DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

REQUEST FOR
INFORMAL PROPOSAL FOR OFFICE SPACE LEASE

LEASE NUMBER: 760:0527

Please return the attached quote submittal package (Pages 1 – 16, Preliminary Floor Plan, and proof that the location is zoned for governmental office space) by **June 12, 2009** to the Department Contact listed below:

General Headquarters Department Contact:

Jeremy Douglas
Bureau of Real Estate Service (850) 617-3458
Neil Kirkman Building
2900 Apalachee Parkway, Room B341, MS 24
Tallahassee, Florida 32399

Geographic Boundaries:

The Department requires space in the **Palm Beach**, County area, located within the following boundaries:

North Boundary: Gateway Blvd.
South Boundary: NW 51st St. / Yamato Rd.
East Boundary: A1A / Atlantic
West Boundary: Florida Turnpike
(See attached Boundary Map)

QUOTE SUBMITTAL FORM

Lease Number: 760:0527 **Quote Submittal Date:** _____

Proposed Facility Name: _____

Proposed Facility Address: _____

Name of Proposer: _____

Contact Person: _____ **Email Address:** _____

Phone No.: _____ **Fax No.:** _____

Address: _____
(P.O. Box is not acceptable)

Requestor: Department of Highway Safety and Motor Vehicles **Division:** Driver Licenses

Address: Neil Kirkman Building, 2900 Apalachee Parkway, Room B-341, MS24, Tallahassee, Florida 32399

It is the proposer responsibility to be familiar with all aspects of the quote submittal package outlined below and attached hereto. Specific responses and/or acknowledgement of each item must be made by the proposers' manual initials in each

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space provided and signature on the last page of the quote submittal. Unless otherwise specified the proposer need not resubmit copies of the attachments/addendums' referenced in the quote submittal. **By acknowledging the attachments/addendum's page of the quote submittal the proposer agrees to execute and submit all required documents if selected by the Department as the candidate for a lease agreement.**

General Specifications and Requirements

1. **Net square footage required:** **4,955** +/- 3% (acceptable range **4,806** **to** **4,999** square feet) measured in accordance with Standard Method of Space Measurement. **Note: In accordance with Florida Administrative Code 60H 2.003, usable space does not include rest rooms, stairs, exit stair passageways, public corridors, main entrance lobbies, elevator lobbies, elevator shafts, flues, furnaces, pipe shafts, vertical ducts, air conditioning rooms, fan rooms, janitor closets, electrical closets, and such other equipment and building support rooms not actually available to the tenant for furnishings, personnel and their enclosing walls. These items are not to be included in calculating net rentable square footage.**

PROPOSER RESPONSE: **Net square feet proposed:** _____
Total square feet of entire complex, which will house the proposed space: _____

2. **Type of space required:** Driver Licenses Issuance office space

   The Department requires ground floor space. Quotes submitted for space above ground floor may not be considered.

   Proposers offering multi-story buildings must meet the Building Code minimum of **55** pounds per square foot live load. The successful proposer must supply certification of Compliance.

   PROPOSER RESPONSE: (if applicable) _____ pounds per square foot.

3. **Location:** The space should be located in **Palm Beach** County Florida, within the boundaries as specified above. Quotes shall be considered if the space is within or abutting the specified boundaries. Space for the purpose of this paragraph means the net square footage to be leased.

4. **Space to be made available:** **July 1, 2010** or **within 90** days after the quote has been accepted or the permits have been secured, whichever occurs last. Should the successful proposer fail to make the space available by the date specified in the proposal, the proposer shall be liable to the Department for liquidated damages for each additional day until the space of portion thereof is made available for the said sum of **ONE HUNDRED FIFTY DOLLARS ($150.00) per day.**

   If the Department causes delays, written extension will be granted to the lessor. Unforeseen circumstances, beyond the control of the lessor (such as acts of God), which delay completion maybe cause for the lessor to request an extension (in writing) from the project contact person. Final decision concerning granting an extension shall be the sole discretion of the Department.

5. **Term of lease:** The lease will commence no later than **July 1, 2010** **for (7) years with an option to renew for (3) additional (3) year period(s)**.

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6. Services: Proposer shall indicate which of the following service options he/she will provide:

(a) _____ Gross Lease provided by the lessor, includes utilities, interior and exterior maintenance, recycling services, garbage disposal, pest control services, janitorial services and supplies as specified in **(Addendum X)**. The lessor shall be responsible for build-out and clean up and shall provide the Department with a clean and ready to operate space.

Includes furnishing all cleaning/maintenance equipment and cleaning supplies as required, including but not limited to, drinking cups at water fountains, bathroom tissues, paper towels, sanitizing supplies, ladies napkins, trash receptacle liners, liquid soap, and doormats at the entrances to the facility. All supplies are to be of good quality suitable to the needs of personnel.

Cleaning of the facility shall be accomplished in accordance with the schedule required in **(Addendum X)**.

(b) _____ Gross Lease provided by the lessor, excluding Janitorial services and supplies.

(c) _____ Gross Lease provided by the lessor, excluding Utilities.

(d) _____ Gross Lease provided by the lessor, excluding both Janitorial services, supplies and Utilities.

The lessor will provide the leased space to the Department (Lessee) for its exclusive use **24 hours per day, 7 days per week**, during the lease term. The space to be leased by the Department will be fully occupied during normal working hours, which are normally from 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding state holidays or as determined by the Department (Lessee), excluding holidays. The space may be fully or partially occupied during all other periods of time as necessary and required at the full discretion of the Department. Services shall be provided by the lessor under the terms of the lease agreement during all hours of occupancy at no additional cost to the Department (Lessee).

7. Floor plans: As part of the proposer quote submittal, the proposer will provide:

(a) A preliminary floor plan showing

- Calculation of net rentable square footage available using measurements from the scale floor plan. Refer to Standard Method of Space Measurement.
- To scale drawing of shell defining what internal structure if any are fixed.

Proposed locations of areas not included in the definition of net rentable space. The remaining area will form the basis for design of the office, support and circulation space.

8. Parking: For this facility the Department has determined that a minimum of **(70)** non-exclusive parking spaces are required to meet the needs of its employees and clients. A minimum of **(2)** spaces must meet the requirements of the Accessibility Requirements Manual published by the Department of Community Affairs, latest edition. Three spaces must be reserved, striped, and clearly marked for reservation for driver's testing (See Addendum XI). All spaces are to be under the control of the proposer, off the street, suitably paved and lined. Parking to be provided as part of the lease at no cost to the Department.

PROPOSER RESPONSE:

_____ Non-exclusive spaces available on-site.

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_____ Non-exclusive spaces available off-site.

Spaces located ____distance from the proposed facility.

Note: The proposer must provide evidence of control of all parking spaces being proposed. Permission to park is not control. Proof of ownership of lease (through the term and option period(s) of off-site spaces shall be provided with the quote submittal.

9. Existing Building: To be considered existing, the proposed space must be enclosed with a roof system and exterior walls in place.

(a) The Facility must comply or be renovated to comply with the requirement for accessibility by handicapped persons as mandated by Chapter 553, Sections 553.501 – 553.513, Florida Statutes, and the latest Accessibility Requirements Manual published by the Department of Community Affairs (DCA), Florida Board of Building Codes and Standards, as well as the requirements of Public Law 101-336, July 26, 1990 know as the "Americans with Disabilities Act of 1990" Appendix A to Part 36, "Standards for Accessible Design".

(b) Any renovations required must comply with Fire Safety Standards of the State Building Code before renovations commence as required by Florida Statutes 255.25(5), 2003 Edition NFPA 101. IF renovations are required, the successful proposer will be required to submit three (3) sets of plans for certification as outlined in **(Addendum IX)** (Renovations/Construction Plan requirements for submittal to the State Fire Marshal **prior** to approval of the lease by the Department of Management Services. Building codes adopted by local jurisdictions shall be applicable to all lease construction. The facility must comply or be capable of being renovated to comply with National Electrical Code. The facility must comply with DCA Accessibility Manual.

(c) Licensed contractors shall perform all construction. The cost of construction, permits, inspections and fees shall be borne by the owner. The proposer agrees to provide all builder and subcontractor license information upon request to the local Department contact.

Upon approval of the plans, the owner will provide a construction schedule/build out time line chart to the Department. This schedule shall show the Department an owner's intent to meet the required occupancy date.

(d) Each quote shall provide proof that the intended use of the facility by the state meets local government requirements. This includes but is not limited to, proper zoning, consistency with local government comprehensive plan, a concurrence certificate and environmental permits.

Zoning: The proposer must provide with the quote submittal written proof, that the area where the proposed facility is located has been zoned for a governmental office and will allow for the conduct of driver license examinations, vehicle inspections, etc. by the Department, in accordance with requirements of Florida Statutes.

**** Written proof must be enclosed with the quote submittal.**

(e) Upon completion of all construction work, the owner shall provide, within 60 days of occupancy, one set of reproducible (sepia), as built plans, and a copy thereof to the Department (Bureau of Real Estate Services). The copy is to be submitted to the Bureau of Property Management by the Department within 60 days of occupancy.

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(f) **Asbestos:** The successful proposer shall provide to the Department prior to occupancy an acceptable State of Florida, or AHERA guideline asbestos survey. Additionally, the proposer shall provide copies of all asbestos abatement reports, which have taken place in the proposed leased space, or building. If asbestos material still exists in the building or space, the lessor shall have or establish an active Operations and Maintenance (O & M) Program as recommended by the U.S. Environmental Protection Agency (EPA) and State of Florida. The lessor shall provide a copy of the annual O & M plan inspection to the Department no later than 60 days following the yearly anniversary date.

All friable asbestos containing materials, not enclosed, or encapsulated, and in poor condition must be removed from any interior area of the building or space prior to occupancy. Materials such as floor tile, gaskets, roofing, ceiling tiles, caulking, etc that are in good condition and/or meet the requirements of Category I and II non-friable ACM under the NESHAP'S requirements (U.S. EPA, 40 CFR Part 61, Subpart M) may remain in the building or space providing that it is not disturbed and does not become friable. In the event renovations or carpet replacement causes the asbestos to become friable, the lessor will be responsible for the cost of removal and/or abatement. The lessor may not capriciously withhold approval of necessary renovations or scheduled carpet replacement.

(g) Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed Federal and State guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your County Public Health Unit. Prior to occupancy, certified proof of radon tests must be provided. If radon measurements above four PCI/L are detected, the lessor shall promptly initiate corrective action to reduce the level to meet the standard.

(h) **Hazardous Materials/Substances:** The lessor agrees to store all chemicals, hydrocarbons, pesticides, herbicides, etc in proper storage areas, segregating all chemicals and other materials properly. The lessor shall not store any of these items in an air handling room or area in which the air may be entrained into an air handler. All Janitorial-cleaning supplies shall also be stored in an area away from any air handling room. The lessor agrees to prohibit the generation, storage, or disposal of hazardous substances on or around the proposed site. Should hazardous substances be discovered either during construction or after occupancy, the owner shall immediately remove the hazardous material, restore the site in compliance with all applicable regulations and reimburse the Department for any and all relocation cost and delays associated with this removal.

10. Existing Tenants: If the proposed space or any portion thereof (including parking areas) is at present occupied or will be covered by an active lease(s) at the stated availability date, written documentation by the tenant indicating acknowledgement of the lessors proposal and ability to vacate premises by the proposed date or earlier to allow the lessors renovation work to be completed must be included with the quote submittal. If existing tenants are on a month-to-month lease, the proposer must provide a letter of explanation of this condition.

PROPOSER RESPONSE: (Check where appropriate)

_____ Existing tenant acknowledgement or proposer explanation included.

_____ Not applicable.

11. The following conditions are agreed to as shown by acknowledgement of the proposers initials at the bottom of each page and the signature of the proposer contained in the quote submittal:

(a) If successful, the proposer agrees to enter into a lease agreement on the Department of Management Services standard lease agreement **(FM 4054 - DO NOT COMPLETE)**.

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(b) If successful, the proposer agrees to incorporate as additional covenants and conditions of the lease agreement all of the terms, requirements, and conditions required to be provided as an ongoing part of the lease contained in this quote submittal form and all attachments.

(c) The successful proposer must provide a Disclosure of Ownership using the Department of Management Services' form (FM 4114) **(Addendum IV)**.

SPACE REQUIREMENT CRITERIA

Floor plans are to be a joint effort of Departmental staff and the successful proposer. The successful proposer is to provide architectural services by a licensed architect to prepare renovation plans per the 2003 Edition of NFPA 101 (or most current addition). The final floor plan is subject to Department determination and State Fire Marshal review and approval. The proposer to whom the award is made is responsible for paying a State Fire Marshal'' plan review fee for review of all building plans of leased spaces for the purpose of complying with the State's Uniform Fire Safety Standards prior to commencement of construction of any new or renovated space, Four (4) sets of sealed plans must be submitted for the State Fire Marshal approval. The fee for the plans review is calculated by multiplying the replacement construction cost of the building or portion of the building (based on net square footage) to be leased to the state by the constant .0025 with a minimum fee of $100.00. **For further instructions, refer to (Addendum IX)**.

12. Offices and Rooms:

- Space to be designed to accommodate the approximate size and number of offices/rooms listed below. **The proposer shall provide to scale drawing of the proposed space defining what internal structure if any are fixed. Include with submittal as (Addendum V).**

	Approximate number/size		Net Sq. Ft.
(a)	2	Office not to exceed 100 sq. ft.	200
(b)	18	Workstations not to exceed 60 sq. ft. each	1080
(c)	12	Automatic Driver Licenses Testing Stations (ADLTS) not to exceed 6 sq. ft. each	72
(d)	1	Reception area not to exceed 200 sq. ft.	200
(e)	1	Main waiting area not to exceed 825 sq. ft.	825
(f)	1	LAN room not to exceed 150 sq. ft.	150
(g)	1	Open file room not to exceed 162 sq. ft.	162
(h)	1	Storage room with shelving not to exceed 100 sq. ft. each	100
(i)	1	Break/Pantry room not to exceed 200 sq. ft.	200
(j)	1	Copy Room not to exceed 200 sq. ft. each	200
(k)	2	Customer Restrooms not to exceed 125 sq. ft. each	250
(l)	2	Employee Restrooms not to exceed 26 sq. ft. each	52
(m)	1	Secure Closet not to exceed 64 sq. ft. each	64
(n)	1	Cash Handling Room not to exceed 80 sq. ft. each	80
(o)	1	Personnel and support area circulation space (40%)	917
(p)	1	Special support area circulation space (30%)	403

TOTAL: 4,955 Sq. Ft.

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13. Rest Rooms: Must meet the requirements of the Americans with Disabilities Act of 1990 and the requirements of the Accessibility by Handicapped Persons, Section 553.504 (12 – 13), Florida Statutes.

	MEN'S	**WOMEN'S**	**UNISEX**
	Public/Staff	Public/Staff	Public/Staff
Water Closets	2/1	2/1	-/-
Urinals	1/1	-/-	-/-
Lavatories W/Mirrors	2/1	2/1	-/-

(a) Provide Electric hand dryers in public restrooms and hand towel dispensers in employee restrooms.

(b) All toilets shall be commercial grade power flush.

(c) Ceramic Tile shall be installed on both floor and walls, in all public restrooms.

(d) At least one public and one private restroom must meet the requirements of the accessibility Requirements Manual published by the Department of Community Affairs and the Americans with Disabilities Act of 1990.

14. Electric Drinking Fountains: Provide a minimum of (2) fountain(s) adjacent to public rest rooms or lobby areas and (1) fountain adjacent to staff rest rooms.

15. Construction:

(a) Interior Walls and Ceilings: All interior walls to extend from floor to ceiling and to be such suitable construction to permit confidentiality between staff and clients.

(b) The ceilings will be Commercial Grade 2' x 4' white drop grid panels. The drop grid will be fire rated and have steel grid work.

(c) Ceiling heights in all rooms are required to be standard height of (8 feet). Ceiling height in reception, waiting, and conference area shall be a standard height of (10 feet) providing energy efficiency is not adversely affected.

(d) All walls will be 2" X 4" wood or metal studs either of which 16" O. C. All interior walls will be constructed of dry wall.

(e) Walls that connect with other businesses must extend from floor to roof with fire-retarded drywall.

(f) All interior doors will be 3-0 solid core or wood. These doors will use commercial grade private locks and 4" brass hinges (three hinges per door). Commercial grade dead bolt locks on all storage and LAN rooms.

(g) Office and Waiting area to have clear plastic or wood bumper board chair rail 32" AFF on all walls.

(h) Supervisor Office: Walls finish will be same type paint of similar color as all other office space. There will be a one-way glass window 2' x 4' located as to view counter and waiting areas from this office.

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(i) One (1) ceiling fan shall be located every 300 feet in applicants' waiting and examination areas. Fans to be 52"four or five blades, three speed reversible control, heavy-duty motor craft made, i.e. Hunter or equivalent. Color to be white. Fans are to be installed as not to interfere with the camera backdrops, which will be 6' from the front edge of the examiner counter. **Note**: Depending on size of the proposed space, the ceiling fan requirement may be modified or omitted by the Department (Bureau of Real Estate Services).

(j) The staff's lounge shall be equipped with a double stainless steel sink with running water. Sink to be installed in appropriate counter with ample space for a microwave oven, coffee maker, etc. Top and base cabinets to include doors and drawers. Cabinets not to exceed eight feet.

16. Window Coverings: All exterior windows shall be tinted with energy saving film and have Venetian or vertical blinds to permit privacy and allow sunlight and energy control. Blind colors to be selected by a Department representative.

17. Painting: All Painted surfaces in the facility shall be freshly painted not more than 60 days prior to the commencement of this lease. Paint color samples will be submitted to a Department representative for approval.

(a) All interior walls should be painted with commercial grade 25 year Semi-Gloss Interior Latex paint. All doors and frames should be painted with commercial grade 25 year Semi-Gloss Enamel paint.

(b) All painted surfaces shall be repainted once every Three years thereafter or upon the request of a Department representative during the term and any renewals. Touch up painting to be done as requested by a Department representative.

Note: Repainting will be required prior to exercising the renewal options.

18. Floor Coverings: All floor covering shall be newly installed at the commencement of this lease.

Note: Flooring replacement will be required, at the discretion of the Department, prior to exercising the renewal options.

(a) All offices, halls adjacent to offices, conference rooms, and examiner areas behind the counter shall be carpeted with a commercial grade carpet to provide acoustics, comfort, and minimum maintenance in cleaning. A Department representative will select all colors.

(b) All other areas of the office should have commercial grade Ceramic Tile. Replacement of Ceramic Tile is only required if noticeable wear and tear is present. As a first step to correct the problem, the proposer retains the right to have the floors professionally cleaned. In the event cleaning does not meet the Department's standards, new flooring will be required.

19. Carpet Installation

(a) Carpet shall be of commercial grade minimal fiber is 100% 3rd generation, continuous filament nylon static control and 26 oz minimum yarn weight or equal. A Department representative shall select the color. Carpet shall be installed wall to wall using continuous lengths and as broad widths as possible to minimize the placement of seams in traffic lanes. Cut edges shall be trued and appropriately treated to form invisible and non-raveling joints where exposed.

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(b) Carpet shall be installed in accordance with manufacturer's recommendations for seaming technique and for proper amount of strength in width and length.

(c) Metal binder bars or vinyl transitions shall be installed at all areas where floor-covering material changes, or at carpet edges that do not abut a vertical surface.

(d) Clean carpets free of spots, dirt or soil. Carpet shall have no tears, frayed or pulled tufts. Protect entire surface of carpet until all other work is completed.

(e) Doors shall be shaved or undercut when necessary to clear carpet.

20. Heating, Ventilation, and Air Conditioning: Provide sufficient control units with adequate ductwork, registers and grills sufficient to cool and heat the entire leased area uniformly. Unit(s) shall be equipped with automatic thermostat(s) fitted with tamper proof covers. Temperatures will be maintained to achieve an average zone temperature of 75 degrees Fahrenheit. Control thermostats will be located in areas to achieve proper zone temperature.

21. Indoor Air Quality: The lessor shall test the indoor air quality if a problem arises. During assessment, samples would minimally be taken for carbon monoxide, carbon dioxide, formaldehyde, and air borne particles, including mold spores and other microbiological particles. The lessor must ensure proper operation and maintenance of the HVAC system, local exhausts and humidity/temperature control system. Initial complaints after occupancy associated with indoor air quality concerns shall be thoroughly investigated and responded to, but not limited to, adjusting air intake, eliminating contaminants, cleaning/sanitizing drip pans, air ducts etc.

The lessor as a minimum and more often as conditions or manufacturer's recommendations warrant shall change filters for HVAC every 90 days.

22. Lighting:

(a) The Lessor certifies that the lighting levels within the demised premises are maintained at and do not exceed the following levels: 10 foot-candles in halls and corridors; 30 foot-candles in other public areas; a minimum of 50 foot-candles in office, conference rooms, and other levels as set forth in the State Energy Management Plan, Volume II, Section F.

Note: Lights shall not be installed directly in front of backdrops, which will be located 6' from the front edge of the examiner counter.

(b) Interior lighting must be wired to provide the availability of partial lighting to be left on at night for security. All lights directly adjacent to security cameras wired to provide partial lighting.

23. Electrical Requirements:

(a) Provide a minimum of four duplex electrical outlets 110-volt in each room or office including adequate additional outlets in each clerical/file area. Install one duplex electrical outlet in the waiting area, which will be dedicated to the Department information monitor. The Department will select the location.

(b) Provide dedicated 20 amp electrical circuits with isolated grounding and double duplex outlets for connection of computer workstations. Each workstation shall not exceed 16 AMP draw.

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(c) All outlets and electrical wiring shall comply with the National Electric Code and any local or state ordinances.

(d) Provide dedicated 20 amp electrical circuits with isolated grounding and single duplex outlets for the connection of EACH card printer.

(e) All receptacle outlets are to be Leviton Spec. Grade or equal receptacle outlets and switches will have the following specifications: 20 AMP, 120V, 277VAC, AC. All receptacles will be connected through thin wall conduit using wire size per NEC but not less than Number 12. The special electric will be installed in the testing area. This electric will be connected with the circuits that are for computer systems (see pages 13, 14, and 15 for additional details requiring wiring for computer systems). A 2" open conduit raceway in the wall with outlet.

(f) DHSMV Power Specification for Computer Service:

- Circuit One – (10.0 Amperage draw)

- One 20 AMP, 3 wire dedicated circuit with isolated ground. Requires a single 20 AMP isolated ground receptacle. The receptacle type can be Hubbell #IG5361, Nema Standard 5-20R or equivalent and must be located at the server.

- Circuit Two – (7.1 Amperage Draw)

- For the Router:

  One 20 AMP, 3 wire dedicated circuit with isolated ground. Requires a quad 15 AMP isolated ground receptacle. (Two duplex receptacles). The receptacle type can be Hubbell #IG5262 Nema Standard 5-20R or equivalent and must be located next to the server.

- Other electrical needs: Cable Raceways (data and/or voice)

  General (For Telephone Company Use)

  One cable pathway or raceway must be provided from the telephone cable closet, punch down block, or point of demarcation, to the server. One ½" conduit with a standard receptacle box at the server should be sufficient. This will be used to terminate the data server.

  General: (For ISA Use)

  A cable pathway or raceway, with a pull string, will be provided from peripheral devices (PC's and printers) to the server. As a rule of thumb, a ½" worth of raceway is needed per device or outlet.

  Example – If you have four videos, two printers, (four total devices), you would need 2" cable pathway or raceway from the counter to the server. The raceway mats consist of conduit, electrical grade PVC, freestanding polls, wire molds, etc.

  Any questions concerning the above requirement should be discussed with The Department of Highway Safety and Motor Vehicles Engineer. Phone No.: 850-617-3309

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24. Telecommunications Requirements:

(a) Minimum of one telephone outlet in each room or office including additional outlets in each open clerical/file area. Communication equipment rooms may have additional requirements.

(b) All wiring, existing or to be installed, must comply with the National Electrical Code, Section 800-3, paragraph d.

(c) One (1) open circuit box with pull wire for phone lines in each room.

25. Security Requirements: Security requirements shall include but not be limited to the following:

(a) Commercial grade deadbolt locks on all exterior doors.
(b) Locks on all exterior windows.
(c) All windows in rear or side of building will have protective grill coverings.
(d) Photosensitive lights at all exterior doors and in all parking areas adjacent to facility.
(e) View glass in all solid core exterior doors.
(f) Provide/install concrete Ballard's in front of any exterior portion of the proposed space. This is to prevent a vehicle from damaging the exterior/interior by driving into the building.
(g) Hurricane Shutters on all windows.

26. Signs: All signs must meet ADA specifications.

(a) Interior Identification: Provide interior signs on the wall, not more than fifty-four inches (54") above the floor located immediately to the right or left of the door. Signs shall identify all rest rooms, (handicap symbol on handicap rest rooms) conference rooms, mechanical equipment, etc. All other rooms and/or offices are to be numbered consecutively.

(b) Exterior Identification: Provide/install exterior sign in accordance with local laws and ordinance on the front of the proposed space in individual **18" letters stating "Driver Licenses" (Sign to become property of the appropriate Division).**

(c) Provide/install emergency contact information & business hours, which will be provided by the Department, on the exterior of the main entrance door.

27. Fire Protection: Provide fire protection apparatus including fire extinguishers and follow up inspections as required by local fire codes and in compliance with State Fire Marshal reviews and future inspections during the term of the lease. Latest NFPA 101 regulation shall govern.

28. Facility Maintenance and Repairs:

If maintenance or repair items for emergencies or recurring problems do not receive attention within 3 working days after notification is given to the lessor, the lessee will have the right to complete the work, by a contractor of the lessee's choice, the invoice or bill will be sent to the lessor for payment, or the cost will be deducted from the lessor monthly rental payment(s). Non-responsiveness shall be deemed a breach of the lease agreement.

29. Federal State and Local Requirements: The building owner shall comply with the applicable provisions of the Federal Occupational Safety and Health Act, the Federal Communications Act, the State of Florida Safety Rules (Chapter 440.56 Florida Statutes), the National Electric Code, and all other applicable laws, regulations, ordinances,

codes, and rules of any governmental entities that have jurisdiction. The lessor agrees to reimburse the Department for all losses, expenses, and damages arising from the violation of any of the above laws, regulations, ordinances, codes and rules.

30. Miscellaneous and Modular Furniture Requirements: (Unique Department Requirements)

(a) Section 403.714, Florida Statutes, mandates that each agency shall have a resource recovery (recycling) program in effect for all space occupied, including private sector space. The state is required by law to collect high-grade office paper and corrugated boxes.

(b) The Department may not accept office space that has more than two sides of plate glass windows. However, if the prospective lessor is agreeable to renovate the building to remove glass, consideration will be given.

(c) The adjacent road areas must be appropriate and easily accessible for road tests for driver licenses. (E.g. not congested, easy entrance and exiting of parking lot).

(d) The lease shall be separately metered for all energy and fuels which may be consumed by Lessee, alone, Lessor will provide Lessee, in a form and manner agreed upon, timely and accurate data on Lessee's monthly consumption or use of electricity, natural gas, LP gas and/or fuel oil, as appropriate.

(e) This office shall be for high volume usage with the average number of customers served daily being **(240)**. The average number of road tests performed daily is **(30)**. Availability of easily accessible roads for driver testing is of critical concern.

(f) Examiner Counters: Provide/install **(18)** ****** prefabricated modular workstations and **(1)** prefabricated modular reception station(s). This shall be installed as per the final floor plan. Workstations shall be manufactured by Maxon or approved equal. All workstations shall include either a CPU holder. (**See Addendum VII**).
****(1) Station(s) must meet ADA Specs**

(g) ADLTS: Provide/install **(1)** Test Tables 24" x 36" x 33"H sit down type (ADA) with a 10"x 20" side shelf plus **(12)** of stand up height 42" with a 10" shelf from the top with laminate surface to equal **(36)** linear feet equal to Maxon unit. CPU holders may substitute for the shelf (see Addendum VI). This shall be installed as per the final floor plan. All ADLTS stations shall include a shelf for CPU storage. ADA stations shall include a CPU holder. (**See Addendum VI**).

(h) Kiosk: Provide/install **(1)** Kiosk station 24" x 24" x 42" H with a shelf inserted 10" down from the top. CPU holder may substitute for shelf. Kiosk shall be manufactured by Maxon or approved equal.

NOTE: The State of Florida has several vendors whom provide the above modular furniture on state contract. To obtain information on these vendors please visit the following site:
http://dms.myflorida.com/business_operations/state_purchasing/vendor_information/state_contracts_agreements_and_price_lists/state_term_contracts/furniture_office_and_files/price_sheets_systems_furniture/price_sheets_computer_stations

(i) Provide/install counter at 30" height for printers, faxes, card printers etc. adjacent to the office walls located behind the examiner workstations in accordance with the final floor plan. Cabinetry with doors to be installed below counter.

(j) Provide/install floor to ceiling shelving on two walls 18" on 2' clearance of each supply/storage room.

Acknowledgement of the above requirement
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(k) Property being offered must be deemed suitable in location, appearance, and environment for conducting state business. Properties not meeting this requirement will be considered non-responsive.

(l) Upon completion of the required build out/renovations of the site, the owner or contractor shall provide a certificate of occupancy. The Department shall not accept said premises until the space is acceptable and the certificate is provided.

(m) Install 12 inch raised flooring in the examiners area. Raised flooring should meet ADA access requirements.

(n) Provide/install 55 waiting area seats. Seats shall be mounted together and affixed to the floor. All options will be submitted to a Department representative for approval.

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Proposers Proposed Rates:

I have thoroughly reviewed the Quote Submittal Package and all attachments herein and hereby offer the following rental payment structure for the basic term and renewal option period(s). The rate offered per net square foot includes necessary remodeling, renovations or construction cost for the basic lease term and renewal option period(s). Annual rental obligation is determined by net square feet offered times (X) rate per square foot for each year of the basic term and renewal option period(s).

The final decision to award this lease will be based primarily on price. However, such factors as location, parking, access to transportation, condition and layout of building, surrounding neighborhood, security issues, availability of dining facilities, easy access for road test, and cost of moving will be considered in the Department final decision.

Indicate the type of lease selected in Article 6. **A** _____ **B** _____ **C** _____ **D** _____

The term of the lease shall be for **(7)** years with an option to renew for **(2)** additional **(4)** year period(s).

Net square footage proposed: _____

Proposed "Gross Lease" rate per square foot for the Basic Term:

TERM	1st 07/01/10 – 06/30/11	2nd 07/01/11 – 06/30/12	3rd 07/01/12 – 06/30/13	4th 07/01/13 – 06/30/14	5th 07/01/14 – 06/30/15	6th 07/01/15 – 06/30/16	7th 07/01/16 – 06/30/17
Basic lease							
Taxes							
Utilities							
Janitorial							
Build out							
SF Rate							

Renewal Option I – "Gross Lease"

TERM	1st 07/01/17 – 06/30/18	2nd 07/01/18 – 06/30/19	3rd 07/01/19 – 06/30/20
Basic lease			
Taxes			
Utilities			
Janitorial			
Build out			
SF Rate			

Renewal Option II – "Gross Lease"

TERM	1st 07/01/20 – 06/30/21	2nd 07/01/21 – 06/30/22	3rd 07/01/22 – 06/30/23
Basic lease			
Taxes			
Utilities			
Janitorial			
Build out			
SF Rate			

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Renewal Option III – "Gross Lease"

TERM	1st 07/01/23 – 06/30/24	2nd 07/01/24 – 06/30/25	3rd 07/01/25 – 06/30/26
Basic lease			
Taxes			
Utilities			
Janitorial			
Build out			
SF Rate			

If successful, offeror agrees to incorporate as additional covenants and conditions of the lease agreement all of the terms, requirements, and conditions required to be provided as an ongoing part of the lease contained in this Quote Submittal Form and all attachments.

I certify as owner, officer, or authorized agent that I have read the Quote Submittal Package, Addendum(s), Attachment(s) and all requirements and conditions contained therein.

SIGNED, SEALED AND DELIVERED
IN THE PRESENCE OF:

Witness Signature

Witness Signature

As to Proposer

Proposer Name (Typewritten)

Proposers F. E. I. D. or S. S. Number

Seal

Authorized Signature (Manual)

Authorized Signature (Typewritten)

Title (Typewritten)

Acknowledgement of the above requirement
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THE FOLLOWING ADDENDA ARE AGREED TO AS SHOWN BY ACKNOWLEDGEMENT OF THE PROPOSERS INITIALS AT THE BOTTOM OF THIS PAGE AND THE SIGNATURE OF THE PROPOSER CONTAINED IN THE QUOTE SUBMITTAL PACKAGE:

Addenda Required:

Addendum I:	**Discrimination**
Addendum II:	**Public Entity Crime Statement**
Addendum III:	**Failure to Comply**
Addendum IV:	**Disclosure Statement**
Addendum V:	**Proposed Floor Plan (Sample provided)**
Addendum VI:	**Examiner Workstation Isometric**
Addendum VII:	**Reception Workstation Isometric**
Addendum VIII:	**ADLTS Isometric**
Addendum IX:	**Division of State Fire Marshall**
Addendum X:	**Janitorial Services**
Addendum XI:	**Standard Curb Document**

IN ORDER TO VIEW THE ADDENDA, PLEASE VISIT THE WEB SITE LISTED BELOW. IF YOU ARE UNABLE TO VIEW THE ADDENDA, PLEASE CONTACT OUR OFFICE AT 850-617-3458.

http://www.hsmv.state.fl.us/DAS/RES/bids.htm

Acknowledgement of the above requirement
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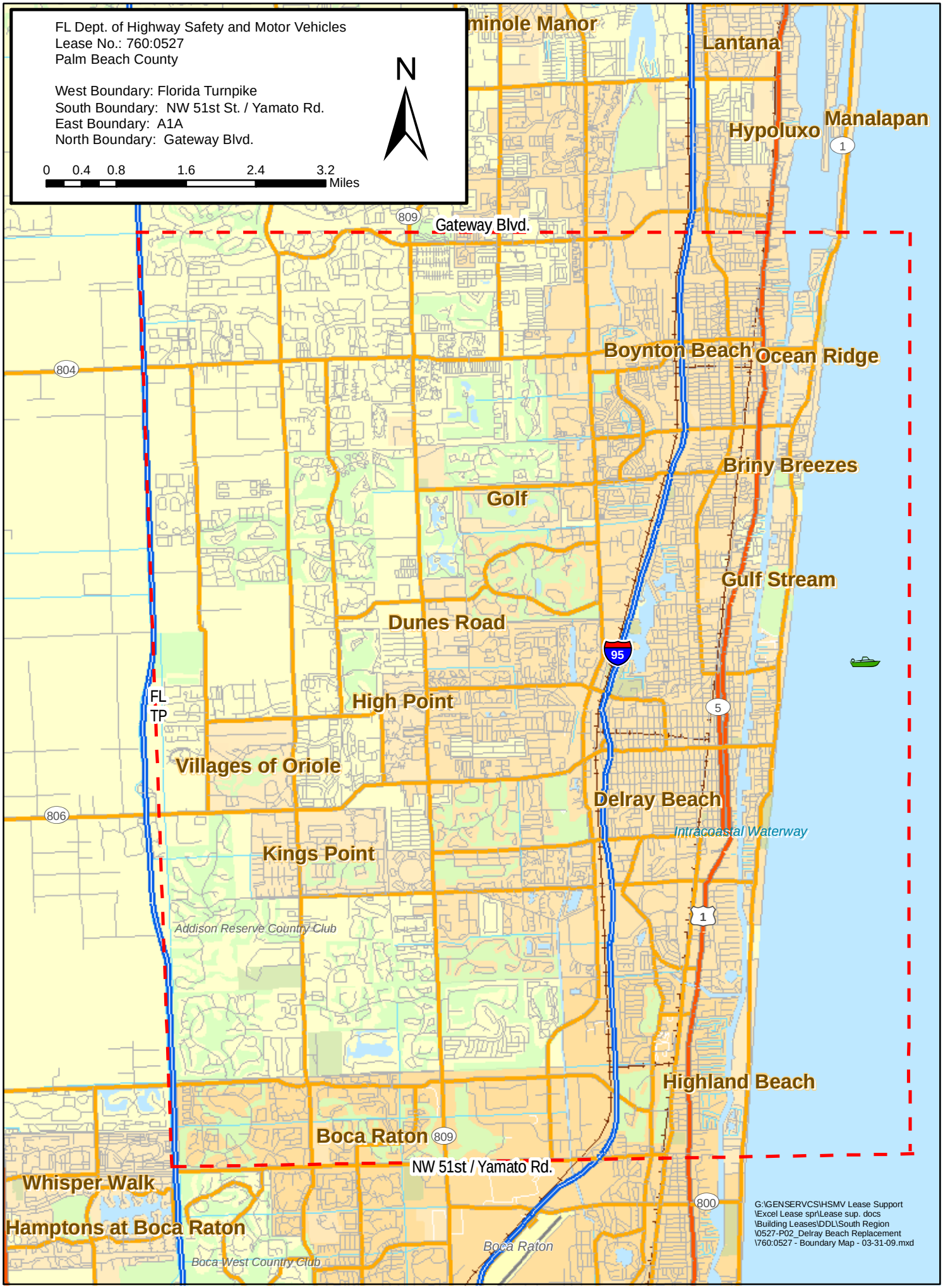
FL Dept. of Highway Safety and Motor Vehicles
Lease No.: 760:0527
Palm Beach County
West Boundary: Florida Turnpike
South Boundary: NW 51st St. / Yamato Rd.
East Boundary: A1A
North Boundary: Gateway Blvd.
N
0 0.4 0.8 1.6 2.4 3.2
Miles
minole Manor
Lantana
Hypoluxo
Manalapan
1
809
Gateway Blvd.
804
Boynton Beach
Ocean Ridge
Briny Breezes
Golf
Gulf Stream
Dunes Road
95
FL
TP
High Point
5
Villages of Oriole
Delray Beach
806
Intracoastal Waterway
Kings Point
1
Addison Reserve Country Club
Highland Beach
Boca Raton
809
NW 51st / Yamato Rd.
Whisper Walk
800
Hamptons at Boca Raton
Boca Raton
Boca West Country Club
G:\GENSERVCS\HSMV Lease Support
\Excel Lease spr\Lease sup. docs
\Building Leases\DDL\South Region
\0527-P02_Delray Beach Replacement
\760:0527 - Boundary Map - 03-31-09.mxd