

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES  
Real Property Leasing Policy & Procedures

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July 21, 1999 - Revised for change in 7/1/99 law increasing square feet from 3000 to 5000 for informal bids.

## CONTENTS

- I. [Purpose](#)
- II. Authority
- III. [Definitions](#)
- IV. [Policy](#)
  - A. Signature Authority
  - B. Unauthorized Occupancy
  - C. Central Administration
  - D. Competition
  - E. Space Measurement
  - F. Evaluation and Selection of Bid Proposals
  - G. Consolidation of Offices
- V. [Procedure](#)
  - A. [New](#) Leases
    - 1. Certifying Space Need
    - 2. Letter of Agency Staffing (LAS)
    - 3. Request for Space Need (RSN)
    - 4. Processing LAS and RSN
    - 5. Competitive Negotiations
    - 6. Competitive Bid Requirements
    - 7. Evaluation of Bid Proposals
    - 8. Space Measurement and Floor Plan
    - 9. Standard Lease Agreement
    - 10. Disclosure Statement
    - 11. Certification of Compliance
  - B. [Renewal](#) Leases
  - C. Lease [Modifications](#)
  - D. Lease [Cancellations](#)
  - E. [Time](#) Frames
  - F. [Revisions](#) of Lease Documents
- VI. [Compliance with Terms and Conditions of the Lease Agreement](#)
  - A. State Fire Marshal Inspections
- VII. [Management Information](#)
  - A. Listing of all HSMV leases
  - B. Expiring Leases, Next 12 Months
  - C. Zone Rental Rates
- VIII. [Process Improvement](#)
- IX. [Personal Preference](#)
- X. [Forms Availability](#)

STATE OF FLORIDA  
DEPARTMENT OF HIGHWAY SAFETY and MOTOR VEHICLES

SUBJECT: Lease Procedures

I. Purpose

This instruction establishes policies and procedures for the leasing of office space within the Florida Department of Highway Safety and Motor Vehicles (HSMV).

II. Authority

Section 255.25, Florida Statutes, is the general authority governing leases entered into by state agencies. In Code, provide the rules and regulations of the Department of Management Services, Bureau of Real Property Management, with regard to leasing procedures. Specific authority for this manual is contained in Department of Highway Safety and Motor Vehicles Management Policy #006.

III. Definitions

As used in this instruction, the following terms are defined as indicated -

- A. Facilities Services Manager - a position within the Bureau of Purchasing and Contracts which provides specific support to department divisions in lease functions. This position reviews all documentation submitted by the divisions for correctness, compliance with Florida Statutes and Department of Management Services (DMS) rules and regulations with regard to leasing procedures, and compliance with the requirements set forth in this manual. Lease documentation is processed by this position to obtain all departmental executive and budgetary approvals prior to execution of leases. This position is also responsible for obtaining prior DMS approval of the need for space and subsequent DMS approval of the lease documentation. This position reports to the department's General Services Manager, who reports to the Chief, Bureau of Purchasing and Contracts.
- B. contract manager - the person(s) designated in each division, bureau, region and/or troop to initiate any lease procedures and to be the liaison with the Bureau of Purchasing and Contracts in furnishing lease documentation needed to complete lease transactions.
- C. lease - as a noun, the document (DMS Form FM 4054) of agreement whereby space is provided by a lessor to HSMV for a specified cost; as a verb, to rent space.
- D. lessee - the Department of Highway Safety and Motor Vehicles; all agency leases name the Department as the lessee rather than a particular division.
- E. lessor - the individual, partnership, corporation, state or other public agency which owns property leased/rented to the agency.
- F. addendum - a binding agreement signed by lessor and lessee containing lease terms and condition which are in addition to or differ from those in the standard State of Florida lease agreement promulgated by the Department of Management Services, executed at the same time the standard lease agreement is executed.

- G. rental rate - the cost of space measured in terms of dollars per square foot per year.
- H. tenant-at-will - term used for the agency's position when it has to remain in an existing space after a lease has expired usually due to difficulties in getting a new lease finalized; the option is always up to the lessor to allow us to remain in the space; the agency remains in space as a "tenant-at-will" at the expired lease rate on a month to month basis (See Florida Statutes, S.83.01 - S.83.04).

#### IV. Policy

The HSMV leasing program is established in accordance with the policies listed below in order that the acquisition of space to house agency operations is completed within the requirements of statute and rule, in an effective, efficient and economical manner. Although operational needs are primary in the process of acquiring and utilizing space, all legal and administrative procedures outlined in this instruction must be followed in order to maintain the public trust. It is the responsibility of the Bureau of Purchasing and Contracts to ensure that these policies are followed.

##### A. Signature Authority

Only the Executive Director or his designee has the authority to enter into leases for HSMV. Currently incumbents in the following positions are also designated to sign leases:

- Deputy Executive Director
- Director of Administrative Services
- Assistant Director of Administrative Services

##### B. Unauthorized Occupancy

No space will be occupied, either in whole or in part, until a lease has been consummated (signed by all parties).

##### C. Central Administration

The Chief, Bureau of Purchasing and Contracts shall administer the agency leasing program under direction from appropriate administrative authority.

The Chief, Bureau of Purchasing and Contracts is authorized through this policy to implement and interpret agency policy as it relates to the leasing of space.

The Chief, Bureau of Purchasing and Contracts is authorized to award bids for leased space based on the operational needs of the program seeking space and all applicable legal/administrative requirements.

The HSMV Leasing Office within the Bureau of Purchasing and Contracts is hereby established as the office of record for all leasing files. The leasing office must be furnished a copy of any correspondence, etc., pertaining to leases of property, between departmental personnel and any lessor, prospective lessor or individual. This documentation will be placed in the lease files for future reference.

#### D. Competition

It is the policy of HSMV that efforts will be made to obtain open competition on all leases entered into by HSMV. Competitive bids for leased space of 5,000 net usable square feet or more will be conducted by the Facilities Services Manager in such a way as to maximize competition. Local contract managers will be responsible for obtaining three documented competitive quotes for leases under 5,000 net usable square feet. It is the policy of the agency to first clearly identify its program requirements and then to seek the very best pricing available for space which best meets the program requirements.

#### E. Space Measurement

It is the Contract Manager's responsibility to have all leased space measured during the original leasing process or during a lease modification, if required.

#### F. Evaluation and Selection of Bid Proposals

Lease bid proposals will be evaluated in accordance with written criteria determined by the Contract Manager, with concurrence of the Facilities Services Manager and announced in the Request for Proposals. Evaluations of lease bid proposals for space of 5,000 net usable square feet or more will be determined by consensus of an evaluation committee chaired by the designee of the Chief of Office Operation, and including the Contract Manager and at least one other representative of the lessee division.

#### G. Consolidation of Offices

Whenever possible and practical, HSMV office space requirements will be consolidated, and offices colocated, so as to achieve economies of scale and provide greater convenience to members of the public.

### V. Procedure

There are generally four types of actions affecting leases: entering into a new lease; renewing an existing lease; modifying an existing lease; and canceling a lease.

A. New Leases: Entering into a new lease is a three step process which includes defining the space needs of the program (space justification), actually locating suitable space through competitive quotes or competitive bidding (space acquisition), and finalizing the lease document itself (Lease Agreement - Attachment J). Each step requires certain actions required either by statute or administrative code.

1. Certifying Space Need: To standardize the way all state agencies justify space, the Bureau of Real Property Management of the Department of Management Services (DMS) has developed DMS Form FM4056, **Letter of Agency Staffing** (LAS - Attachment M) and DMS Form FM 4105, **Request for Space Need** (RSN - Attachment Y). In addition to the Request for Space Need the **Office Space Leasing Plan** (Form HSMV 95057 - Attachment V) is to be completed and submitted with the RSN and LAS.
2. Letter of Agency Staffing: The contract manager or other designee of the office, bureau or division needing space will complete the LAS when a new lease, renewal, or increase

of space is anticipated, based on program needs,. If the new lease will replace an existing lease which is about to expire, the Facilities Services Manager will contact the contract manager (or other division designee if appropriate) by memorandum with a copy to the appropriate division director and bureau chief to obtain the necessary information. The Facilities Services Manager will provide approximately 14 months' notice prior to expiration of any existing lease. If the new lease is for totally new space not covered under an existing lease, the division will initiate contact with the Facilities Services Manager and forward the completed LAS to the Leasing Office. Completion of the LAS is as directed in Attachment M-1.

Note: The division determine what their space requirements are. The Facilities Services Manager's function is to ensure those needs do not exceed allowances outlined in the LAS.

3. Request for Space Need: The Bureau of Real Property Management in the Department of Management Services (DMS) has authority to approve or disapprove the acquisition of all leased space. The document used to request DMS approval to acquire space is DMS Form FM 4105, Request for Space Need. This form must be completed by the appropriate division and submitted to the Facilities Services Manager along with the Letter of Agency Staffing to be forwarded to DMS. Completion of the RSN is as follows in Attachment Z.
4. Processing the Letter of Agency Staffing and the Request for Space Need: **Do Not** sign the Letter of Agency Staffing or the Request for Space Need. The forms will be signed by the Executive Director or his designee. The Facilities Services Manager will review the Letter of Agency Staffing and the Request for space Need and will contact the division designee initiating the lease action if it is necessary to obtain other pertinent information concerning the lease action.

The Facilities Services Manager will prepare a letter of transmittal to DMS and attach the Letter of Agency Staffing, Request for Space Need and any addenda to be approved. The transmittal letter and documents will then be submitted to the Bureau of Budget for funds approval. If the Bureau of Budget indicates that funds are available for the lease action desired, the transmittal letter and documents will then be signed by the Executive director or his designee and forwarded to DMS for approval.

When the FM 4105, Request for Space Need, is approved by DMS, the Facilities Services Manager will notify the division designee who can then begin the process to acquire space through negotiation (three or more documented quotes for space are required), if the space required is less than 5,000 net square feet. If the space required is 5,000 net square feet or more, the Facilities Services Manager will take the necessary steps to see that the request for proposal (bid) is issued and mailed to all prospective bidders on the list furnished by the division designee and the bidder list maintained by the Facilities Services Manager.

5. Competitive Negotiations (leases under 5,000 net square feet):
  - a. After approval of FM 4105, Request for Space Need, but prior to negotiations, the contract manager must furnish to the Facilities Services Manager a Request for Authority to Solicit Leased Space (Form HSMV 95007 - Attachment W). The

division designee will complete this form to provide complete information concerning requirements for the proposed office that will be presented to all prospective lessors.

- (1) Indicate whether or not this will be a full service lease: If not, indicate which services will be provided by the Department and which services will be provided by the lessor.
  - (2) Number of parking spaces desired for exclusive use of the lessee. Indicate if some spaces will be needed only occasionally, for certain peak activity periods, while others will be needed full time.
  - (3) If additional addendums are to be made part of the lease agreement, they must be prepared before negotiations begin. Each prospective lessor must be furnished a copy of the proposed addendum and a copy must be submitted to the Facilities Services manager to obtain prior approval from DMS.
- b. The Facilities Services Manager will notify the division designee to proceed in obtaining quotes from the prospective lessors who should indicate whether or not they agree to all terms presented to them in the negotiations and if not, what they will agree to for the quoted rates. The division designee must evaluate each prospective facility location and advise which facility is considered to be the lowest and best for the proposed office. After negotiations, receipt of the documented quotes, evaluation and selection of the facility to be leased, all documented quotes must be submitted to the Facilities Services Manager along with the following additional information:

The division designee must complete the Leased Space Selection Report (Form HSMV 95006 - Attachment L) to provide the following information:

- (1) Lessor or his/her contact person for the selected facility; name, mailing address and telephone number.
- (2) If the contact person is an agent, the name, address and telephone number of the actual lessor (property owner).
- (3) If the lessor is an out-of-state corporation, partnership, etc., evidence of authorization to conduct business in the State of Florida.
- (4) Name of building; facility address; suite, room bay numbers, etc. In the absence of suite numbers, etc., describe portion of building to be leased. If entire building or entire floor of a multi-story building will be leased, so state.
- (5) If the facility selected is not the lowest quote, furnish detailed information as to why this facility was selected as the best. This should also indicate exactly why the facility proposed under the lower quote is not acceptable for the purposes of the office.
- (6) Attestation Conflict of Interest, Form FM 4143 - Attachment E must be signed and dated by any person(s) taking part in the development or selection of criteria for evaluation, in the evaluation, and/or in the award processes for the lease. The

signed form(s) must be attached to the Leased Space Selection Report when submitted to the Facilities Services Manager.

6. Competitive Bid Requirements: If the required space is 5,000 net square feet or more, the space must be formally bid. The Bureau of Property Management of the Department of Purchasing and Contracts has developed the following Request for Proposal and Bid Proposal Submittal Forms that can be used for formal competitive bidding:

HSMV 95042 - Full Service Lease  
HSMV 95042A - Full Service Except Janitorial  
HSMV 95042B - Full Service Except Electrical  
HSMV 95042C - Full Service Except Electrical, Janitorial Services and Supplies

It is the responsibility of the division to determine the type of bid form preferred for each individual lease action. The Bureau of Property Management recommends full service leases in most cases. The Facilities Services Manager will furnish the preferred bid form to the division designee initiating the lease action upon request. The responsible division designee should review the specifications, furnishing all necessary information in the appropriate spaces provided on the form and making any necessary adjustments to the printed specifications therein, according to the individual needs of the division and/or the office to be leased.

It will also be the responsibility of the division designee to prepare and supply all miscellaneous requirements and/or attachments to be included in the bid specifications, e.g.:

- a. A marked vicinity map with boundaries depicted (Attachment B).
- b. Floor plan showing suggested configurations of offices and rooms, electrical requirements and telephone requirements for each area (Attachment H).

Draw to scale of 1/8" or 1/4" per foot.

- c. Additional requirements required by the division should be shown on separate page(s) which shall be called Attachment M.

A fully completed Request for Proposal and Bid Proposal Submittal form with all attachments must accompany the Letter of Agency Staffing and Request for Space Need whenever the required space is 5,000 net square feet or more.

The division designee who is initiating the lease action will forward the Letter of Agency Staffing, Request for Space Need and any additional addendums to the Facilities Services Manager through his/her chain of command. For proposed leases of 5,000 net usable square feet or more, the Request for Proposal and Bid Proposal Submittal Form must also be submitted at this time.

7. Evaluation of Bid Proposals: Lease bid proposals will be evaluated in accordance with agency policy stated in IV.F. on page 3 above. Substitutions for unavailable committee members may be made by appropriate authority. Committee evaluations will be reported in writing to the Facilities Services Manager in the Bureau of Purchasing and contracts by

the chairperson, with recommendation of the lowest and best, i.e. highest scoring, responsive bid proposal. The Bureau of Purchasing and Contracts will forward cost information to the Bureau of Budget, and subsequently to the Director of Administrative Services, for review and approval.

When/if these approvals are received, notice of intended award to the offeror selected will be posted in the Bureau of Purchasing and Contracts for three workdays, allowing for notice of intent to protest in accordance with s.120.53(5), Florida Statutes.

8. Space Measurement and Floor Plan: In leases 5,000 square feet or greater, it is the responsibility of the division designee to physically measure the built out space to be leased and to see that a double-lined floor plan of the leased area is drawn, preferably to scale, with dimensions clearly marked. Dimensions must be figured, reducing inches to decimals of a foot, to four decimal places. An adding machine or calculator tape must be attached to the floor plan to show how the total square footage was derived. The total square footage must be rounded to the nearest square foot for the lease documentation.
9. Standard Lease Measurement: The Bureau of Real Property Management, Department of Management Services has developed a standard lease agreement to be used by all state agencies when leasing office space from the private sector, DMS Form FM 4054, Lease Agreement. The lease agreement is a five page form which consists of an original and four copies with carbons.

After all bids (quotes) have been received, evaluated as to the lowest and best bid for the purposes of the division leasing the office space, and the facility to be leased has been selected, the Facilities Services Manager will send the lease to the lessor for signature. The division designee will be sent a copy of the lease transmittal letter.

Any changes made in the pre-printed articles of the lease agreement that do not have an asterisk(\*) beside them will require prior approval by DMS before the changes are made. The division designee is responsible for advising the Facilities Services Manager, in writing, of any proposed changes, giving justification as to why the changes will be in the best interest of the State of Florida. The Facilities Services Manager will then request DMS approval of the changes and will advise the division designee as soon as the DMS reply is received as to whether or not the changes are approved. Any changes made on a lease agreement must be initialed by the lessor (original initials on each copy of the lease agreement).

The lessor must sign the lease agreement in the appropriate space on Page 5 of 5 (original signature on each copy). The lessor must initial any changes made to the lease agreement (original initials on each copy). The lessor's signature must be witnessed by two individuals (original signatures on each copy). If the lessor or an authorized agent signing for the lessor is a corporation, the corporate seal must be affixed on each copy of the lease agreement and on all signed addendums to the lease agreement. Any addendums must consist of five copies of each and must bear original signatures on each copy.

The Facilities Services Manager will obtain the following from the lessor:

- a. Renovation plans to be approved by the State Fire Marshal, if applicable.

- b. Proof of ownership of the property (copy of warranty deed).
- c. Proof of who is authorized to sign documents for the lessor:
  - (1) Copy of partnership agreement.
  - (2) Executed copy of the declaration of trust agreement.
  - (3) Power of Attorney (if someone other than the general partner or corporate officers has signed the agreement).
- d. Energy Performance Index (EPI) Calculations, if space is for 5,000 square feet or more.

The Facilities Services Manager will review all documentation submitted for completeness and accuracy, will obtain all required departmental approvals and will submit the documentation to the Department of Management Services for DMS approval.

After the lease agreement is approved by DMS, copies of the lease agreement will be distributed by the Facilities Services Manager to the lessor and to the Contract Manager. The Facilities Services Manager will set up a lease file in the Bureau of Management Services containing copies of all lease documentation. A copy of the lease agreement and a contract brief will be furnished to the Disbursement Section of the Bureau of Accounting as authorization for payment of rental fees. A copy of the contract brief will be sent to the Fixed Assets and Inventory Section of the Bureau of Accounting.

- 10. Disclosure Statement: A disclosure Statement, DMS Form FM 4114 - Attachment H, must be completed and signed by the Lessor and must accompany any new lease agreement. The Facilities Services Manager will provide the disclosure statement to the lessor. This form certifies ownership of 4% or more interest held by individual(s), public official(s), agent(s) or employee(s) in the property or in the entity holding title to the property being leased to the State.
- 11. Certification of Compliance: DMS Form FM 4113 - Attachment G. The Facilities Services Manager will be responsible for completing this form for signature by the Executive Director or his designee.

- B. Renewal Leases: In order to renew a lease, an option clause must be included in the original lease. Leases which do not have predetermined condition for renewal CANNOT be renewed.

For renewals, the Facilities Services Manager will contact the regional administrator (or the division designee if appropriate) by memorandum approximately 14 months prior to lease expiration, with a copy to the appropriate division director and bureau chief to determine if there is a desire to renew and to obtain an updated Letter of Agency Staffing and a Request for Space Need. A lease can only be renewed during the period not before six months nor later than three months prior to the expiration of the existing lease.

Although lease renewals do not require either bids or negotiations, the Facilities Services Manager will contact the lessor to negotiate reduced rental rates, increased services (for leases less than full service) and/or interior improvements for the office. The Facilities

Services Manager will ensure renewal forms are signed and processed once DMS has approved the Request for Space Need. Copies of the Notice of Lease Renewal will be furnished to the lessor and to the Contract Manager by the Facilities Services Manager. The Facilities Services Manager will also furnish a copy of the Notice of Lease Renewal and a contract brief to the Disbursements Section as authorization for payment of rental fees during the renewal option period.

C. Lease Modification: Lease may be modified in a number of ways including, **but not limited to**:

increasing/decreasing the amount of space;  
changing the term of the lease; or changing  
the premises or description of premises.

If a division desires a modification to an existing lease, the contract manager or division designee must complete a Letter of Agency Staffing and a Request for Space Need, outlining the specific modification along with a memorandum to the Facilities Services Manager through his/her chain of command at least five months prior to the effective date of the proposed modification.

When the Request for Space Need is approved by DMS, the Facilities Services Manager will send the correct modification form to the lessor for completion and signature.

The signed modification forms must be accompanied by either a new disclosure statement or a notarized statement from the lessor stating that the information shown on the last disclosure statement submitted has not changed, and a certificate of compliance.

Upon receipt of the modification forms and the accompanying documentation, the Facilities Services Manager will review the documents for completeness and accuracy, obtain departmental approvals and submit the documents to the Department of Management Services for approval. After DMS approval, copies of the modification form will be forwarded by the Facilities Services Manager to the lessor and the contract manager or division designee. A copy of the modification and an amended contract brief will be furnished to the Disbursements Section as authorization for any change in the payment of rental fees.

D. Lease Cancellations: Leases are legally binding documents which obligate the lessor to provide space under certain terms and conditions and which obligate the lessee (HSMV) to occupy the space under certain terms and conditions. Leases are rarely canceled.

Leases may be canceled for the following reasons:

1. Non-availability of funds - If leasing funds are reduced by the legislature, the department may analyze existing leases to determine if cancellations must be made.
2. Availability of space in a state building - With six months' notice, the agency may cancel a lease to occupy space which becomes available in a state building. The space in the State building must be in the same county as the lease in order for this provision to apply.

3. Mutual consent - If either party, the agency or the lessor, wants to cancel the lease for whatever reason and the other party agrees, the lease may be canceled by 'mutual consent'.
4. Breach of contract - Either party may initiate action to terminate the lease if the other party, after due process, consistently and flagrantly refused to abide by the terms and condition spelled out in the lease agreement.

The HSMV General Counsel will determine if sufficient cause exists for a lease cancellation on a case-by-case basis.

Copies of lease cancellations will be sent by the Facilities Services Manager to the Disbursements and Fixed Assets and Inventory Sections of the Bureau of Accounting, and to the Bureau of Budget.

- E. Time Frames: Information to begin the leasing process should be provided to the Facilities Services Manager based on the following time frames:

<u>New Lease</u>	<u>Others</u>
1. 5,000 net square feet or more - 9 to 12 months.	3. Renewals - 7 to 10 months.
2. Under 5,000 net square feet - 7 to 10 months.	4. Modifications - 5 to 7 months.

- F. Revisions of Lease Documents: Lease forms are promulgated by the Department of Management Services, Bureau of Real Property Management, for the use of all state agencies. These forms may be revised only upon authority received in writing from the Bureau of Real Property Management.

VI. Compliance with Terms and Conditions of the Lease Agreement: Most official communications affecting leases will originate in the Bureau of Purchasing and Contracts. There may be a necessity for some correspondence between the contract manager and the lessor on minor maintenance items. On problems which persist and therefore may mean the lessor is not complying with his/her responsibilities under the lease, the contract manager should notify in writing the Facilities Services Manager who will require the lessor to take corrective action.

- A. State Fire Marshal Inspections: The Office of the State Fire Marshal within the Department of which forwards copies to both the Bureau of Purchasing and Contracts and Bureau of Office Operations. Insurance is charged with the responsibility for ensuring compliance with the uniform fire safety standards. The State Fire Marshal inspects state buildings as well as state leased space for compliance. Within HSMV, the Facilities Services Manager is responsible for ensuring that corrective action be taken, either by the contract manager or the lessor, to effect compliance. Copies of all State Fire Marshal inspection reports are submitted by the Department of Insurance to the Bureau of Real Property Management.

1. Corrective Measures Requiring HSMV Action: If a State Fire Marshal inspection report identifies a discrepancy related to the tenants (program offices) in the building, such as improper use of extension cords, the Chief of Office Operations will send a memorandum to the contract manager with a copy to the appropriate division director requiring corrective action within a time certain. Division directors are ultimately responsible for

ensuring that corrective action is taken even if such action requires the expenditure of funds not previously identified for that purpose.

2. Corrective Measures Requiring Lessor Action: If a State Fire Marshal inspection report identifies a discrepancy related to the actual building, such as defective EXIT lighting, the State Fire Marshal will send a letter to the lessor requiring corrective action within a time certain.

NOTE: Local office managers/personnel who correspond in writing to either the Office of the State Fire Marshal or the lessor on matters dealing with compliance with uniform fire safety standards must copy both the Facilities Services Manager and the Chief of Office Operations.

VII. Management Information: Four management information reports are supplied to the agency by the Bureau of Real Property Management. These reports are filed with the Facilities Services Manager, and may be examined by or copied for division representative involved in leasing activities. These reports are:

- A. Listing of all HSMV leases. Includes lessee division, lessor, address, square footage, rental rates and term. Availability: semi-annually.
- B. Expiring 'Leases, Next 12 months. Same information as above, for only those HSMV leases expiring during the next 12 months. Availability: quarterly.
- C. Zone Rental Rate. Zone rental rates are presented with high, mid and low rental rates, The mid range is established by averaging all current full service leases within a particular zone. The high range is 10% above the mid range and the low range is 10% below the mid range. Zone rates are updated annually on the last day of the fiscal year and dispersed to the agencies.

VIII. Process Improvement: No process exists which will never be improved or replaced. DHSMV members are encouraged to submit to the Bureau of Purchasing and Contracts requests for improvement of any BPC process. Please use the form furnished as Attachment W to this manual. We appreciate any efforts to help us improve our customer service.

IX. Personal Preference: It is the policy of this department that all leases of office space will be justified for utilitarian reasons rather than for personal preference. This policy applies to the facilities being leased and the lessors from whom they are acquired. The facility being requested and the lessor(s) selected will be determined on the basis of operational need, competition, and applicable leasing regulations and not the personal tastes of an individual.

X. Forms Availability: The following leasing forms are available from the Bureau of Purchasing and Contracts, Neil Kirkman Building, Mail Stop 31, 2900 Apalachee Parkway, Tallahassee, Florida 32399-0524, telephone (850) 488-4656, Suncom 278-4656, fax (850) 922-6273:

Sample Form Attachments:

- A. Addendum for Assessing Liquidated Damages, FM 4141
- B. Agreement for Cancellation of Lease, FM 4061

- C. Addendum for Commencement Date, FM 4054A
- D. Addendum for Janitorial Services, FM 4054D
- E. Attestation Conflict of Interest, FM 4143
- F. Bid Proposal, Full Service, HSMV 95042  
(Less than Full Service Bids available upon request)
- G. Certification of Compliance, FM 4113
- H. Disclosure Statement, FM 4114
- H-1. Disclosure Statement, Updated, FM 4114A
- I. Request for Informal Proposal for Office Space Lease, HSMV 95056
- J. Lease Agreement, FM 4054
- K. Lease for Nominal or No Consideration, FM 4108
- L. Leased Space Selection Report, HSMV 95006
- M. Letter of Agency Staffing, FM 4056
- M-1. Letter of Agency Staffing Guide
- N. Modification to Change Effective Date and Extend Term, FM 4068
- O. Modification to Extend Term Month to Month, FM 4068A
- P. Modification to Correct Description of Premises, FM 4068A
- P-1. Modification of Description and Increase or Decrease Space and Restructure Rental Rate, FM 4068J
- Q. Modification to Restructure Rental Rate, FM 4068G
- Q-1. Modification to Increase Rental Rate, FM 4068C
- Q-2. Modification to Decrease Rental Rate, FM 4068F
- R. Modification to Change the Effective Date, FM 4068D
- S. Modification to Extend Term, FM 4068E
- S-1. Modification to Extend Term and Restructure Rental Rate, FM 4068H
- S-2. Modification to Extend Term Month to Month and Restructure Rental Rate, FM 4068I
- T. Modification of Description and Increase or Decrease Space, FM 4069
- U. Notice of Lease Renewal,. FM 4064
- U-1. Notice of Lease Renewal and Restructure Rental Rate, FM 4064A
- U-2. Agreement to Exercise Option to Renew Lease, to Extend Term and Restructure Rental Rate, FM 4068K
- V. Office Space Leasing Plan, HSMV 95057
- W. Process Improvement Request
- X. Request for Authority to Solicit Leased Space, HSMV 95007
- Y. Request for Payment of Rental as a Tenant-at-Will, FM 4112
- Z. Request for Space Need, FM 4105
- Z-1. Request for Space Need Guide