SUBMIT BID TO:
PURCHASING DEPARTMENT
UNIVERSITY OF FLORIDA
ELMORE HALL, Room 102
PO Box 115250
GAINESVILLE, FL 32611-5250
Phone: (352) 392-1331 - FAX: (352) 392-8837
Web Address: www.purchasing.ufl.edu

INVITATION TO BID
Commodity
Acknowledgment Form

Page 1 of 12 Pages
with Attachments 1, 2, 3, 4 & 5

BID WILL BE OPENED December 9, 2011 at 10:00 AM
and may not be withdrawn within 45 days after such date and time.

BID NO. ITB12SP-123

UNIVERSITY MAILING DATE:
November 18, 2011

PURCHASING AGENT
Suzanne Penn / gem

BID TITLE:
Lease of Space for OB/GYN, MIC, WIC AND HEALTHY FAMILIES

VENDOR NAME

VENDOR MAILING ADDRESS

REASON FOR NOT SUBMITTING BID

CITY - STATE - ZIP CODE

POSTING OF BID TABULATIONS

AREA CODE TELEPHONE NO.

FAX NO.

WEB ADDRESS
EMAIL ADDRESS

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify by authorized signature to sign this bid for the vendor and that the vendor is in compliance with all the requirements of the Invitation to Bid, including but not limited to, certification requirements. In submitting a bid on behalf of the Board of Trustees, hereinafter known as the University, the vendor offers and agrees that if the bid is accepted the vendor will convey, sell, assign, or transfer to the University all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the University for price fixing relating to the particular commodities or services purchased or acquired by the University. At the University's discretion, such assignment shall be made and become effective at the time the purchasing agency tenders final payment to the vendor.

AUTHORIZED SIGNATURE (MANUAL)

NAME AND TITLE (TYPED)

GENERAL CONDITIONS

SEALED BIDS: All bid sheets and this form must be executed and submitted in a sealed envelope. (DO NOT INCLUDE MORE THAN ONE BID PER ENVELOPE.) The face of the envelope shall contain, in addition to the above address, the date, and time of the bid opening and the bid number. Bids not submitted on the attached bid form shall be rejected. All bids are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.

1. EXECUTION OF BID: Bid must contain an original manual signature of authorized representative in the space provided above. Bid must be typed or printed in ink. Use of erasable ink is not permitted. All corrections to prices made by vendor must be initialed.

2. NO BID: If not submitting a bid, respond by returning only this vendor acknowledgment form, marking it "NO BID", and explain the reason in the space provided above. Failure to respond to a procurement solicitation without giving justifiable reason for such failure, noncompliance to contract conditions, or other pertinent factors deemed reasonable and valid shall cause for removal of the supplier's name from the bid mailing list. To qualify as a respondent, vendor must submit a "NO BID", and it must be received no later than the stated bid opening date and hour.

3. BID OPENING: Shall be public, on the date, location and the time specified on the bid form. It is the vendor's responsibility to assure that the bid is delivered at the proper time and place of the bid opening. Bids which for any reason are not delivered will not be considered. A bid may not be altered after opening of the bids. NOTE: Bid tabulations will be posted electronically at www.purchasing.ufl.edu. Bid tabulations will not be provided by telephone.

4. PRICES, TERMS AND PAYMENT: Firm prices shall be bid and will include all packing, handling, shipping charges, and delivery to the destination shown herein.
   (a) TAXES: The University does not pay Federal Excise and Sales taxes on direct purchases of tangible personal property or services. The Florida Tax Exempt Number is 11-06-020456-75C. This exemption does not apply to purchases of tangible personal property or services made by vendors who use the tangible personal property or services in the performance of contracts for the improvement of University-owned real property as defined in Chapter 192, F.S.
   (b) DISCOUNTS: Vendors are encouraged to reflect trade discounts in the unit prices quoted; however, vendors may offer a discount for prompt payment. Prompt payment discounts will not be considered in the bid award. However, every effort will be made to take the discount within the time offered.
   (c) MISTAKES: Vendors are expected to examine the specifications, delivery schedule, bid prices, extensions, and all instructions pertaining to supplies and services. Failure to do so will be at vendor's risk. In case of a mistake in extensions the unit price will govern.
   (d) INVOICING AND PAYMENT: Payment will be made by the University of Florida after the items awarded to a vendor have been received, inspected, and found to comply with award specifications, free of damage or defect and properly invoiced. All invoices shall bear the purchase order number. Payment for partial shipments shall not be made unless specified. An original invoice shall be submitted. Failure to follow these instructions may result in delay in processing invoices for payment. Payment shall be made in accordance with Section 215.422 (1) (2) F.S. VENDOR OMBUDSMAN: The University's vendor ombudsman, whose duties include acting as an advocate for vendors may be experiencing problems in obtaining payment from the University, may be contacted at 352-392-1241.
   (e) ANNUAL APPROPRIATIONS: The University's performance and obligation to pay under any contract awarded is contingent upon an annual appropriation by the Legislature.
   (f) CONDITION AND PACKAGING: It is understood and agreed that any item offered or shipped as a result of this bid shall be new, current standard production model available at the time of this bid. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.
   (g) SAFETY STANDARDS: Unless otherwise stipulated in the bid, all manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act and any standards hereunder.

5. CONFLICT OF INTEREST: The award hereunder is subject to the provisions of Chapter 112, F.S. All vendors must disclose with their bid the name of any officer, director, or agent who is also an employee of the University of Florida. Further, all vendors must disclose the name of any University employee who owns, directly or indirectly, an interest of five percent (5%) or more in the vendor's firm or any of its branches.

6. AWARDS: As the best interest of the University may require, the right is reserved to make award(s) by individual item, group of items, all or none or a combination thereof; to reject any and all bids or waive any minor irregularity or technicality in bids received. When it is determined there is no competition to the
lowest responsible vendor, evaluation of other bids are not required. Vendors are cautioned to make no assumptions unless their bid has been evaluated as being responsive.

7. INTERPRETATIONS/DISPUTES: Any questions concerning conditions or specifications shall be directed in writing to the Purchasing Department. Inquiries must reference the date of bid opening and bid number. No interpretations shall be considered binding unless provided in writing by the University in response to requests in full compliance with this provision.

8 NOTICE OF BID PROTEST BONDING REQUIREMENT: Any person or entity who files an appeal protesting a decision or an intended decision pertaining to a competitive solicitation shall at the time of filing the formal protest, post with the University a bond payable to the University in an amount equal to: 10% of the estimated value of the protest or bid or proposal: 10% of the aggregate of all the protest or proposal bids, if the aggregate during the contract term; $10,000.00; or whichever is less. The bond shall be conditioned on the payment of all costs which may be adjudged against the person or entity filing the protest action. In lieu of a bond, the University may accept a cashier’s check, bank official check, or cashier’s check, bank official check or money order at the time of filing the protest, in the amount of $500 or a bond, cashier’s check, or cashier’s check, bank official check or money order at the time of filing the PROTEST SHALL RESULT IN DENIAL OF THE PROTEST.

9. GOVERNMENTAL RESTRICTIONS: In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered in this bid prior to their delivery, it shall be the responsibility of the successful vendor to notify the purchaser at once, indicating in writing the specific regulation which requires an alteration. The University reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no expense to the University.

10. LEGAL REQUIREMENTS: Applicable provision of all Federal, State, county and local laws, and of all ordinances, rules and regulations shall govern development, submittal and resolution of all claims and disputes which may arise between person(s) submitting a bid response to the University, or of the University or to the University or to the University or to the University or to any person or entity filing the protest action. In lieu of a bond, the University may accept a cashier’s check, bank official check or money order in the amount of the bond. A bond must be in the amount of $10,000 or whichever is less. Such bond shall be conditioned on the payment of all costs which may be adjudged against the person or entity filing the protest action. In lieu of a bond, the University may accept a cashier’s check, bank official check or money order at the time of filing the formal protest, in the amount of $500 or a bond, cashier’s check, or cashier’s check, bank official check or money order at the time of filing the formal protest shall result in denial of the protest.

11. LOBBYING: Vendor is prohibited from using funds provided under any contract or purchase order for the purpose of lobbying the Legislature or any other official, commission, board, authority, council, or department of the executive branch or the judicial branch of state government.

12. ADVERTISING: In submitting a bid, the vendor agrees not to use the results therefrom as a part of any commercial advertising. Vendor may not use the names, logos, or trademarks of the University, its employees, or affiliates without the prior written consent of the University.

13. ASSIGNMENT: Any contract or purchase order issued pursuant to this Invitation to Bid and the monies which may become due hereunder are not assignable except with the prior written approval of the purchaser.

14. LIABILITY: The vendor agrees to indemnify and save the University of Florida, the State of Florida and the Florida Board of Governors, their officers, agents, and employees harmless from any loss or expense, including attorney’s fees, and all claims on account of damages to property, including loss of use thereof, or bodily injury (including death) which may be hereafter sustained by the vendor, its employees, its subcontractors, or the University of Florida, the State of Florida and the Florida Board of Governors, their officers, agents, or employees, or third persons, arising out of or in connection with any contract awarded in whole or in part under the present solicitation or of any negligent acts of the vendor, its officers, agents, and employees. This clause does not apply to contracts between government agencies.

15. FACILITIES: The University reserves the right to inspect the vendor’s facilities at any time with prior notice.

16. ADDITIONAL QUANTITIES: For a period not exceeding ninety (90) days from the date of acceptance of any offer by the University of Florida, the right is reserved to acquire additional quantities up to but not exceeding those shown on bid or the bid level at the prices bid in this invitation. If additional quantities are not acceptable, the bid sheets must be noted “BID IS FOR SPECIFIED QUANTITY ONLY”.

17. SERVICE AND WARRANTY: Unless otherwise specified, the vendor shall define any warranty service and replacements that will be provided during and subsequent to this contract. Vendors must explain on an attached sheet to what extent warranty and service facilities are provided.

18. SAMPLES: Samples of materials, when called for, must be furnished free of expense, on or before bid opening time and date, and if not destroyed, may upon request be returned at the vendor’s expense. The University reserves the right with vendor’s name, manufacturer’s brand name and number, bid number and item number. Request for return of samples shall be accompanied by instructions which include shipping authorizations and must be receipted for by the University. If instructions are not received within this time, the commodities shall be disposed of by the University.

19. INSPECTION, ACCEPTANCE AND TITLE: Inspection and acceptance will be at destination unless otherwise specified. Title and risk of loss or damage of all items shall be the responsibility of the vendor until accepted by the University, unless loss or damage results from negligence by the University. The contract supplier shall be responsible for filing, processing and collecting all damage claims. However, to assist him in the expedient handling of damage claims, the University will:

(a) Record any evidence of visible damage on all copies of the delivering carrier’s Bill of Lading.
(b) Report damage (Visible or Concealed) to the carrier and contract supplier upon receipt. Reports must be presented within fifteen (15) days of delivery, requesting that the carrier inspect the damaged merchandise.
(c) Retain the item and its shipping container, including inner packing material until inspection is performed by the carrier, and disposition given by the contract supplier.
(d) Provide the contract supplier with a copy of the carrier’s Bill of Lading and damage inspection report.

20. PATENTS, COPYRIGHTS, TRADEMARKS, ROYALTIES and other Intellectual Property: The vendor will not use, sell, rent, lease, or use the University’s equipment or intellectual property without the prior written consent of the University.

21. CONFLICT BETWEEN DOCUMENTS: If any terms and conditions contained within the documents that are a part of this ITB or resulting contract are in conflict with any other terms and conditions contained therein, then the various documents comprising this ITB or resulting contract, as applicable, shall govern in the following order of precedence: change order, purchase order, addenda, special conditions, general conditions, specifications, departmental description of work, and bid.

22. MANUFACTURERS’ NAMES AND APPROVED EQUIVALENTS: Any manufacturer’s names, trademark, brand names, or any other name which trade or commercial identifiers should be legally protected.

23. NONCONFORMANCE TO CONTRACT CONDITIONS: Items may be tested and/or inspected for compliance with specifications by any appropriate testing facilities. Any items delivered not conforming to the University’s specifications will be considered nonconforming. Reasonable grounds for believing that a contract awarded in whole or in part under the present solicitation or of any negligent acts of the vendor, its officers, agents, and employees. This clause does not apply to contracts between government agencies.

24. PUBLIC RECORDS: Any material submitted in response to this Invitation to Bid shall become a public record pursuant to Florida Statute 119.07 F.S. This material which the responding vendor might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07(1)(a).

25. DELIVERY: Unless actual date of delivery is specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of purchase order in space provided. Delivery time may become a basis for making an award (see Special Conditions). Delivery shall be within the normal working hours of the University of Florida, Monday through Friday, unless otherwise specified.

26. PUBLIC PRINTING - PREFERENCE GIVEN PRINTING WITHIN THE STATE: The University of Florida shall give preference to vendors located within the state when awarding contracts to have materials printed, whenever such printing can be done at no greater expense than, and at a level of quality comparable to, that obtainable from a vendor located outside of the state.

(a) CONTRACTS NOT TO BE SUBLET: In accordance with Class B Printing Laws and Regulations “Printing shall be awarded only to printing firms. No contract shall be awarded to any broker, agent, or independent contractor offering printing manufactured by other firms or persons.

(b) DISQUALIFICATION OF VENDOR: Reasonable grounds for believing that a vendor is involved in more than one bid for the same work will be cause for rejection of all bids in which such vendors are believed to be involved. Any or all bids will be rejected if there is reason to believe that collusion exists between vendors. Bids in which the prices obviously are unbalanced will be subject to rejection.

(c) TRADE CUSTOMS: Current trade customs of the printing industry are recognized unless otherwise specified in the General Conditions or Specifications of this bid.

(d) COMMUNICATIONS: It is expected that all materials and proofs will be picked up and delivered by the printer or his representative, unless otherwise specified. Upon request, materials will be forwarded by messenger.

(e) RETURN OF MATERIAL: All copy, photos, artwork, and other materials supplied by the University of Florida must be handled carefully and returned in good condition upon completion of work. Such return is a condition of the contract and payment will not be made until return is affected.

NOTE: ANY AND ALL SPECIAL CONDITIONS AND SPECIFICATIONS ATTACHED HERETO WHICH VARY FROM THE GENERAL CONDITIONS SHALL HAVE PRECEDENCE.

END OF SECTION

Rev.2/09
A. SPECIAL CONDITIONS

INVITATION TO BID FORM - All bids should be submitted on the University of Florida, Purchasing Services, Invitation to Bid/Bidders Acknowledgment form with one (1) complete original bid and one (1) complete photocopy in a sealed envelope, with the following information on the outside of the envelope: bid number, date and time of bid opening, and Company name in order to be considered in the award.

INQUIRIES - The University will not give verbal answers to inquiries regarding the specifications, or verbal instructions prior to or after the award of the bid. A verbal statement regarding same by any person shall be non-binding. The University is not liable for any increased costs resulting from the Bidder accepting verbal direction. All changes, if necessary, shall be made by written addendum to the bid.

Any explanation desired by Vendors must be requested of the University of Florida, Purchasing Services in writing, and if an explanation is necessary, a reply shall be made in the form of an addendum, a copy of which will be forwarded to each Vendor who has received a set of the bid documents from the University. Vendors obtaining bid documents from any other source must notify the University of their name, address, telephone, and facsimile numbers in order to receive any addenda. Direct all inquiries to Suzanne Penn or Gail Morris, University of Florida, Purchasing Services, PO Box 115250, Gainesville, FL 32611-5250, email: sipenn@ufl.edu or gmorris@ufl.edu, by close of business on November 28, 2011.

AMERICANS WITH DISABILITY ACT - If special accommodations are needed in order to attend a pre-proposal meeting or a proposal opening, contact Gail Morris, (352) 392-1331, ext 232, or email at gmorris@ufl.edu, three business days prior to the Proposal opening.

FAXED BIDS - Faxed bids are not encouraged. However, faxed bids are authorized in response to this Invitation to Bid. It is the responsibility of the vendor to insure that the fax is received in the Purchasing Services office 1 hour prior to bid opening. Notify Gail Morris, 352-392-1331; ext. 232, prior to faxing the bid. Faxes should be sent to (352) 392-8837.

BID DELIVERY - If this bid will be mailed through the U. S. Postal Service as regular mail, address the bid to the PO Box as shown on the Invitation to Bid Acknowledgment Form. Bids must be delivered sealed, to:

University of Florida
Purchasing Services
102 Elmore Hall – Radio Road
Gainesville, FL 32611-5250
On or prior to 12/9/2011 at 10:00 AM
ITB12SP-123

The above address is a valid address for any courier service.

It is the vendor’s responsibility to assure that the proposal is delivered at the proper time and place of the bid opening.
**ITB INTERPRETATION** – Interpretation of the wording of this document will be the responsibility of the University and that interpretation will be final and binding.

**VENDOR’S EXPENSE** – All proposals submitted in response to the ITB must be submitted at the sole expense of the Vendor, whether or not any agreement is signed as a result of this Invitation to Bid. Proposers will pay all costs associated with the preparation of proposals and necessary visits to campus and other required site visits.

**CONTRACT AWARD** - Award will be made on an “All-or-None Offer Total Offer” basis. Any contract awarded pursuant to this Bid / ITB will be awarded to the single best Bidder or to none at all. Award shall be made to the responsive proposer whose proposal is determined to be the most advantageous to the University taking into consideration the evaluation factors set forth in the evaluation criteria section. Price, although a consideration, will not be the sole determining factor. There is no obligation on the part of the University to award a contract.

**LEASE DOCUMENT** - Additional terms and conditions can be found in the attached sample “University of Florida Lease of Space Agreement”. A similar instrument will be executed prior to the time vendor services commence.

**RIGHT TO TERMINATE** – The Lessee shall have the right to terminate, without penalty, this lease in the event a State-owned building becomes available to the Lessee for occupancy during the term of said lease for the purposes for which this space is being leased, upon giving thirty (30) days advance written notice to the Lessor by Certified Mail, Return Receipt Requested.

**AVAILABILITY OF FUNDS** – The obligation of the Lessee under this agreement are subject to the availability of funds lawfully appropriated annually for its purpose by the Legislature of the State of Florida and/or the allotment of funds through grant programs.

**CONTRACT RENEWAL** - As mutually agreed upon, the successful bidder shall be awarded a contract for **five** years, with the option to renew the contract for **one** additional five-year period. The same terms and conditions will apply as outlined in the bid. Renewal of this contract shall be contingent upon satisfactory performance evaluations by the University.

**ERRORS** – The University is not liable for any errors or misinterpretations made by the proposer in responding to this Invitation To Bid.

**OPEN COMPETITION** - The University encourages free and open competition among vendors. Whenever possible, specifications and proposal terms and conditions are designed to accomplish the objective, consistent with the necessity to satisfy the University’s needs and the accomplishment of a sound economical operation. The vendor’s signature on the proposal guarantees that the prices quoted have been established without collusion with other vendors and without effort to preclude the University from obtaining the lowest possible competitive price. The vendor certifies that its officers or employees have not bribed or attempted to bribe or influence in any way on officer, employee or agent of the University.
CONFIDENTIALITY – From the date of issuance of this ITB, until a proposal is made, the vendor must not make available or discuss his or her proposal, or any part thereof, with any employee or agent of the University, unless permitted by the University Purchasing authority, in writing, for clarification purposes only.

EQUAL OPPORTUNITY STATEMENT - The State Universities have established equal opportunity practices which conform to both the spirit and the letter of all laws against discrimination and prohibits discrimination based on race, creed, color, sex, age, national origin, marital status or religion. To be considered for inclusion as a supplier under this agreement, the proposer commits to the following:

The provisions of Executive Order 11246, September 24, 1966, and the rules, regulations, and relevant orders of the Secretary of Labor are applicable to each order placed against this agreement regardless of value.

If the proposer expects to receive $10,000 in orders during the first 12 months of this agreement, a complete certificate of non-segregated facilities shall be attached to the proposal response.

If the proposer expects to receive $50,000 in orders during the first 12 months of this agreement and employs more than 50 people, standard form 100 (EEOO-1) must be filed prior to March 1 of each year.

If the proposer expects to receive $50,000 in orders during the first 12 months and employs more than 50 people, a written program for affirmative action compliance must be maintained by the proposer, subject to review upon request by the user agencies of this agreement.

PUBLIC ENTITY CRIME - A person or affiliate who has been placed on the convicted vendor list by the Department of Management Services, State of Florida, may not submit a proposal on a contract to provide any goods or services, including construction, repairs, or leases and may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant for the University of Florida for a period of 36 months from the date of being placed on the convicted vendor list, a "person" or "affiliate" includes any natural person or any entity, including predecessor or successor entities or any entity under the control of any natural person who is active in its management and who has been convicted of a public entity crime (Rule 6C1-3.020 FAC).

FEDERAL DEBARRMENT - By signing this bid/proposal, the offeror certifies, to the best of its knowledge or belief, that the offeror and its principals are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency; or have not within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them in connection with a public contract or subcontract; or are not criminally or civilly charged by a governmental entity with commission of offenses; or has not within a three year period preceding this offer had a contract terminated for default by any Federal agency. (Federal Acquisition Regulation 52.209-5)
DISCRIMINATION – An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor or consultant under contract with any public entity, and may not transact business with any public entity.

SMALL BUSINESS PROGRAM - University is an equal opportunity institution and, as such, encourages the use of small businesses, including women and minority-owned small businesses in the provision of goods and services. Small businesses should have a fair and equal opportunity to compete for dollars spent by the University. Competition ensures that prices are competitive and a broad vendor base is available. Vendor shall use good faith efforts to ensure opportunities are available to small businesses, including women and minority-owned businesses. For questions about the University’s Small Business Program contact Faylene Welcome, Director of Small Business and Vendor Diversity, 352-392-0380.
B. SPECIFICATIONS

PURPOSE AND SCOPE: The purpose of this bid is to provide office space for the department of Obstetrics and Gynecology and Maternity and Infant Care/Women, Infants and Children (MIC,/WIC), Psychosocial and Healthy Families, Alachua, for the University of Florida, a public corporation of the State of Florida, hereinafter will be called the Lessee. This space will house personnel of the OB/GYN, MIC,/WIC, Psychosocial and Healthy Families team of approximately 90 people.

QUALIFICATIONS OF BIDDERS: The University of Florida is bound by Florida Statute 112.213(3) which provides that no public official or employee, acting in a private capacity, shall rent, lease, or sell any realty, goods, or services to his own agency if he is a state officer or employee. Therefore, no bids may be accepted from bidders in the ownership of whose property state employees are involved.

A. LEASED SPACE NEEDS AND REQUIREMENTS ARE AS FOLLOWS:

1. Office space of **7,500 to 8,500** square feet in addition to clinic space of **1,000 to 1,500** square feet of net rentable space measured in accordance with the State University System Method of Facilities Measurement in a single contiguous location.

2. Lessor will provide an active alarm system covering the windows, doors and motion detection due to the nature of the equipment and systems work.

3. The costs of all renovations will be assumed by the Lessor and all renovations will meet the specifications of the Lessee. Propose a rental rate per square foot (sq. ft.) per year that will include all renovations and other special requirements necessary to accommodate the program at the time of initial occupancy.

4. Space must be available for occupancy no later than **March 1, 2012**.

5. **Delivery time is of the essence in the award of this Invitation to Bid.** Vendors must take this into consideration when preparing their bids. State when the space will be available for occupancy. The University reserves the right to consider availability in the award of this bid.

6. The effective period of the lease agreement resulting from this bid will be from occupancy through **March 30, 2017**, with an option to renew for 1 additional five-year period.

7. The provision for an option must be clearly spelled out, and a firm rental rate per square foot per year must be delineated. Options with rates to be negotiated are not acceptable.

8. The prospective lessor shall agree to enter into a lease contract on the Standard Lease Agreement Form (a sample is enclosed as part of this proposal), which must be
approved and fully executed by both parties to the agreement prior to occupancy.

9. Ownership Disclosure Statement shall be required in accordance with Florida Statute 255.249 (2) (h) & (i), if awarded the bid.

10. Included herein for information purposes only is a copy of each of the following documents:
    a. Standard Lease Agreement Form-Attachment 1
    b. Standard Method of Space Measurement-Attachment 2
    c. Standards for Special Facilities for the Physically Disabled (Chapter 13D-1)-Attachment 3.
    d. Disclosure Statement-Attachment 4
    e. Coverage Request Form - Leased Buildings - Attachment 5

11. Proposals will be evaluated using weighted criteria including such factors as:
    a. Cost per square foot per year
    b. The susceptibility of the space proposed to efficient interior layout and good utilization
    c. Location of space as it relates to the University of Florida or the Alachua County Public Health Department located at 224 SE 24th St., Gainesville, FL.
    d. Condition of facility
    e. Availability of space
    f. Costs to the Department of Obstetrics and Gynecology to move into the space
    g. Walls between rooms should go to the ceiling and be relatively soundproof
    h. Factors listed in “Other Requirements”
    i. Other space should include a conference room of at least 500 square feet, a break room area, locked storage area, adequate space for a mail room, copy machines, facsimile machines and male and female restrooms.

12. Any renovations required must comply with the fire safety standards of the State Building Code before renovations are commenced. (Section 255.24 (5), Florida Statutes).

13. The actual usable office space must have available 7,500 to 8,500 square feet of office space in addition to 1,000 to 1,500 square feet of clinic space. The ideal office space should be divided into a minimum of 15 to 20 individual offices with additional open areas or offices sufficient to accommodate other staff needs. The clinic space should include 4 to 6 private rooms as well as a small waiting area with an accessible restroom. Non-clinical space should include a conference room of at least 500 square feet, a kitchen break room area, and locked storage area, adequate space for a mail room, copy machines, and facsimile machines.

14. All office spaces must be lockable and able to be secured.
15. Office location should be on a major thoroughfare within 5 miles to I-75 with bus route within walking distance.

16. All Utilities, pest control, common area maintenance, daily janitorial services, (M-F) and annual cleaning should be included.
   a. Daily janitorial at a minimum should include:
      - Waste Disposal
      - Floor vacuuming, spot cleaning or mopping
      - Bathroom cleaning, including mirrors, toilets and floors; replenishing soap and paper products
      - Cleaning entrance door and windows
      - Dusting baseboards and removing smudges on walls
      - Clean break room
   b. Annual (or semi-annual) cleaning should include as a minimum:
      - Inside and outside window washing, including sills
      - Carpet shampooing
      - Air conditioner/heater filter replacement and vent cleaning
      - Waxing kitchen and bath floors

Other Requirements:

17. All offices shall be accessible through interior attachment.

18. Heating and Air Conditioning shall meet ASRAE guidelines. The heating and air shall be maintained in satisfactory conditions at all times.

19. The carpet and floors should be in good repair, free and clear of wear. Space other than the break room and restrooms should be carpeted to afford increased noise reduction.

20. Pest Control services are to be provided by Lessor, at least once per month. The facility should be pest free at time of occupancy and maintained thereafter. It will also be the responsibility of the Lessor to contract for additional pest control services should they become necessary.

21. Lessor will provide parking spaces for at least 40 vehicles and a safe space to leave four (4) rental vehicles overnight and weekends.

22. The facility must:
   - Be structurally sound
   - Have plumbing and wiring in safe and good working order
   - Be painted immediately prior to occupancy or be clean and free of mars
   - Have wallpaper (if included) in good repair
   - Have windows that are operable, clean and attractively covered with blinds
• Have sinks, counters, and plumbing fixtures that are intact and undamaged
• Hot water must be available at least in the kitchen area
• Be capable of being attached to a T-1 computer line, have existing computer cabling and ability to expand computer capabilities

23. Prospective bidder shall furnish the following information with his proposal:

a. Square footage measured in compliance with the Standard Method of Space Measurement – Attachment A.

b. Delineate area in which space is located, (Address of Space)

c. Term of initial lease; term of lease covered by option to renew:

d. Full Services to be provided:

e. Annual rental obligations:

f. Rent per square foot per year:

g. Statement whereby the prospective Lessor agrees to enter into a lease contract on Standard Lease Agreement Form.

h. Description of space (detailed characteristics of construction), including photograph of property and 1/8" to 1'0" scale floor plans of the proposed space.

i. Date of availability:

j. Notarized statement certifying that the owner (Lessor) is an Equal Opportunity Employer.

k. Ownership (Interest) Disclosure Statement required.

l. A proposal submitted shall be signed by the owner(s). Corporate, trade, or partnership title may be stamped, written or typewritten, but the actual
signature of the authorized representative must appear on the proposal. If the proposal is signed by an agent, evidence of authority of the agent must accompany the proposal.
C. PRICE PAGE

Propose a rental rate per square foot (sq. ft.) per year that will include all renovations and other special requirements necessary to accommodate the program at the time of initial occupancy, and clearly stating of that rental rate per sq. ft. the amount allocated to:

- Base rent
- Cost of Tenant improvements or renovations necessary to make the space conform to the University’s specifications
- Operating costs, such as real property taxes and utilities, being reimbursed by the University.

I (We) offer to the University of Florida an aggregate of ____________ square feet of net rentable space measured in accordance with the Department of General Services' Standard Method of Space Measurement at a rate of:

**Occupancy THROUGH March 30, 2017**

$_________ PER SQUARE FOOT PER YEAR $______________ ANNUAL RENTAL

OPTION TO RENEW: One (5) year period:

April 1, 2017 to March 30, 2022 $_____ Per Sq. Ft. $______________ Annual Rent