



**DEPARTMENT OF REVENUE**  
**Invitation to Negotiate("ITN") for Leased Space**  
**730:0000**

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## I. Introduction and Overview

The State of Florida's Department of Revenue (hereinafter referred to as the "Department") requests your participation in a space search in **Hillsborough County, Florida** (more detailed boundaries are attached hereto as **Attachment B**). The Department is seeking detailed and competitive proposals to provide built-out office facilities and related infrastructure for occupancy by the Department. As relates to any space that is required to be built-out pursuant to this Invitation to Negotiate, please see **Attachment A** which includes the Departments' 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 Article II, Section A, of this ITN, in written/typed form. The Reply must be sent, within the timeframes provided herein, to the Department at the address specified in Article II of this Invitation to Negotiate. No e-mailed Replies will be accepted.

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

**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 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.**

**Please be advised that any proposal containing space in excess of +/- 5% of the required square footage, including space labeled "free space," will be deemed non-responsive.**



**State of Florida  
Department of Revenue  
Invitation to Negotiate**

Instructions and information on submitting ITNs to the State of Florida

**Department of Revenue**

Issuing Officer/Project Contact Person:

Name: Jimmy Thorn/Michele Lewis

Address: 2450 Shumard Oak Blvd  
Building 2 Suite 1600  
Tallahassee, FL 32399

Phone: 850-717-7427 or 850-717-7011

**ITN ADVERTISEMENT  
INVITATION TO NEGOTIATE  
DOR Lease # 730:0000**

The Department of Revenue will receive sealed Replies to an Invitation to Negotiate (ITN) seeking approximately **43,336 +/- 5%** usable square feet of existing office space to house A) a Child Support Enforcement (CSE), General Tax Administration (GTA), Property Tax Oversight (PTO), and Executive Direction and Support Services Program (EXE) Service Center together; or B) two separate existing office spaces, one measuring approximately **28,530 +/- 5%**, for the CSE Service Center and the other measuring approximately **14,807 +/- 5%**, for the GTA, PTO, and EXE Service Center. Please be advised that any proposal containing space in excess of +/- 5% of the required square footage, including space labeled "free space," will be deemed non-responsive. The property is to be located within Hillsborough County within the following boundaries: **North:** ½ linear mile North of Fowler Avenue, **South:** Highway 60 **East:** west side of I-75, **West:** 50<sup>th</sup> St./56<sup>th</sup> St. **Property to be available for occupancy on or about: May 1, 2013.** A bidder's conference will be held at **1:30 p.m.** (EST) on November 15, 2011 at 2450 Shumard Oak Blvd, Building 2 Suite 1600, Tallahassee, FL 32399-0100 or via conference call (1-888-808-6959, conf. code 4880772).

Sealed Replies must be received by 2:00 P.M., EST on January 17, 2012, at 2450 Shumard Oak Blvd, Building 2 Suite 1600, Tallahassee, FL 32399-0109, to the attention of: Jimmy Thorn/Michele Lewis.

The ITN may be attained by calling Jimmy Thorn at 850-717-7427 or Michele Lewis at 850-717-7011, or by e-mailing your request to [ThornJ@dor.state.fl.us](mailto:ThornJ@dor.state.fl.us) or [Lewismi@dor.state.fl.us](mailto:Lewismi@dor.state.fl.us). You may also contact our Tenant Broker, **DOR Representative**, regarding ITN Number: **730:0000**. 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 a bidder and any Department staff, with the exception of the contact persons mentioned above. Any unauthorized contact will disqualify the bidder from further consideration. The Florida Department of Revenue reserves the right to reject any or all responses.

## Offerors may offer the following types of proposals for office space:

- Option 1:** A site for a co-located Service Center with approximately 43,336 square feet (+/- 5%)  
**Please be advised that any proposal containing space in excess of +/- 5% of the required square footage, including space labeled “free space,” will be deemed non-responsive.**
- Option 2:** Sites for separate program Service Centers.
- A:** CSE Service Center with approximately 28,530 square feet (+/- 5%).  
**Please be advised that any proposal containing space in excess of +/- 5% of the required square footage, including space labeled “free space” will be deemed non-responsive.**
- B:** GTA/PTO & EXE Service Center with approximately 14,807 square feet (+/- 5%).  
**Please be advised that any proposal containing space in excess of +/- 5% of the required square footage, including space labeled “free space” will be deemed non-responsive.**

An initial decision will be made on which option (either co-location or separate CSE and GTA/PTO/EXE facilities) to take. The following calculation process will be the same for both options; the option with the lowest score (representing the best leasing value) will be pursued.

- (A) For each Reply, the sum of the total rent over the life of the lease, the total renewal rent and identifiable infrastructure cost borne by the Department will be determined.
- (B) In order to take into consideration the quality of the proposed facility, the building’s BOMA rating will be considered using the following method: “A” rating = 1.1, “B” rating = 1.2, “C” rating = 1.3, “D” rating = 1.4

The product of (A) and (B) will be the individual Reply’s “score”.

The scores for each Reply, in each option, will then be added together and divided by the number of Replies in that option. The option with the lowest average score (best leasing option) will be the option selected.

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