



FLORIDA DEPARTMENT of

management  
SERVICES

We serve those who serve Florida

Lease Liaison Quarterly Meeting  
October 17, 2017

## Greetings and Introductions

Air Quality  
Addendum

Training

Nominal Leases

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# Greetings/Introductions

Michele Stevens  
Bureau Chief of Leasing

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# Air Quality Addendum

Kevin Nix

Leasing Operations Administrator

# Air Quality Addendum

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STATE OF FLORIDA  
 DEPARTMENT OF \_\_\_\_\_  
 LEASE ADDENDUM  
 000:0000

**ADDENDUM \_\_\_ - Air Quality Addendum**

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) 62-2002. 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 60% maximum relative humidity at temperatures ranging from 68 to 76 degrees Fahrenheit during occupied and unoccupied hours.
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 2006, 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. 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.
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, remediation that is also a Florida Licensed Mold Assessor (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, 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. 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

**LESSEE: Department of**

**LESSOR:**

\_\_\_\_\_

\_\_\_\_\_

Date

Date

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# Questions?

Dan Callahan  
DMS-REDM  
EH&S/ADA Supervisor  
850-922-7535 Office  
850-519-6625 Cell

[Dan.Callahan@dms.myflorida.com](mailto:Dan.Callahan@dms.myflorida.com)



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# Training

Michele Stevens  
Bureau Chief of Leasing

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# Training

## **New Staff?**

- Are you or any of your staff new to leasing and in need of a workshop that covers the basics?
- We would like to develop and offer series of workshops to cover any topics of interest.

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# Training

## New Operations Guide

- REDM has been working to bring you a new Operations Guide.
- We welcome your feedback

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# Nominal Leases

Kevin Nix

Leasing Operations Administrator

# Nominal Leases

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- Only leases less than \$1 or less are “Nominal”
  - 255.249 F.S.
  - 60H-1.018
- Bulk upload process and procedure in progress

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# Master Leasing Report

Bob Notman

Leasing Strategy Administrator

# Master Leasing Report

## Laws of Florida 2017-71

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### Section 25.

In order to implement appropriations used to pay existing lease contracts for private lease space in excess of 2,000 square feet in the 2017-2018 General Appropriations Act, the Department of Management Services, with the cooperation of the agencies having the existing lease contracts for office or storage space, shall use tenant broker services to renegotiate or reprocure all private lease agreements for office or storage space expiring between July 1, 2018, and June 30, 2020, in order to reduce costs in future years.

# Master Leasing Report

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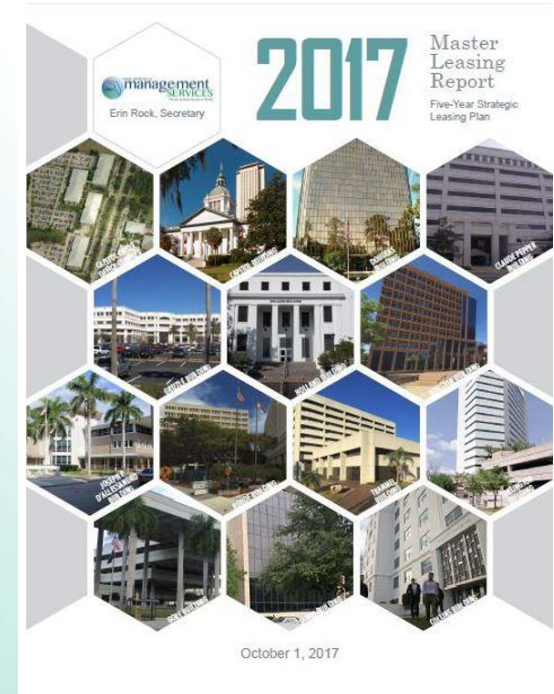
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- Table 6, in previous years the report compared only leases meeting the criteria of the law.
- Resulted in awkward comparisons of differing year groups of leases with little bearing on the overall portfolio.

# Master Leasing Report

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- New this year, the comparison is overall portfolio of leases as of 6/30/17 compared to overall portfolio of leases as of 6/30/16.
- Documented that this is a 6/30 snapshot of lease obligations and not an indication of what was actually paid by an agency.

Table 6 -- Agencies Lease Portfolio Snapshot\*

Agency	Gross Square Footage Change			Agency Lease Cost Change		
	6/30/2016	6/30/2017	% Change	6/30/2016	6/30/2017	% Change
AG	85,931	79,330	-7.68%	\$ 1,411,469.27	\$ 1,346,013.73	-4.64%
AHCA	419,779	419,779	0.00%	\$ 8,831,867.09	\$ 8,969,418.33	1.56%
APD	280,966	280,966	0.00%	\$ 2,464,821.84	\$ 2,465,739.84	0.04%
AST	61,371	61,371	0.00%	\$ 1,050,805.20	\$ 1,050,805.20	0.00%
Citrus	7,543	7,543	0.00%	\$ 113,932.56	\$ 113,939.00	0.01%
CPIC	140,412	342,437	143.88%	\$ 2,571,619.84	\$ 5,858,688.90	127.82%
DIACS	336,585	343,169	1.96%	\$ 4,256,548.21	\$ 4,414,005.78	3.70%
DBPR	399,441	400,785	0.34%	\$ 6,974,140.95	\$ 7,021,125.83	0.67%
DCF	1,501,254	1,403,958	-6.48%	\$ 31,230,385.82	\$ 26,454,210.15	-15.29%
DEA	116,999	126,086	8.32%	\$ 2,044,868.38	\$ 2,266,495.71	10.84%
DEO	151,832	138,171	-9.00%	\$ 2,190,065.60	\$ 1,966,525.38	-10.21%
DEP	582,354	578,861	-0.60%	\$ 9,705,022.23	\$ 9,703,112.23	-0.02%
DPS	778,248	782,872	0.59%	\$ 14,313,468.61	\$ 14,508,085.90	1.36%
DHSMV	237,784	246,502	3.83%	\$ 3,364,056.34	\$ 3,708,437.81	10.24%
DJJ	495,565	495,735	0.03%	\$ 9,516,404.96	\$ 9,757,873.83	2.54%
DLA	375,774	385,016	2.46%	\$ 8,484,113.44	\$ 7,948,740.90	-6.31%
DMA	47,530	47,530	0.00%	\$ 575,162.84	\$ 591,692.03	2.87%
DMS	222,498	224,173	0.75%	\$ 3,277,855.87	\$ 3,331,160.40	1.63%
DOAH	126,331	133,214	5.45%	\$ 2,477,260.54	\$ 2,609,370.04	5.33%
DOE	792,010	805,549	1.71%	\$ 12,867,794.44	\$ 13,370,291.90	3.91%
DOH	1,152,136	1,152,816	0.06%	\$ 21,937,189.23	\$ 22,200,868.24	1.20%
DOR	1,177,109	1,154,564	-1.92%	\$ 23,294,669.56	\$ 23,417,443.29	0.53%
DOS	304,682	322,904	5.98%	\$ 4,471,330.27	\$ 4,501,933.08	0.68%
EOG	384,617	369,529	-3.92%	\$ 4,957,915.97	\$ 5,110,850.19	3.08%
FCHR	12,111	12,111	0.00%	\$ 208,066.98	\$ 208,066.98	0.00%
FCOR	36,080	37,475	3.87%	\$ 474,674.14	\$ 475,255.14	0.12%
FDC	785,770	842,662	7.24%	\$ 14,771,219.14	\$ 15,848,568.50	7.29%
FDLE	677,103	694,391	2.55%	\$ 11,144,707.08	\$ 11,553,422.73	3.67%
FDOT	121,408	121,408	0.00%	\$ 2,163,406.68	\$ 2,225,545.02	2.87%
FDVA	36,312	36,184	-0.35%	\$ 338,892.68	\$ 338,892.68	0.00%
FSCI	195,033	195,033	0.00%	\$ -	\$ -	0.00%
FWCC	168,630	178,031	5.57%	\$ 2,663,978.63	\$ 2,710,684.28	1.75%
JUDICIAL	14,017	14,017	0.00%	\$ 238,079.13	\$ 238,079.13	0.00%
LEGIS	444,983	452,251	1.63%	\$ 7,043,256.72	\$ 7,118,894.98	1.07%
Lottery	213,271	213,061	-0.10%	\$ 3,847,849.81	\$ 3,904,905.39	1.48%
MDC	46,065	46,065	0.00%	\$ 82,527.25	\$ 82,527.25	0.00%
NSA	15,311	15,311	0.00%	\$ 38,005.97	\$ 38,005.99	0.00%
NWFWMD	8,387	8,387	0.00%	\$ 153,610.66	\$ 153,610.68	0.00%
OSCA	79,033	81,692	3.36%	\$ 1,343,088.85	\$ 1,352,262.40	0.68%
POLKSC	25,000	25,000	0.00%	\$ 225,000.00	\$ 225,000.00	0.00%
PSC	108,680	108,680	0.00%	\$ 1,891,605.39	\$ 1,893,745.22	0.11%
SBA	174	174	0.00%	\$ 2,989.32	\$ 2,989.32	0.00%
SWFMD	5,000	8,689	73.78%	\$ 42,500.00	\$ 135,287.73	218.32%
SJRS	6,048	3,456	-42.86%	\$ 21,703.68	\$ 13,201.92	-39.17%
SWFWMD	14,905	0	-100.00%	\$ 289,009.41	\$ -	-100.00%
TCC	14,200	4,200	-70.42%	\$ 128,756.00	\$ 63,756.00	-50.48%
UF	3,152	3,152	0.00%	\$ 54,151.36	\$ 54,151.36	0.00%
VALC	6,971	6,971	0.00%	\$ 33,588.83	\$ 33,588.83	0.00%
<b>Grand Total</b>	<b>13,215,795</b>	<b>13,411,661</b>	<b>1.48%</b>	<b>\$ 229,583,416.77</b>	<b>\$ 231,357,269.21</b>	<b>0.77%</b>

# Table 6 – Agencies Lease Portfolio Snapshot\*

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<b>Grand Total</b>	<b>13,215,795</b>	<b>13,411,661</b>	<b>1.48%</b>	<b>\$ 229,583,416.77</b>	<b>\$ 231,357,269.21</b>	<b>0.77%</b>

\* - Includes all reported agency leases as of 6/30/2017.

Note: This is a snapshot illustrating lease obligations as of 6/30/2017 and is not meant to represent or track actual lease payments made by agencies.

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# Energy Performance Analysis

Kevin Nix

Leasing Operations Administrator

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# Energy Performance Analysis

- This is no longer needed for Final Approval
- It will be necessary before occupancy, just like Fire Marshal sign-off.

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# Energy Performance Analysis

- 255.257 4(b) F.S.
- No state agency shall enter into new leasing agreements for office space that does not meet Energy Star building standards, except when the appropriate state agency head determines that no other viable or cost-effective alternative exists.

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# Announcements

Kevin Nix

Leasing Operations Administrator

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- Please send in your FY17/18  
Signature Authority
- Next year, it will be a required  
part of the Annual Data Gathering

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- We are updating FM-4054, the Standard Lease Agreement
- Will include checkboxes for Warehouse space.
- Be sure to use the new form!

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## **Agency Meet and Greets**

We'd love to stop by and visit with your team and discuss how we may serve you better. Email Kevin to schedule a visit!

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# Announcements

## **Give Us Your Feedback**

- Lease Liaison and Administrator  
Contact List Update
- Suggestions for Future  
Presentations
- Topics for Trainings

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## New Regions!

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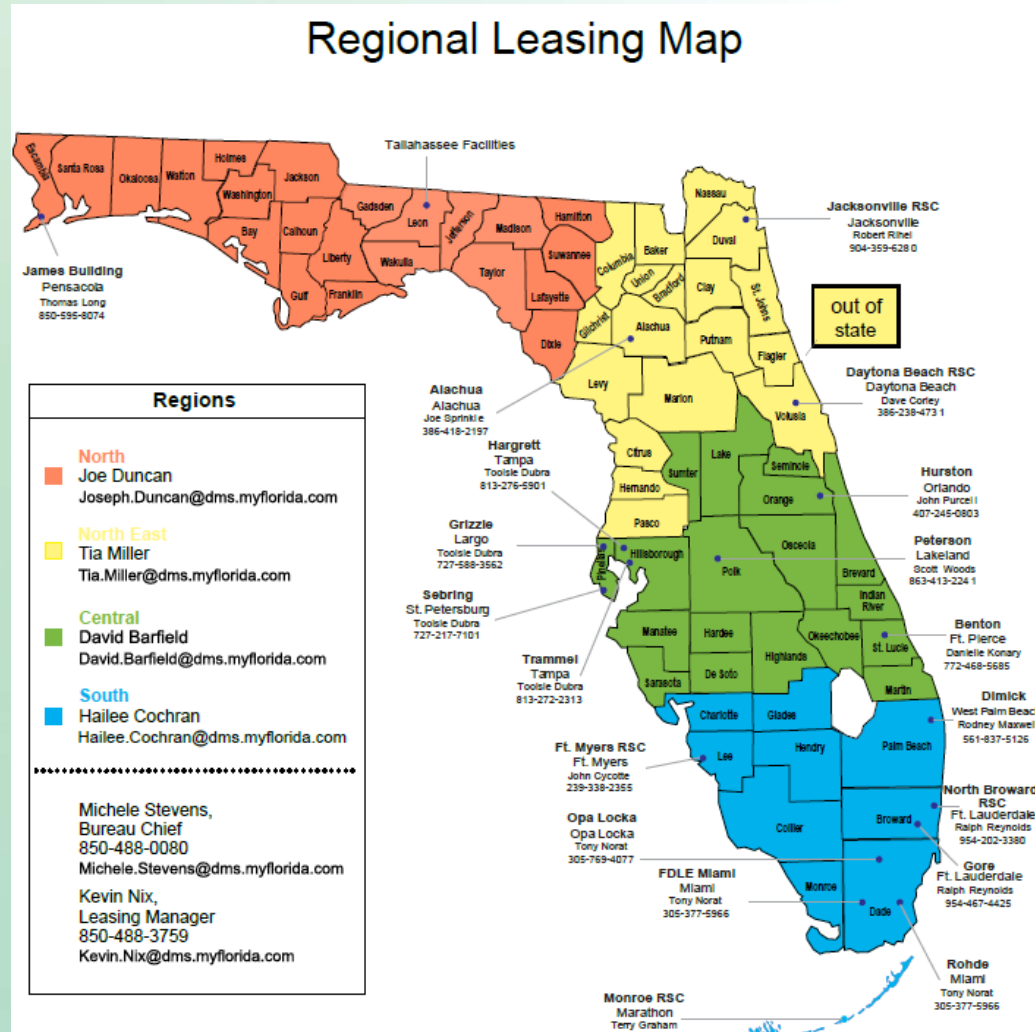
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## Next Meeting

Tentatively Scheduled for:

**2/20/18**

**2:00 – 4:00**

**Betty Easley Rm 152**

# Questions

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