

State of Florida
DEPARTMENT OF MANAGEMENT SERVICES
Cost Benefit Analysis Sample

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
2	AGENCY:			GROUP KEY NUMBER:										COUNTY:								
5	CURRENT LEASE DATA								OUT YEAR ESTIMATES					CURRENT ANNUAL OPERATION COSTS								
6	Lease Number	SF	FTE	Expires	Rate	Rate Includes	Janitorial Rate	Utility Rate	Full Service Annual Rent (FY 2012-13)	(FY 2013-14)	(FY 2014-15)	(FY 2015-16)	(FY 2016-17)	FY 2012 -17 Subtotals	Special Equipment	Data	Communications	Office Equipment	Other	Current Operation Costs Sub-Total		
7	6400174	4,159	18	4/30/2013	\$17.40	Utilities Only	\$1.50		\$78,605	\$80,963	\$83,392	\$85,894	\$88,471	\$417,325	\$0	\$2,000	\$6,000	\$5,000	\$8,900	\$21,900		
8	9646205	10,362	69	12/31/2050	\$17.18	Full Service			\$178,019	\$183,360	\$188,861	\$194,526	\$200,362	\$945,128	\$2,000	\$4,000	\$8,000	\$6,000	\$0	\$20,000		
9	6400277	32,578	144	9/30/2016	\$22.36	Full Service			\$728,444	\$750,297	\$772,806	\$795,991	\$819,870	\$3,867,409	\$15,000	\$12,000	\$15,000	\$15,000	\$4,000	\$61,000		
10									\$0					\$0						\$0		
11	TOTALS	47,099	231						\$985,068	\$1,014,620	\$1,045,059	\$1,076,411	\$1,108,703	\$5,229,862	\$17,000	\$18,000	\$29,000	\$26,000	\$12,900	\$102,900		
12	ASSUMPTIONS: Assumption for 6400174 is that janitorial services cost \$1.50/sf. The other two leases are full service. Current "other operational costs" include security services for high traffic customer lobby. Assumes 3% escalation.																					
14	CO-LOCATION OPTIONS								ANTICIPATED OUT YEAR ESTIMATES					ANTICIPATED OPERATION COSTS								
15	Lease Number	SF	FTE	Anticipated Procurement Date	Rate	Rate Includes	Janitorial Rate	Utility Rate	Full Service Annual Rent (FY 2012-13)	(FY 2013-14)	(FY 2014-15)	(FY 2015-16)	(FY 2016-17)	FY 2012 -17 Subtotals	Special Equipment	Data	Com	Office Equipment	Other	Sub-Total		
16	New	43,000	231	1/1/2013	\$17.18	Full Service			\$738,740	\$760,902	\$783,729	\$807,241	\$831,458	\$3,922,071	\$15,000	\$15,000	\$25,000	\$20,000	\$9,500	\$84,500		
17	ASSUMPTIONS: Assumptions for co-located lease include: state space available at state space. Operation cost estimates include the assumption that office copiers can be reduced from a total of 10 to 5 at the co-located site. Special equipment can be reduced by consolidating two laboratories into co-located site. Other costs reduced because security contract hours will be minimized. Assumes 3% escalation.																					
19	RELOCATION COSTS				* SQUARE FOOT ANALYSIS				* COST BENEFIT SUMMARY													
20	Furnishings	\$20,790			Current	New	Difference	LEASE COSTS			OPERATIONAL COSTS			FINAL ANALYSIS								
21	Fixtures & Equipment	\$1,000			47,099	43,000	-4,099	YEAR	CURRENT	NEW	DIFFERENCE	CURRENT	NEW	DIFFERENCE	MOVE COSTS	\$ DIFFERENCE						
22	Data & Communications	\$1,000						YEAR 1	\$985,068	\$738,740	-\$246,328	\$102,900	\$84,500	-\$18,400	\$23,790	YEAR 1	-\$240,938					
23	Other	\$1,000						YEAR 2	\$1,014,620	\$760,902	-\$253,718	\$102,900	\$84,500	-\$18,400	\$0	YEAR 2	-\$272,118					
24	TOTAL	\$23,790						YEAR 3	\$1,045,059	\$783,729	-\$261,330	\$102,900	\$84,500	-\$18,400	\$0	YEAR 3	-\$279,730					
25	MOVING COST AVERAGE	\$20,790						YEAR 4	\$1,076,411	\$807,241	-\$269,170	\$102,900	\$84,500	-\$18,400	\$0	YEAR 4	-\$287,570					
26								YEAR 5	\$1,108,703	\$831,458	-\$277,245	\$102,900	\$84,500	-\$18,400	\$0	YEAR 5	-\$295,645					
27	* SAVINGS/REDUCTIONS WILL BE INDICATED AS A NEGATIVE							TOTALS	\$5,229,862	\$3,922,071	-\$1,307,791	\$514,500	\$422,500	-\$92,000	\$23,790	TOTAL ESTIMATED REDUCTIONS	-\$1,376,001					

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Cost Benefit Analysis Sample

Cell: B2

Comment: Keep in mind as you complete this form that the shaded areas have formulas and your entries should go in the clear spaces.

Cell: L2

Comment: List the co-location candidate's group number here. Do not put any other leases on this worksheet.

Cell: E6

Comment: Full time equivalents to include employees, OPS and contractors. This cell total auto-populates to the FTE cell in the Co-Location Options however if there is a reduction or an increase you must override the amount with your revised FTE count. Any difference must be described in Assumptions.

Cell: H6

Comment: List what the rate includes:

- Full (Utilities & Janitorial)
- Utilities Only
- Janitorial Only
- No Services

Cell: I6

Comment: If janitorial is not included in the rate, enter the amount per SF for janitorial services to calculate into the full service rate.

Cell: J6

Comment: If utilities are not included in the rate, enter the amount per SF for utility services to be calculated in the Full Service Annual Rent.

Cell: K6

Comment: Rate + Janitorial + Utilities x SF = \$XX

Cell: L6

Comment: User must enter values for YR2, YR3, YR4, YR5. Include any anticipated escalation for janitorial or utilities if applicable. Escalations assumptions must be itemized below.

Cell: Q6

Comment: Special equipment consists of lab equipment, vehicles, mass production printers, etc...

Cell: R6

Comment: Data cost consists of WIFI and other hardwired network services.

Cell: S6

Comment: Communication service consists of phone cost. If phone service is provided through VoIP then include these costs in the data column.

Cell: T6

Comment: Office equipment consists of copiers, postage meters, fax machines, document scanners, etc.

Cell: U6

Comment: Other costs may include items such as security services, travel to/from the courthouse, etc...

Cell: C12

Comment: Document every assumption made:

- Example: \$12.50 NNN/SF;
- \$1.50 Janitorial/SF;
- \$2.00 Utilities/SF
- Buildout \$xx/SF;
- Escalation @ 3%

Cell: E15

Comment: Full time equivalents to include employees, OPS and contractors. This cell auto-populates from Current Lease Data however if there is a reduction or an increase you must override the amount with the revised FTE count. Any difference must be described in Assumptions.

Cell: H15

Comment: Full (Utilities & Janitorial)

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DEPARTMENT OF MANAGEMENT SERVICES
Cost Benefit Analysis Sample

Utilities Only
Janitorial Only
No Services

Cell: I15

Comment: If janitorial is not included in the rate, enter the amount per SF for janitorial services to calculate into the full service rate.

Cell: J15

Comment: If utilities are not included in the rate, enter the amount per SF for utility services to be calculated in the Full Service Annual Rent.

Cell: K15

Comment: Rate + Janitorial + Utilities x SF = \$XX

Cell: L15

Comment: User must enter values for YR2, YR3, YR4, YR5. Include any anticipated escalation for janitorial or utilities if applicable. Escalations assumptions must be itemized below.

Cell: Q15

Comment: Special equipment consists of lab equipment, vehicles, mass production printers, etc...

Cell: R15

Comment: Data cost consists of WIFI and other hardwired network services.

Cell: S15

Comment: Communication service consists of phone cost. If phone service is provided through VoIP then include these costs in the data column.

Cell: T15

Comment: Office equipment consists of copiers, postage meters, fax machines, document scanners, etc.

Cell: U15

Comment: Other costs may include items such as security services, etc.

Cell: C17

Comment: Document every assumption made:

Example: \$12.50 NNN/SF;
\$1.50 Janitorial/SF;
\$2.00 Utilities/SF
Buildout \$xx/SF;
Escalation @ 3%

Be sure to include any tenant improvements in this assumptions cell if there is going to be any needed.

Cell: C20

Comment: Such as desks, chairs, file cabinets, etc...

Cell: C21

Comment: Such as copiers, special equipment, etc...

Cell: C22

Comment: Such as data switches, phone system, communications closet, etc...

Cell: C25

Comment: This cell is calculated at \$90 per FTE to indicate above or below the average.