

STATE OF FLORIDA
DEPARTMENT OF MANAGEMENT SERVICES
 Co-Location County Summary Sample

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
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2	Agency: Department of Health			County: Hillborough												
5	PLAN COMPLETED BY:		Fred Sample			DATE:	4/1/2012		TOTAL LEASES IN COUNTY?	7		CURRENT FULL SERVICE MARKET RATE	\$32.00			
6	DOES YOUR AGENCY OWN BUILDINGS IN THIS COUNTY?				Yes		SPACE AVAILABLE?	Yes		APPROXIMATE SF AVAILABLE?	0		DMS SPACE AVAILABLE?	Yes		
7	WOULD ANY LEASES BELOW BE A CANDIDATE FOR CO-LOCATION IN AN ADJOINING COUNTY?								Yes		LIST YOUR LEASE(S) HERE:	6400374; 6400277				
8																
9	Lease Source	Lease ID	Co-Location Candidate?	CL Grouping	Lease End Date	Square Footage	Rate Per Square Foot	Rate Type	Annual Rent	FTE Current FY 2012-13	FTE Estimate FY 2013-14	FTE Estimate FY 2014-15	Telecommuting FTE	% OF Telecommuting Time		
10	Private	6400174	Yes	1	4/30/2013	4,159	\$17.40	Full Service	\$72,366.60	18						
11	Public	9646206	No	N/A	12/31/2050	8,521	\$5.11	No Services	\$43,542.31	0						
12	Public	9646205	Yes	1	12/31/2050	10,362	\$17.18	Full Service	\$178,019.16	69						
13	Private	6400323	Yes	2	2/28/2015	1,204	\$15.00	Janitorial only	\$18,060.00	6						
14	Public	9648417	Yes	2	12/31/2050	150	\$17.18	Full Service	\$2,577.00	1						
15	Private	6400374	No	N/A	4/30/2014	593	\$5.40	No Services	\$3,202.20	2						
16	Private	6400277	Yes	1	9/30/2016	32,578	\$22.36	Full Service	\$728,444.08	144						
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29	Group Key	Lease ID	NEXT ACTION FOR LEASES ---- SEE NEXT SHEET FOR GROUPING ANALYSIS													
30	1	6400174	Renew for two year to sinc up with 6400323													
31	1	9646205	State lease. Check to see if state space available to accommodate extra FTE.													
32	1	6400277	Request non-appropriation language to terminate private lease as of 6/30/2013 in order to move to state space.													
33	2	6400323	Consolidation with 6400174													
34	2	9648417	State lease. Check to see if state space available to accommodate extra FTE.													
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Cell: C2

Comment: Please keep in mind to think creatively in completing this co-location analysis. What is sent in will be reviewed by our Strategic Team. Your suggestions are not permanent and can be changed where warranted. This holistic exercise will assist in examining all the parameters known in measuring the co-location possibilities. If you have any questions, please call your DMS Leasing agent.

Cell: C5

Comment: List the name of the person completing the co-location analysis.

Cell: I5

Comment: Date the analysis is complete.

Cell: K5

Comment: What is the total amount of all leases in your county?

Cell: N5

Comment: Current Full Service is the market rate excluding tenant improvements. You can get this information from your tenant broker or by calling your DMS leasing agent.

Cell: C6

Comment: We want to determine how much space you have that you may or may not be using so we might backfill.

Cell: I6

Comment: Do you have vacant offices or other spaces that are being under utilized?

Cell: K6

Comment: What square footage of offices are available with or without buildout?

Cell: N6

Comment: Is there DMS space that would be a good fit for your agency?

Cell: C7

Comment: Is there a possibility that your agency could save money by co-locating in an adjoining county over the next five years?

Cell: K7

Comment: Whatever lease(s) that are listed here are for analysis purposes only and does not indicate a mandatory move.

Cell: C9

Comment: List if the lease is public or private here.

Cell: E9

Comment: Will this lease be a candidate for co-location? (CL)

Cell: F9

Comment: Co-Location Grouping:

Group by numbers based on potential co-location candidates. i.e... 1,1,1,2,2,2,3,3,3 etc.

All N/As should be grouped together.

Take each group and list on a separate group analysis worksheet.

DEPARTMENT OF MANAGEMENT SERVICES

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Cell: J9

Comment: List what the rate includes:

Full (Utilities & Janitorial)

Utilities Only

Janitorial Only

None (Space Only)

Cell: O9

Comment: This is the telecommuting box. Please list the number of telecommuters and average their office time in the next cell.

Cell: P9

Comment: What percent of the time does the telecommuters spend in the office?

Add aggregate time for % to accommodate for mixed time.

Cell: C30

Comment: Match up the co-location candidates with a group number to be evaluated on the Group Analysis worksheet.