP Paging Gateway or equivalent system.**

SECTION 6 – Telephone System Wiring

Telephone System Wiring – All telephone lines/numbers from the **Telephone Company Demarcation Point** present in the (**MC/ER**), shall be extended from the (**MC/ER**) to the (**TR**) via 24/AWG unshielded twisted pair cabling. There shall be sufficient 24/AWG unshielded cabling installed between the (**ER**) and the (**TR**) to support the need of the tenant.

All terminations shall be in accordance with standard telephone practices for color coding. The arrangement of 66MI-50 connection blocks shall be in a manner that reflects good workmanship and practices. All runs shall be tested and labeled on both ends. All cables shall be placed in ceiling using wire management system components to ensure that all runs are grouped throughout the path to their destination.

a. This cabling will be terminated in the **(ER**) on 66MI-50 blocks mounted on the Backboard near the **Telephone Company Demarcation Point**. The (**TR**) end of this cable, will terminate in a 110 RJ-45 Patch Panel or Panels installed at the top of the 19" equipment racks installed in the (**TR**).

b. The **Voice Patch Panels** shall be of sufficient size to support the number of phones line required for the site. The **Voice Patch Panels** shall be mounted near the Top of the 19" rack in the (**TR**). (**See Diagram 1**)

    a. Based on the size of the building communications infrastructure, multiple **19" Equipment Racks** may be required and if there is a need for additional Telephone Line services, additional sets of **Voice Patch Panels** shall be mounted in the top of the additional Equipment Racks, using the same methodology as used to extend the **Telephone Company** wiring to the first **Equipment Rack**.

c. Tip and Ring wires for each phone number will be wired to conductors 4 (Ring) and 5 (Tip) in the RJ-45 jack (**See Figure 1**) to support plug and play connectivity using patch cables to allow for the quick and easy relocation of phone numbers within the building. Please reference Diagram 1 in Appendix A.

d. It is the Lessor's responsibility to have the phone numbers from the telephone company demarcation, **Cross-Connected** to the **66MI-50** block installed in the (**ER**) and extended to a **110 RJ/45** Patch panel (**Voice Patch Panel**) installed in the top of the same 19" racks in the (**TR**), that will be used to terminate the Category 6 Horizontal Cabling runs from the **Work Areas** (**WA**).

e. These **Cross-Connects** shall be completed and **Dial-Tone** shall be available on the day selected by the Department to occupy the facility.

f. **Voice Patch Panels' Labels** – The Voice Patch Panels in the equipment racks in the (TR) shall be clearly labeled with the last 4 digits of the phone number associated with each port in the Patch Panel.

   a. The Lessor shall provide two (**2**) printed copies of a spreadsheet documenting the complete list of 10-digit phone numbers and what port in the associated **Voice Patch Panels** the numbers are connected to. The Lessor shall also provide an electronic copy of the same information.

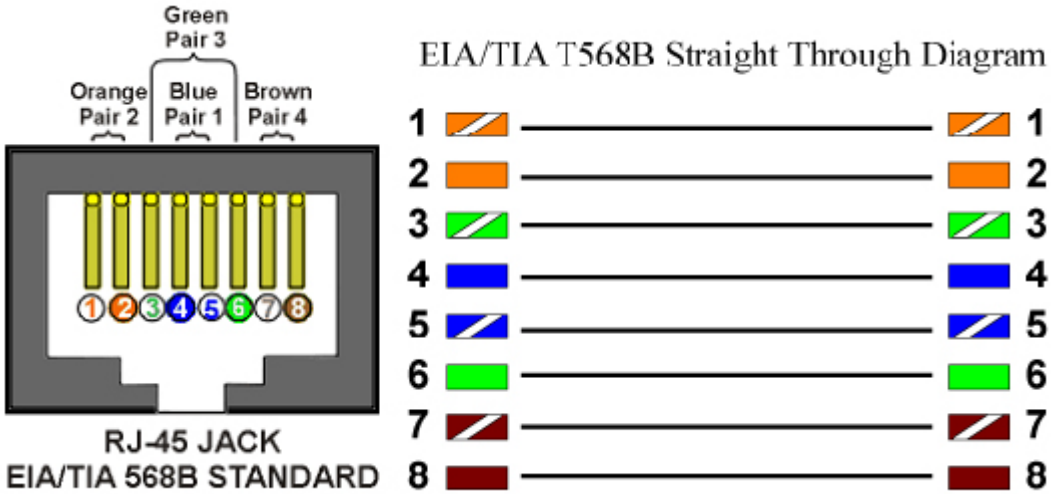
Section 7 – Exceptions to the Requirements

Exceptions to the "requirements" will be reviewed on a case-by-case basis and will require a detailed review of the existing space being offered. Requests for exceptions shall be reviewed and approved by the department of Revenue's facilities management team and signed off by the ISP Telecommunication Team's designated representative.

Any requests to re-use existing Category 5E wiring systems shall require a complete and successful Category 5E, ANSI/TIA 568-C.2 compliant Industry Standard Certification Test before any approval can be made.

Appendix A – Diagrams

FIGURE 1: TELEPHONE LINES SHALL BE CONNECTED TO PAIR ONE (1) ON PINS 4 AND 5, IN THE CENTER OF THE RJ-45 JACK. EVERY PHONE LINE SHALL BE CONNECTED USING TIP, ON PIN FIVE (5) AND RING, ON PIN FOUR (4) IN THE RJ45 VOICE PATCH PANEL MOUNTED IN THE TOP OF THE 19"RACKS IN THE TELECOMMUNICATIONS ROOM(TR).



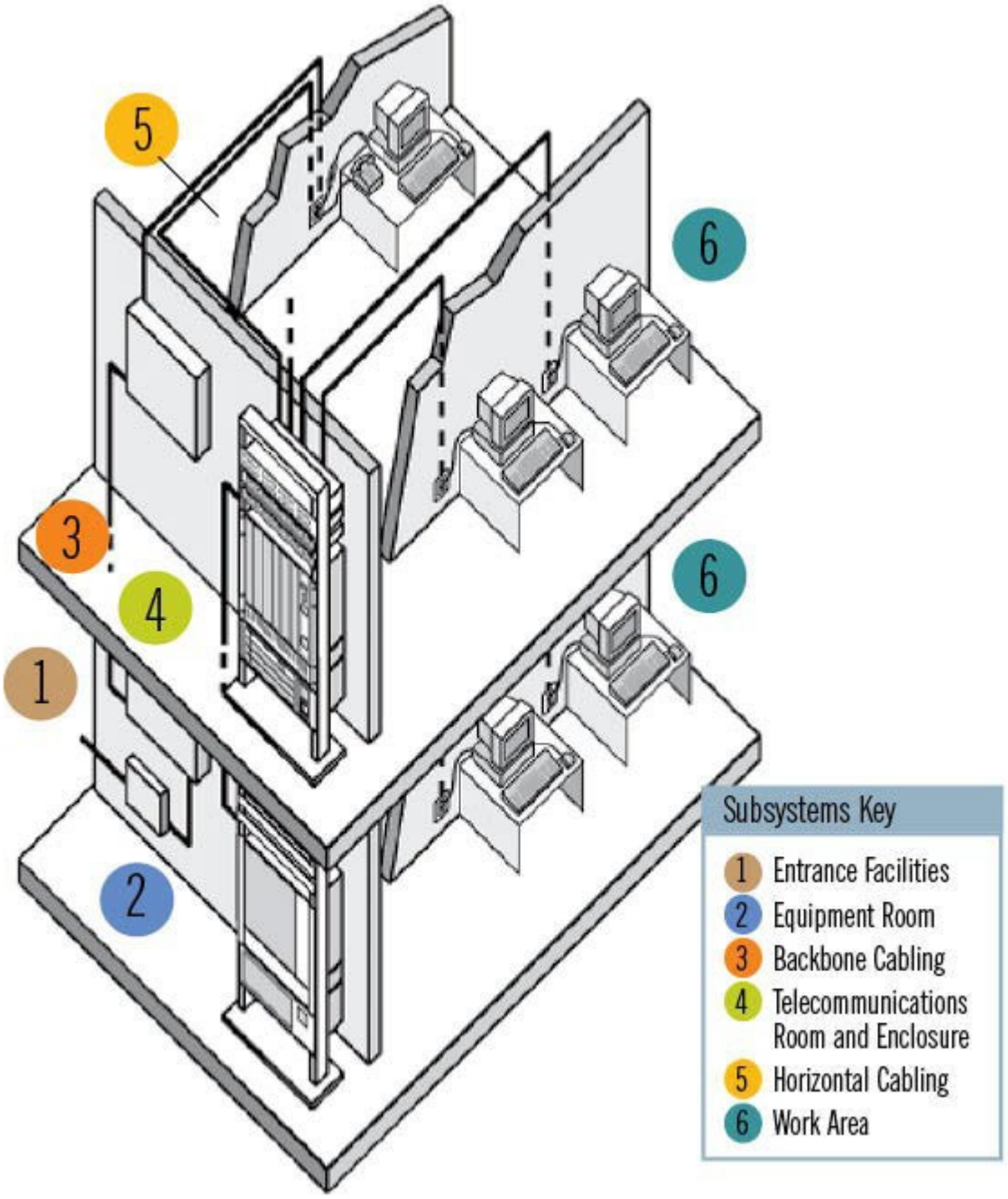


Figure 2 - Facilities Sample Layout

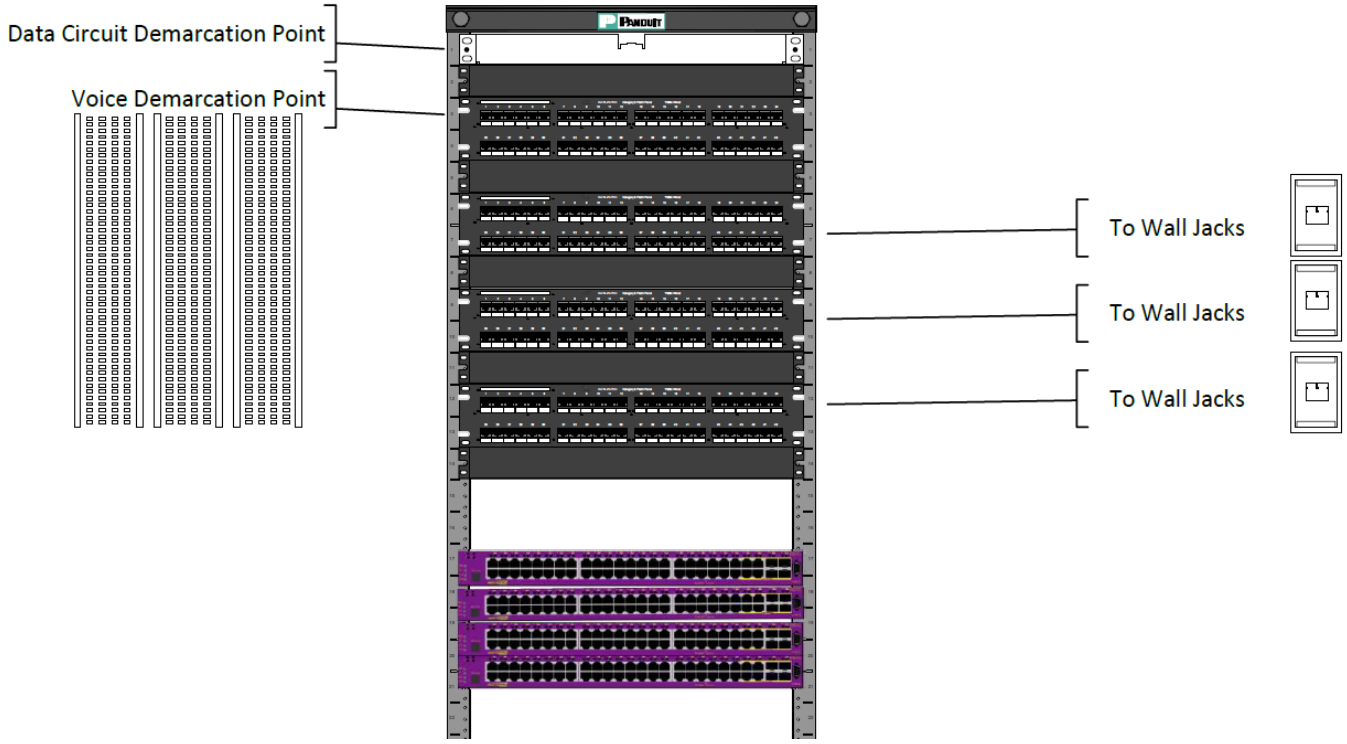


Figure 3 - Sample 19" Rack Layout

For any question or clarifications call:

The Distributed Computer Systems Administrator - 850-717-6060
The Distributed Computer Systems Analyst - 850-717-6060

STATE OF FLORIDA
DEPARTMENT OF REVENUE
Lease 730:0448
Addendum for Telecommunications and Cabling Requirements
ADDENDUM: F

Communications Room Security Policy
Policy Number: IS020

Purpose
The purpose of this policy is to establish minimum physical security standards for Florida Department of Revenue (Department) communication rooms to reduce the potential for information tampering or physical damage to the communications system or network.

Scope
This policy shall cover all Department communications rooms in use and shall be implemented for new installations of these systems.

Policy
All state information processing areas must be protected by physical controls appropriate for the size and complexity of the operations and the criticality of the systems operated at those locations.

Physical access to central information resources facilities shall be managed and documented by the facilities manager or his or her designated representative. Physical access to central information resources facilities shall be restricted to only authorized personnel. Authorized visitors shall be recorded and supervised.

Reviews of physical security measures for information resources shall be conducted annually by the facilities manager or designated representative(s). Written emergency procedures shall be developed, updated, and tested at least annually.

While handled or processed by terminals, communications switches, and network components outside the communication room, confidential or exempt information shall receive the level of protection necessary to ensure its integrity and confidentiality.

Information resources shall be protected from environmental hazards. Environmental controls must also provide for safety of personnel.

Requirements

A. Staff Procedures
All proposals for establishment of a Communications room shall be approved by the Manager for Facilities/Leasing. Requests for exceptions/variances to the listed security will be reviewed on a case-by-case basis.

Staff who are assigned to these areas shall be issued a key. They shall utilize their assigned key to gain access to the area.

Staff who have a frequent and continuing need to enter the area, but are not assigned to the area, shall be issued a card key or a unique numeric combination code to allow entrance via the card

key or sequenced button activated locks. These locks are authorized for use only during duty hours. Each of these entrances shall be recorded electronically and maintained for a designated period.

All other persons (other employees and non-employees) requiring entrance to the area shall report to the main entrance of the building to sign in to the restricted area register. They will then be escorted by an employee authorized to enter the area. The restricted area register will be closed out at the end of each month and reviewed by the area supervisor. The review should determine the need for access for everyone.

B. Building/Room Procedures

Sensitive systems shall be isolated in a dedicated computing environment and shall be correctly maintained to ensure their continued availability and integrity. These systems shall be protected from power failures and other disruptions caused by failures in supporting utilities.

A security room must be enclosed by slab-to-slab walls with a hard-top ceiling, constructed of approved materials (masonry, brick, dry wall, etc.) and supplemented by periodic inspections. All doors shall be locked with both approved deadbolts and sequenced button activated locks used in conjunction with electronic strikes. Glass in doors or windows will be security glass [a minimum of two layers of 1/8 inch plate glass with .060-inch (1/32) vinyl interlay, nominal thickness shall be 5/16 inch.] Vents or louvers will be protected by an Underwriters Laboratory (UL) approved electronic detection system that will annunciate at a protection console, or a UL approved central station. Cleaning and maintenance will be performed in the presence of an employee authorized to enter the room.

A secured area must be enclosed by slab-to-slab walls constructed of approved materials and supplemented by periodic inspections, or other approved protection methods, or any lesser type of partition supplemented by UL-approved electronic intrusion detection and fire detection systems. All doors must be locked with strict key and/or combination control exercised. The area will be cleaned during duty hours in the presence of an employee authorized to enter the room. Restricted areas shall be prominently posted and separated from non-restricted areas by physical barriers and control access. A restricted area register will be maintained at a designated entrance and all visitors requiring entrance into the area shall report to the designated entrance. Visitors requiring entrance into the restricted area shall enter (in ink) in the register: their name, signature, specific restricted area requesting entrance into, purpose of entry, name of escorting employee, date and time of entry, and date and time exiting the area.

Locking systems for security rooms and security areas – Minimum requirements for locking systems are high security pin-tumbler cylinder locks that meet the following requirements:

- Key operated mortised or rim-mounted deadbolt
- Have a deadbolt throw of one inch or longer
- Be of a double cylinder design. Cylinders are to have five or more pin tumblers.
- If bolt is visible when locked, it must contain hardened inserts or be made of steel.

the key and the lock must be “Off Master.” Card keys and sequenced button activated locks used in conjunction with electric strikes are authorized for use only during duty hours. Keys to secured

areas not in the personal custody of an authorized employee and any combinations will be stored in a security container. The number of keys or knowledge of the combination to a secured area will be kept to a minimum.

Authority/References

United States Code

- IRS Publication 1075 – Tax Information Security Guidelines
  State of Florida Statutes
- Chapter 213.053, Confidentiality of State Tax Information
- Chapter 282, Communications and Data Processing
- Chapter 74-2, Information Technology Security

Definitions

Communications room – A room containing telecommunication or network hardware.

Security room – A room that has been constructed to resist forced entry

Secured area – An internal area that has been designed to prevent undetected entry by unauthorized persons during non-duty hours

Restricted area – An area in which entry is restricted to authorized personnel

Intrusion detection equipment – Equipment designed to detect attempted breaches of perimeter areas. These systems can be used in conjunction with other measures to provide forced entry protection for after-hours security. Alarms for fire and physical hazards are recommended.

Lessor:

By: _____

Date: _____

Lessee: The State of Florida
Department of Revenue

By: _____
Anthony Garcia
Director Financial Management

Date: _____

Approved as to form and legality,
subject to proper execution by the
parties.

By: _____
Office of The General Counsel

Date: _____

Department of MANAGEMENT SERVICES
We serve those who serve Florida

STATE OF FLORIDA
Disclosure Statement
Department of Management Services Form 4114

ATTACHMENT: E

Lease Number: 730:0448

Purpose

This form is used to collect the information required pursuant to subsections 255.249(4)(h), 255.249(4)(i) and 255.01, Florida Statutes.

1. Ownership – Indicate the type of ownership of the facility in which this lease exists.

a. Publicly Owned Facility

b. Privately Owned Facility Individually held Entity held (e.g., corporate, LLC, partnership, etc.)

c. Name of titleholder: _____

Titleholder FEIN or SSN: _____

Name of facility: _____

Facility street address: _____

Facility city, state, zip code: _____

2. Disclosure Requirements

a. Does a corporation registered with the Securities and Exchange Commission and/or registered pursuant to chapter 517, Florida Statutes, own the facility listed above? Yes ☐ No ☐

If "Yes," please proceed to section 4.

b. Does any party have a 4% or greater ownership interest in the facility or the entity holding title to the facility? Yes ☐ No ☐

If "Yes," please proceed to 2.c.

c. Does any public official, agent, or employee hold any ownership interest in the facility or the entity holding title to the facility? Yes ☐ No ☐

If "Yes," please proceed to 2.d.

d. Is the facility listed above financed with any type of local government obligations? Yes ☐ No ☐

If "Yes," please stop and immediately contact your state leasing representative.

3. Ownership Disclosure List - (additional pages may be attached)

a.

Name	Government Agency (if applicable)	Extent of Interest (Percent)
		%
		%
		%
		%
		%
		%
		%

b. The equity of all others holding interest in the above named facility totals: _____

Form incorporated by reference, subsection 60H-1.025, Florida Administrative Code.

4. Signatures

By signing this form, the undersigned acknowledges that the information provided is true and complete, to the best of their knowledge.

a. Publicly Owned Facilities

Signature: _____

Name: _____

Government Entity: _____

Date: _____

b. Private Individually-held Facilities

Signature: _____

Name: _____

Date: _____

Signature: _____

Name: _____

Date: _____

c. Entity-held Facilities

This is to certify, that the undersigned is authorized to conduct business as a representative of the entity listed in section 1.c. of this Disclosure Statement.

Signature: _____

Name: _____

Date: _____

Form incorporated by reference, subsection 60H-1.025, Florida Administrative Code.

STATE OF FLORIDA

DEPARTMENT OF MANAGEMENT SERVICES

INVITATION TO NEGOTIATE (ITN) 730:0448

ATTACHMENT: F

DIVISION OF STATE FIRE MARSHAL

Plans Review Fees, Procedures and Requirements

The plans for all construction of any new state owned or state lease building and renovation or alteration of any existing state owned, or state leased building are subject to review and approval of the Division of State Fire Marshal for compliance with the Uniform Fire Safety Standards prior to commencement of construction or change of occupancy. The Division of State Fire Marshal may inspect state owned and state leased spaces as necessary prior to occupancy or during construction, renovation, or alteration to ascertain compliance with the uniform fire safety standards as per Florida Statutes 633.085 and 69A-52, Florida Administrative Code.

69A-3.009 (12), FAC, defines a state-owned building as:
(a) "State-owned building," as used in Chapter 633, F.S., and any rule adopted by the State Fire Marshal, except as provided in paragraph (b) of this subsection, means any structure used or intended for supporting or sheltering any use or occupancy of which the state, any state agency or department, or the Trustees of the Internal Improvement Trust Fund is the record owner of the legal title to such structure.
(b) "State-owned building" does not mean or include a pole barn, a picnic shelter, a lift station, an animal pen, an animal feeder, a pump house, a one-family private residence, a two-family private residence, a forestry fire tower or other fire tower, a radio tower, a building no longer in use, an empty building, or a greenhouse.

DESIGN CRITERIA:

The Life Safety portion of the plans shall be designed in accordance with the National Fire Protection Association (NFPA) 101, Life Safety Code; NFPA 1, Fire Prevention Code; and adopted NFPA Standards**. See Florida Administrative Code 69A-3.012 for the adopted edition of NFPA 101 & 1 and a list of adopted NFPA Standards.**

(https://www.flrules.org/)

PLANS REVIEW FEES:

The fee for plans review is determined by multiplying the estimated construction/ renovation cost of the building, by the constant 0.0025. The minimum fee is $100.00. This does not include the cost of the land, site improvements, civil work or furniture & equipment.

Example:
$1,000.000.00 Construction Cost x .0025 = 2,500.00 Fee

METHOD OF PAYMENT

After plans are received an invoice will be prepared and sent at which time payment can be made by personal check, money order or, if a state agency is paying, a Samas – Journal Transfer. Please make check or money order payable to the Department of Financial Services. Fill in the memo portion with "SFM Plans Review fee" and return payment with invoice.

WHAT TO SUBMIT

Plans and specifications are required to be signed and sealed in accordance with Florida Statute. Submit completed application form DFS-K3-1973 and two sets of plans and one set of specifications to:

STATE OF FLORIDA

DEPARTMENT OF MANAGEMENT SERVICES

INVITATION TO NEGOTIATE (ITN) 730:0448

ATTACHMENT: F

If Sending By Regular Mail
Division of State Fire Marshal
Plans Review Section
200 East Gaines Street
Tallahassee, Florida 32399-0342

If Sending By Overnight Service
Division of State Fire Marshal
Plans Review Section
325 John Knox Road, Atrium Building
Tallahassee, Florida 32303

PLANS SUBMISSION:

The Division of State Fire Marshal will require the submitter to furnish two sets of plans and one set of specifications for review to the Plans Review Section. The submitter may, however, submit plans at an earlier stage, i.e., design review, in which case only one unsigned set needs to be submitted. **Only one design review will be allowed per project**. When the documents are approved for construction, the plans and specs will be stamped "APPROVED" and returned to the submitter. The stamped set of plans must be kept on the job site for the fire safety inspector's use at the time of inspection. It shall be the responsibility of the submitter to see that the "approved" set of plans is on the construction site before work begins and remains there until final inspection and approval has been issued. Plan approval is good for one year from the date of issue. The construction contract must be let within this period or the approval will expire, and the plans must be re-submitted with another review fee.

The editions of the pertinent codes that will apply to your project will be those that are adopted at the date of your first submittal, regardless of phase, i.e. 50% or final, and will not change even if a newer edition is adopted during the review process.

Any change orders or redesign during construction that affect life safety shall be submitted for review with the State Fire Marshal's file number indicated. There is no additional fee required for changes.

The review process allows 30 calendar days for review of all state-owned property and 10 working days for review of state leased property.

If there are any special circumstances or hazards that require further clarification, the reviewer will attempt to contact you; therefore, please include the name and telephone number of a contact person with your plan submission. Please remember that if you are called and asked for additional information or clarification, the reviewer needs this information in writing before he can approve the project. If the statutory time (10 working days on a lease or 30 calendar days on state owned) expires he must disapprove the project and a re-submittal process may add further delay to the project.

PLAN INFORMATION

The following items are areas where we must have your assistance. Please ensure that all submittals address these necessary items where applicable and help us prevent lost time due to disapprovals based on lack of information.

- **Renovation or Alteration** - Any alteration or any installation of new equipment shall be installed under the requirement of new construction. The scope of work shall be identified clearly. Show the number of floors in the building and the location of the project under consideration in comparison to the entire floor and building.
- **Equivalency Concepts** - Any requirement of the code that a designer wishes to modify by alternative arrangements shall in no case afford less safety to life than the code presently requires. Any request to use equivalency concepts will only be considered when technical documentation is submitted.
- **Classification of Occupancy** - Plans shall indicate the type of occupancy based on N.F.P.A. 101, Chapter 6.

- **Change of Occupancy** - The designer shall identify the existing type of occupancy and clearly identify the new occupancy use and areas.
- **Floor Area** - The gross square footage of the building shall be indicated on the plans. All assembly rooms shall indicate the net floor area.
- **High Hazard Area** - Any areas of a building, structure, or parts thereof, containing highly combustible, flammable, explosive products or materials which are likely to burn rapidly shall be identified on the submittal. The designer shall identify amounts and types of hazardous materials used throughout the facility.
- **Means of Egress** - All three components of the means of egress (exit access, exit and exit discharge) shall be clearly identified. Travel distance to exits shall be detailed.
- **Occupant Load** - The occupant load for each floor and calculations showing how the load was obtained shall be shown. All assembly rooms, spaces, or areas shall be identified and calculated with calculations shown on plans.
- **Construction Type** - The type of construction shall be identified as per N.F.P.A. 220.
- **Atrium** - Any building in which the designer has incorporated an atrium shall have the atrium area clearly defined on the contract document. Atrium shall be in accordance with NFPA 101, 8.2.5.6.
- **Penetration of Smoke or Fire Barriers** - Passage of pipes, conduits, bus ducts, cables, wires, air ducts, pneumatic ducts and similar service equipment through smoke and/or fire barriers shall be detailed on the contract documents.
- **Fire Detection, Alarm and Communication Systems** - All existing or new systems shall be clearly identified on the plans. The type of system and the appropriate N.F.P.A. standard that was used for the design and installation shall be indicated on the plans and signed and sealed by the Engineer of Record.
- **Automatic Sprinkler System, Standpipes and Fire Pumps** - All existing or new systems shall be clearly identified on the plans. The type of system and appropriate N.F.P.A. standard, which was used for the design and installation, shall be indicated on the plans and signed and sealed by the Engineer of Record. Hydraulic calculations, also signed and sealed by the Engineer of Record, shall accompany the plans where applicable.
- **Correction Facilities** - The use condition of the area shall be clearly indicated as per NFPA 101, Chapter 22.

- **Lease Spaces** - If the leased space is on a floor located above the level of exit discharge (LED) a plan of the LED is required to be submitted to ensure proper exiting from the building.
- The plan shall have the correct name of the facility: Building Number, Office/Complex Name, Street Address, and City, County, and Zip Code, and any assigned lease number noted on the document.
- Include site plan to scale showing project, distances to nearby buildings, fences, parking, and location of hazardous features such as fuel storage or incinerators, and fire lanes if required by NFPA 1.
- Include floor plan(s) drawn to scale showing walls and partitions, openings, door swings, built-in features, changes in elevation such as steps or ramps, dimensions, and notes to indicate what is shown and the use (room name) of each space.
- Schedules for doors, windows and hardware.
- Drawings of HVAC systems.
- Show the following on plans, if applicable: exit markings, emergency lighting (type and location), fire extinguisher(s) (type and location), nationally tested wall assembly details for rated walls, stair and handrail details, interior finishes and their flame spread ratings.

- Show any special fire extinguishing systems such as dry chemical hood systems.

CONSTRUCTION INSPECTIONS

The review fee will cover plans review and up to three (3) construction site inspections. (1) an underground fire main inspection (if applicable); (2) an intermediate inspection at approximately 65% completion (before covering walls and ceilings); (3) and a final inspection prior to occupancy. The intermediate (65%) inspection is optional at our discretion, and depends upon the size and complexity of the construction project. The purpose of construction site inspections is to ensure that the project is in fact constructed in accordance with the approved construction documents.

Any re-inspection required as a result of deficiencies found during the final occupancy inspection shall result in additional fees billed to the Contractor for re-inspection at a rate of $65.00 per hour, per Inspector, portal to portal, plus expenses. With this in mind, the contractor should have completed his own systems testing and inspection punch list and made the corrections necessary in order to eliminate re-inspections as much as possible.

HOW TO REQUEST AN INSPECTION

The following inspections must be considered:

1. Underground: **REQUIRED** if an underground fire main is installed. This inspection must be performed before cover-up.
2. Intermediate: **REQUIRED** if so indicated on the approval letter, or required by the SFM inspector during the initial on-site meeting.
3. Final: **REQUIRED.**

The construction documents must be approved prior to commencing construction of the project. Any request for the use of an alternative system, or change made to the approved plans must be approved by the Plans Review Section prior to its installation. Throughout the various construction phases, ALL requests for inspection shall be made at least five (5) working days in advance using the enclosed DFS Form DI4-1528.

The request may be forwarded by mail or facsimile to the Plans Review Section (see form for fax # and address).

The Plans Review Section will route the request to the appropriate field office where the local field inspector will then contact the requestor to make final arrangements for the inspection.

This request form has to be completed in its entirety, otherwise, the request for inspection will not be granted. Additionally, if the plans are found to be disapproved or rejected by this office, the inspection will not be performed, and a stop work order may be issued until the plans are submitted, approved, and the plans review fee is paid in full. Should you have any questions, please notify the Plans Review Section (850) 413-3733 prior to mailing this request form.

Should the project not pass inspection due to various deficiencies, a re-inspection within 30 days should be scheduled with the Inspector at that time. If the corrections cannot be made within that required time frame, it is the responsibility of the agency or requesting party to complete the attached inspection request form (DI4-1528) and submit it to Plans Review Section in Tallahassee, noting the date in which the project will be ready for re-inspection in order for him to reschedule the site for a re-inspection.

The following checklists have been provided for your use in preparing plans that contain sprinkler and fire alarm systems.

FIRE ALARM CHECKLIST

1. The fire alarm contractor shall be licensed for the scope of work submitted.
2. Provide contractor's names, address, phone and license number.
3. Provide job site address, occupancy type, design criteria (NFPA standard)

4. General description of how the system will operate. What will activate the system; will it go into general alarm or ring by zone; will it annunciate; will it be monitored by a central station; will the air handling system be shut down, elevator recall, etc.
5. Itemized list of equipment to be used showing quantity, manufacturer, model number, type of device, and CFM number.
6. Calculations to be complete. Indicate all electric current required in supervision and alarm conditions. Provide calculations on battery manufacturer's standard form.
7. Denote capacity of battery, and confirm adequate size when operating under the full-calculated load.
8. Voltage drop calculations showing that voltage drop does not exceed 5% drop.
9. Cut sheets for each type of device being installed.
10. Drawing showing location of devices, wire runs, number of conductors, zones, end-of-line resistors, and typical wiring method used on the devices.
11. If fire alarm work is resultant from an inspection (State Fire Marshal, fire department, etc.) provide copy of report.
12. Submittal must be complete. Examples: Candela ratings of strobes shall be identified. Ceiling heights shall be indicated when ceiling mounted strobes are used. Reflected ceilings are to be clearly denoted. Include light fixture types/locations, HVAC opening types/locations, and all architectural features (joist, beams, coffers, furrs, etc,) extending more than 4 inches from the ceiling plane. Rooms, spaces and areas shall be identified.
13. Differentiate between all existing and proposed components. If system or portion is existing, indicate date of existing system installation, or date of prior substantial system renovation.

SPRINKLER SYSTEM CHECKLIST

1. Occupancy class of each area or room identified.
2. All sprinklers identified by make, type, orifice size, temperature rating, thermal sensitivity, including all existing heads affecting the scope of work.
3. For large storage areas, provide storage height, method of storage, description of commodities, etc. If project is specialized storage design (NFPA 231, 231C, etc.) provide complete design statement denoting methodology for arriving at project area/densities.
4. All piping identified by size, type, inside diameter, and schedule, including all existing piping affecting the scope of work.
5. All ceiling information: heights, types, architectural profiles (vaults, coffers, furrs, etc.), construction assembly (combustible ceiling or framing? significant combustibles in ceiling cavity, etc.)
6. Sprinkler obstructions denoted (suspended light fixtures, dust work, architectural items, etc.)
7. H.V.A.C. openings shown
8. Method of maintaining sprinkler system at or above 40 degrees F identified. Describe all unheated areas and explain methodology of all types, sizes, locations, etc. of freeze protection devices.
9. Graphically highlight each hydraulic area, title each area on the plans, with matching title on each calculation set.
10. Location and rating of firewalls, unprotected vertical openings, and other assemblies affecting sprinkler design.
11. Size of city main at street, denoting dead end or circulating (or denote private supply)
12. Total area protected by each system on each floor.
13. Location, type, and listing of hangers.

14. Underground pipe size, length, location, type, point of connection to city main, bury depth, thrust blocks, and all appurtenances (valve types, water meters, valve pits, backflow preventers, etc.)
15. All hydraulic name plate information.
16. Setting for pressure reducing valve denoted.

HYDRAULIC CALCULATIONS FOR SPRINKLER SYSTEMS

17. Verify the water supply, test location, date (must be 12 months current) peak demand time (or calculated adjustment), and account for test elevation at calculations.
18. Verify hazard classification (light, ordinary, special occupancy, etc.).
19. Verify the design criteria (density/sq. ft. over the hydraulic design area).
20. Verify the location of the area calculated (most hydraulically demanding is not always the most physically remote)
21. Verify the dimensions of the area calculated (design area shall not extend beyond designated area served by each sprinkler). Sufficient length parallel to the branch lines or cross-mains, as required.
22. Verify the densities (sprinklers flowing at or above minimum required flow rate).
23. Verify the pipe sizes, lengths, equivalent lengths of fittings, and flow paths (account for all pressure losses).
24. Verify the hose demand.
25. Confirm that the system demand is at or less than the available water supply (include demand vs. supply graph).

MATERIAL CUT SHEETS FOR SPRINKLER SYSTEMS

26. Sprinklers, pipes, valves, pressure-reducing devices, flow switches, backflow preventers, water meters (all system devices effecting hydraulic design, whether existing or proposed).
27. Fire pump type, size, and design curves (provide current pump test for existing pump).

STATE OF FLORIDA

DEPARTMENT OF MANAGEMENT SERVICES

INVITATION TO NEGOTIATE (ITN) 730:0448

ATTACHMENT: F

DEPARTMENT OF FINANCIAL SERVICES

Division of State Fire Marshal- Bureau of Fire Prevention

APPLICATION FOR PLAN REVIEW

By submitting this form you are requesting that the State Fire Marshal's Office complete a plan review in accordance with F.S. 633. This form must be completed in its entirety. Partial or incomplete submittals may result in delay of processing this request.

1. CONTACT INFORMATION		
a. Applicant's Name:	Email:	Phone:
b. State Agency Contact:	Email:	Phone:
c. Architect of Record:	Email:	Phone:
d. Engineer of Record for Fire Alarm System:	Email:	Phone:
e. Engineer of Record for Fire Sprinkler System:	Email:	Phone:

2. PROJECT NAME OR DESCRIPTION	
3. TYPE OF SUBMITTAL	a. ☐ Design Review (<100% Construction Documents) b. ☐ 100% Construction Documents c. ☐ Revision for SFM # : (Complete items 1a and 7 only) d. ☐ Shop Drawings for SFM # : (Complete items 1a and 7 only) e. ☐ Other:

4. BUILDING INFORMATION	a. ☐ State Owned*	b. ☐ State-Leased,** lease #:
	c. Design or State Agency Project #:	
	d. Project Square Footage:	e. State Agency or University:
	f. Building Name:	g. Building #:
	h. Building Street Address:	
	i. City/State/Zip:	j. County:

k. NFPA Occupancy Type: (check all that apply)

Ambulatory Health Care	☐	Apartments	☐
Detention and Correctional	☐	Day-Care	☐
One and Two Family	☐	Mercantile	☐
Hotels and Dormitories	☐	Health Care	☐
Lodging or Rooming Houses	☐	Business	☐
Residential Board and Care	☐	Industrial	☐
Storage	☐	Assembly	☐

l. Is this a change in occupancy? ☐ Yes ☐No	m. FBC Construction Type:
n. Building Height:	o. Number of Stories:

p. Life Safety Systems: (check all that apply)
☐ Fire Alarm System ☐Fire Sprinkler ☐Standpipe
☐Other:

	q. Estimated Construction Cost (not including the cost of land, site improvement, civil work or furniture and equipment):

DEPARTMENT OF FINANCIAL SERVICES
Division of State Fire Marshal

APPLICATION FOR PLAN REVIEW

5. SITE INFORMATION	a. Site Name:	
	b. Site Street Address:	
	c. City/State/Zip:	
6. FEES	a. Person/Company responsible for payment of fees:	
	b. Street Address:	
	c. City/State/Zip:	d. Phone:
7. RETURN PLANS	a. Plans should be returned to:	
	b. Street Address:	
	c. City/State/Zip:	d. Phone:

Plans and specification shall be signed and sealed in accordance with Florida Statute 471 and 481. Submit this completed application with two sets of contract documents and one set of specifications to:

If Sending By Regular Mail

Division of State Fire Marshal
Plans Review Section
200 East Gaines Street
Tallahassee, Florida 32399-0342

If Sending By Overnight Service

Division of State Fire Marshal
Plans Review Section
325 John Knox Road, Atrium Building
Tallahassee, Florida 32303

* 69A-3.009 (12), FAC, defines a state-owned building as:
(a) "State-owned building," as used in Chapter 633, F.S., and any rule adopted by the State Fire Marshal, except as provided in paragraph (b) of this subsection, means any structure used or intended for supporting or sheltering any use or occupancy of which the state, any state agency or department, or the Trustees of the Internal Improvement Trust Fund is the record owner of the legal title to such structure.(b) "State-owned building" does not mean or include a pole barn, a picnic shelter, a lift station, an animal pen, an animal feeder, a pump house, a one-family private residence, a two-family private residence, a forestry fire tower or other fire tower, a radio tower, a building no longer in use, an empty building, or a greenhouse.

STATE OF FLORIDA

DEPARTMENT OF MANAGEMENT SERVICES

INVITATION TO NEGOTIATE (ITN) 730:0448

ATTACHMENT: F

** 69A-3.009 (13), FAC, defines a state leased space as:
"State-leased" means that the state, any state agency or department, or the Trustees of the Internal Improvement Trust Fund is the lessee which is leasing the building or space from a lessor.

If this is a state lease at a Department of Management Services facility, please send a copy of this completed form to:

Real Property Administrator
4050 Esplanade Way,
Suite 315
Tallahassee, FL 32399-0950

STATE OF FLORIDA

DEPARTMENT OF MANAGEMENT SERVICES

INVITATION TO NEGOTIATE (ITN) 730:0448

ATTACHMENT G

ENERGY PERFORMANCE ANALYSIS (EPA)

Overview

Pursuant to Section 255.254, Florida Statutes, no state agency shall lease a facility without having secured from the Department of Management Services (DMS) an evaluation of life-cycle costs based on sustainable building ratings. DMS implements Section 255.254, Florida Statutes, through Rule Chapter 60D-4 of the Florida Administrative Code (FAC). Pursuant to Rule 60D-4.007, FAC, an Energy Performance Analysis (EPA) is required before an agency considers leasing the following facilities:

- buildings larger than 5,000 gross square feet
- spaces larger than 5,000 square feet of rentable area within an existing building

The EPA requirements include the following procedures:

- the Energy Star rating of the proposed lease -or- the energy performance index for facilities not eligible for an Energy Star rating (see EPA Procedures below)
- the energy cost projection (see EPA Procedures below)
- the computer-based simulation when required in the EPA Procedures (also see Computer-Based Simulation Requirements below for additional information)
- the EPA Submission (see EPA Submission Requirements below)

EPA Procedures

1. Energy Star Rating:
    a. An Energy Star rating shall be developed for the proposed lease space with one of the following free software tools:
        1) the Energy Star Portfolio Manager software, which is available at: http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager
        2) the Energy Star Target Finder software, which is available at: http://www.energystar.gov/index.cfm?c=new_bldg_design.bus_target_finder
    b. The minimum acceptable Energy Star rating is 50.
    c. The Energy Star rating shall be developed with the annual energy consumption for only the lease space being proposed. Use the following two scenarios as a guide:
        1. *Whole-Building Scenario*: When the proposed lease space is an entire building or section of a given building that is separately metered by the utility provider, the Energy Star rating may be developed with actual utility bill data for the previous 12-month period. If actual utility bill data does not exist or the space has been unoccupied for more than 30 days, then the Energy Star rating must be developed with the annual energy consumption results of a computer-based simulation (see Computer-Based Simulation Requirements below for additional information).
        2. *Partial-Building Scenario*: When the proposed lease space does not account for all rentable space within a given building or is not separately metered by the utility provider, a computer-based simulation shall be performed that computes the expected annual energy consumption for the proposed lease space. The results of the computer-based simulation shall be used to generate the Energy Star rating. *Note: An Energy Star rating for the entire building in this scenario will not be accepted*.

d. Exception: When the proposed lease does not meet the eligibility criteria for an Energy Star rating regarding the type or allocation of space, an energy performance index (kBTU per gross square foot per year) shall be developed manually in lieu of the Energy Star rating using one of the following sources:
   - actual utility bill data for the previous 12 months
   - the expected annual energy consumption developed with a computer-based simulation

e. Low Energy Star Ratings: For circumstances where the Energy Star rating of a proposed lease space is less than 50, a computer-based simulation may be performed that simulates energy conservation measures that are sufficient to raise the Energy Star rating to 50 or higher.

f. Renovations: When renovations that alter HVAC and/or lighting systems are either planned, necessary, or have been performed to make the proposed lease space suitable for the new tenant agency, a computer-based simulation shall be performed to provide the expected annual energy consumption required to develop one of the following:
   1) an Energy Star rating for the proposed lease
   2) the energy performance index (kBTU per gross square foot per year) for proposed lease spaces that are not eligible for an Energy Star rating

2. Energy Cost Projection:
   a. Annual energy cost: The total expected annual energy cost for the proposed lease space shall be derived from one of the following sources:
      1) the average annual energy costs based on actual utility bills for the previous three years
      2) current utility rates and a computer-based simulation when a computer-based simulation is required to develop the Energy Star rating.
   b. A cost utilization index (total energy cost per gross square foot per year) shall be developed with the annual energy cost data described above.
   c. The cost utilization index (total energy cost per gross square foot per year) shall be projected forward for each contract year of the proposed lease based on one of the following:
      1) the average annual energy escalation rate derived from actual utility bill data for the previous three years
      2) an escalation rate approved by the agency when actual utility bill data for the previous three years is not available.

Computer-Based Simulation Requirements

When a computer-based simulation is required to develop the EPA (see EPA Procedures above), the computer-based simulation shall be consistent with the following requirements:

1. The computer-based simulation shall be performed by an engineer licensed in Florida.
2. The computer-based simulation program shall be one of the following commercially-available software programs:
   a. DOE-2
   b. BLAST
   c. eQuest
   d. EnergyPlus
   e. Carrier HAP
   f. Trane TRACE
   g. Other programs determined by DMS to be consistent with Rule 60D-4.005, FAC.

3. The computer-based simulation shall model total energy consumption for the proposed lease space.

4. The computer-based energy simulation shall model all of the following loads that exist or shall exist as a result of renovations in the proposed lease space:
   a. lighting
   b. internal equipment loads
   c. service water heating
   d. space heating
   e. space cooling
   f. fans
   g. pumps

EPA Submission Requirements

The EPA submission shall contain all of the following information:

1. A description of the proposed lease space that includes:
   a. gross square footage
   b. rentable square footage
   c. type of space
   d. current number of occupants
   e. proposed number of occupants (this is the tenant agency's requirement)
   f. weekly operating schedule
   g. address of the facility
2. Copies of the utility bill statements for the previous one year (provide when such data is used to develop the Energy Star rating). Historical consumption and cost data supplied by the utility provider will be considered acceptable in lieu of utility bill copies.
3. Copies of the actual utility bill statements for the previous three years (provide when such data is used to develop the energy cost projection). Historical consumption and cost data supplied by the utility provider will be considered acceptable in lieu of utility bill copies.
4. Input and output sheets from the computer-based simulation program (provide when a computer-based simulation is required).
5. The name, address, firm name, and license number of the engineer who performed the computer-based simulation (provide when a computer-based simulation is required).
6. Energy Star software forms:
   a. "Statement of Energy Performance" (provide when Energy Star Portfolio Manager is used)
   b. "Target Energy Performance Results" (provide when Energy Star Target Finder is used)
7. Energy performance index and calculations (provide when the proposed lease is not eligible for an Energy Star rating).
8. The cost utilization index, projection, and calculations.A brief description of the type and size of the existing HVAC and lighting systems.
9. A detailed description of all renovations planned, necessary, or performed to make the proposed lease space suitable for the tenant agency.
10. A detailed description of all energy conservation measures proposed to raise the Energy Star rating to the minimum accepted level (provide when energy conservation measures are proposed and also include the revised Energy Star reports).

11. Delivery: The energy performance analysis shall be mailed or delivered to the department pursuant to Section 255.254(1), Florida Statutes at the address listed here:

    DMS EPA Review
    4050 Esplanade Way, Suite 335
    Tallahassee, Florida 32399-0950
    (850) 488-1817

Department of MANAGEMENT SERVICES

Lease Number: 730:0448

COMMISSION AGREEMENT

Attachment H **REPRESENTATION OF THE STATE OF FLORIDA AND ITS RESPECTIVE AGENCIES FOR LEASING TRANSACTIONS**

This Commission Agreement ("Agreement") is entered into by and between ("Owner") _____, The State of Florida ("Tenant") Department of Revenue And ("Tenant Broker") Savills Inc. . This agreement shall become effective upon the execution of signatures by all parties.

The following provisions are true and correct and are the basis for this Agreement:

A. Owner has legal title to a property located at _____, in _____County, Florida on which tract is an office building/project commonly known as _____ (the "Building"), and which is further described as, or a portion of, Property Appraisers Parcel Number _____.

B. Tenant Broker has presented the real estate space needs of Tenant to Owner and has and will render services in connection with the leasing of space to the Tenant.

C. Should a Lease (herein so called) be consummated, Owner has agreed to pay the Tenant a real estate commission in consideration for services rendered and to be rendered in consummating a Lease pursuant to the terms and conditions set forth herein.

D. Owner understands and agrees that Tenant Broker is serving solely as a representative of Tenants' interest. Likewise, Owner acknowledges that the applicable fee structure(s) defined below, as mutually agreed between Owner, Tenant Broker and Tenant, will be (has been) considered and included within the Owner's proposal for lease.

NOW THEREFORE, in consideration of the mutual promises set forth herein and for other good and valuable considerations, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. **PAYMENT OF COMMISSION:** The commission shall be due and payable to Tenant in cash (i) one half (1/2) at the time the Lease is signed and (ii) the balance on the earlier to occur of (a) the first day that Tenant occupies all or any portion of the space covered by the Lease, or (b) commencement of the term under the Lease. If Tenant's lease is modified, the commission in relation to such modification will be due and payable in full at the time the modification is executed by Owner and Tenant. Tenant hereby agrees to pay to Tenant Broker said commissions based on a separate agreement between Tenant and Tenant Broker.

2. **SUCCESSORS AND ASSIGNS:** The obligation to pay and the right to receive any of the commissions described above shall inure to the benefit and obligation of the respective heirs, successors and/or assigns of Owner or Tenant Broker. In the event of a sale or an assignment of the Property which includes Tenant's demised premises, Owner agrees to secure from the purchaser or assignee a written recordable agreement under which the new owner or assignee assumes payment to Tenant of all commissions payable hereunder and agrees to abide by the terms and conditions of the existing agreement between the Owner or Tenant Broker and the Tenant.

3. **REPRESENTATION OF TENANT:** Although Owner will pay the commission to Tenant, who will in turn pay Tenant Broker, Tenant Broker **will not** be representing owner in the contemplated lease transaction. Tenant Broker will be representing **only the Tenant** in such transaction. The owner acknowledges and agrees that it is responsible for any commissions due any other broker with respect to this transaction

4. **AUTHORITY TO SIGN:** Each signatory to this Agreement represents and warrants that it has full authority to sign this Agreement on behalf of the party for whom he signs and that this Agreement binds such party.

5. **ENTIRE AGREEMENT:** This Agreement constitutes the entire Agreement between Owner and Tenant and Tenant Broker and supersedes all prior discussions, negotiations, and agreements, whether oral or written. No amendment, alteration, cancellation or withdrawal of this Agreement shall be valid or binding unless made in writing and signed by both Owner and Tenant and Tenant Broker. This Agreement shall be binding upon, and shall benefit, the heirs, successors and assignees of the parties.

Lease Number: 730:0448

COMMISSION AGREEMENT

REPRESENTATION OF THE STATE OF FLORIDA AND ITS RESPECTIVE AGENCIES

6. **FAILURE TO PAY:** Should the owner fail to pay the Commission Agreement as contracted here in, the Tenant shall send the Owner appropriate notification and issue a cure letter to the Owner demanding payment. Should payment(s) not be received within the terms of the cure letter the Tenant has a right to withhold rent payments, for the payments of the Commission, until the terms of the contract have been fulfilled within the terms of this Agreement.

7. **AGREEMENT TO PAY COMMISSION:** For the base term of the lease, Owner hereby agrees to pay a real estate commission to Tenant in a sum equal to four percent (4%) of the total aggregate gross base rent (with no offset).

8. **NOTICES:**

To Tenant Broker: Savills Inc.
1150 Assembly Drive, Suite 310
Tampa, FL 33607

To Owner: _____

To Tenant: Department of Revenue
2450 Shumard Oak Blvd.
Tallahassee, FL 32399

TENANT:	**OWNER:**	**TENANT BROKER:**
(x)_____	**(x)**_____	**(x)**_____
By _____ Print or Typewritten	By _____ Print or Typewritten	By _____ Print or Typewritten
_____ Title	_____ Title	_____ Title
AGREED AND ACCEPTED this ___ day of _____, 20____	AGREED AND ACCEPTED this ___ day of _____, 20____	AGREED AND ACCEPTED this ___ day of _____, 20____

STATE OF FLORIDA

DEPARTMENT OF MANAGEMENT SERVICES

INVITATION TO NEGOTIATE (ITN) 730:0448

ATTACHMENT I

SPECIAL POWER OF ATTORNEY

I, _____, _____,
Name Street Address

_____, _____, appoint _____,
City, State Zip Code Name

_____, _____, _____,
Street Address City, State Zip Code

as my attorney in fact to act in my capacity to do any and all of the following:
Any acts necessary regarding the entering of a bid for Lease Agreement No. _____

with the State of Florida, Department of Revenue, _____ Program,

for the Building at _____,_____, FL
Street Address City
_____, title to said property being held by _____.
Zip Code Name

The rights, powers, and authority of my attorney in fact to exercise any and all of the rights and powers granted shall remain in full force and effect until this Power of Attorney is revoked by me or, the herein above Lease is awarded by the Department of Revenue.

DATED this _____day of_____, 20_____. _____
Signature

STATE OF FLORIDA
COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____,
Name
personally known to me, who, after first being sworn by me, affixed his/her signature in the

space provided above this_____ day of_____, 20_____.

_____ (SEAL)
Notary Public

_____
Printed Name of Notary Public My Commission Expires: