

60H-1.016 Procurement of Leases Less Than 5,000 Square Feet.

(1) For all leases under 5,000 square feet at least three documented quotes are required which must have the following information:

- (a) Prospective leased premises building name, if applicable; and
- (b) Property physical and mailing address; and
- (c) Prospective landlord full name and business address; and
- (d) Proposed Net Usable Square Feet being offered; and
- (e) Proposed rate per Net Usable Square Foot for each year of the term of the lease; and
- (f) Proposed term in years; and
- (g) Date proposed leased space will be available; and
- (h) Proposed tenant improvement amount to be offered; and
- (i) Proposed landlord's agent or representative, if applicable; and
- (j) Whether the proposed facility is an "Energy Star" qualified facility as defined by the United States Environmental Protection Agency and the United States Department of Energy.

(2) Upon receipt of documented quotes as stipulated in this subsection, the Agency shall complete Department Form 4137A "Quote Synopsis" effective May 2010 incorporated by reference in this rule, summarizing the quotes received and submit to the Department for review.

(3) Without regard to square footage, no Agency shall enter into, within any 12-month period, more than one lease in the same privately owned facility or complex except upon procurement through Competitive Solicitation.

Rulemaking Authority 255.249(9) FS. Law Implemented 255.249(2), (9), 255.25(2)(a), (8), 255.257(4) FS. History—New 4-29-10.