

Invitation To Bid - #01-01172024

Leasing of Office Space in Eastern Pasco County

I. GENERAL INFORMATION

A. PURPOSE

CareerSource Pasco Hernando (CSPH) is requesting proposals for office space in Eastern Pasco County to serve as the agency's One Stop location.

CareerSource Pasco Hernando is a not-for-profit organization that serves Pasco and Hernando counties by administering local workforce development and welfare reform programs as part of the State of Florida and the Federal Government's initiatives.

Stevens Amendment - This lease solicitation is partially supported by the U.S. Departments of Labor, Health and Human Services, and Agriculture as part of awards totaling \$4,234,000 for 98% of the funding. The additional 2% is from other non-federal funding sources.

CSPH is currently looking for one location in Eastern Pasco County. The ideal location would be in Dade City or surrounding area that is centrally located. The current location is 15000 Citrus Country Drive, Dade City, FL 33523. All locations within Eastern Pasco County will be considered. Office space must conform to normal government office space requirements, including the Americans with Disabilities Act of 1990, as amended.

CSPH's targeted occupancy of the selected site is on or before **July 01, 2024**.

B. WHO MAY RESPOND

Respondents must be the owner of the facility or the owner's authorized representative having authority to act on behalf of the owner and able to provide a facility that meets the requirements of this Invitation To Bid (ITB).

C. TECHNICAL ASSISTANCE

Technical assistance will be provided through a written question and answer format. Potential respondents will have until 12:00 p.m. on Thursday, **February 22, 2024** to submit questions in writing, by email, to bgause@CareerSourcePascoHernando.com.

Answers will be posted on the website, www.CareerSourcePascoHernando.com, and available to all entities within three (3) business days of receiving the question. CSPH reserves the right to decline a response to any question if, in CSPH's assessment, the information cannot be shared with all potential bidders in a timely manner.

D. INSTRUCTIONS ON PROPOSAL SUBMISSION

Intent to Respond

It is preferred that potential Offerors notify by Friday, **April 2, 2024**, via email to bgause@CareerSourcePascoHernando.com, of their intent to submit an offer and identify the property address.

Closing Submission Date

One (1) electronic copy of the proposal must be submitted no later than 5:00 p.m. on Friday, **February 29, 2024**. Proposals and/or modifications received after that date will not be considered, however, CSPH has the right to extend this deadline if enough bids aren't received.

Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this ITB will be the responsibility of the Offeror and will not be reimbursed.

Instructions to Prospective Contractors

Inquiries and proposals should be addressed as follows:

Name: Brenda Gause

Email: bgause@CareerSourcePascoHernando.com

Inquiries and proposals submitted via email should reference **ITB for Leasing of Eastern Pasco County Office Space** in the subject line.

It is the responsibility of the Offeror to ensure that the proposal is received by CSPH by the date and time specified above.

Right to Reject

CSPH reserves the right to reject any and all proposals received in response to this ITB. An agreement for the accepted proposal will be based upon the factors described in this ITB.

Small and/or Minority-Owned Businesses

Efforts will be made by CSPH to utilize small business and minority-owned business.

Notification of Award

It is expected that notification of award will be made before/by Monday, **April 22, 2024**.

E. GENERAL REQUIREMENTS

CSPH is seeking office space of approximately **1,500 to 2,000** square feet to serve as the agency's One Stop location(s) in Eastern Pasco County. Office space must conform to normal government office space requirements, including the Americans with Disabilities Act of 1990, as amended. See Section VII below for Accessibility Requirements.

The preferred location(s) shall have access to public transportation, if possible. Other locations within Eastern Pasco County will be considered.

CSPH requests to occupy the facility beginning on or before **July 1, 2024**, with a preferred lease agreement of five (5) years. The final agreed upon occupancy date is negotiable; however, occupancy must be possible no later than **July 1, 2024**. Therefore, Offeror must indicate ability to meet tenancy of on or before **July 01, 2024** or specify the earliest date of potential occupancy.

II. SPECIFICATIONS

A. SCOPE

The leased facility requirements include:

- Centralized clerical and operational support area to accommodate high volume multi-function machines;
- Designated access to a conference room that can accommodate meetings and trainings up to 300 SF square feet
- Designated access to a large conference room (Resource Room) that can accommodate at least 10-15 small workstations (approximately 750-1000 S.F.)
- 5-6 individual offices
- Small break room for staff to eat lunch (optional)
- One (1) on-site storage areas;
- Local Area Network (LAN) cabling for personal computers and multi-function machines, and one (1) designated LAN rooms for network servers;
- Electrical systems with adequate outlets to support a trouble-free environment for individual office workstations and high-volume, multi-function machines;
- Telephone ports with lines to support a trouble-free environment for a multi-user telephone system;
- Heating, air conditioning, and ventilation systems that provide superior air quality and movement;

- Access to parking to accommodate at least twenty-five to fifty (25-50) vehicles for CSPH staff and guests
- Maintenance, including custodial requirements (e.g., janitorial; maintenance; repairs, water and sewer services; real property taxes and levies; and the landscaping and mowing of grounds);
- Access to public transportation preferred
- ADA compliant

B. PRICE

In consideration of all the requirements contained herein, the total monthly rental price must be at or below market value. The price details must also disclose a plan, basis, and schedule for rent increases. Details for calculation of charges for common area maintenance (CAM) must also be detailed and included, if applicable.

C. LEASEHOLDER

The Lessee will enter into a lease for office space upon selection of the facility based on the review of proposals. CSPH will be the sole leaseholder. CSPH will have the right to sublease a portion of the leased space with the approval of the Lessor.

D. CONFIDENTIALITY

CSPH must comply with 2008 Florida Statutes 119.01 and may be requested and required to release information from proposals received in response to this ITB.

III. OFFEROR'S QUALIFICATIONS

Please use this format as the outline for your ITB response.

IV. PROPOSAL FORMAT

- Your proposal should be concise, specific, and complete and should demonstrate a thorough understanding of the minimum *requirements*.
- Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete offer are not desired. Legibility, clarity, and completeness are much more important.
- Your proposal must be signed by an official authorized to bind your firm contractually and must be accompanied by a statement to the effect that your offer is firm for a period of not less than 60 calendar days after the closing date for receipt of offers.

V. FACILITY QUALIFICATIONS

The Offeror, in its proposal, shall, at a minimum address the following technical qualifications:

Parameters	Requirement
Facility Description	Describe whether this is a(n): <ul style="list-style-type: none">• owned building ready for occupancy;• owned building requiring retrofit;• facility that will be built to occupant specifications
Facility Occupancy Timeline	Provide details on the timeline for occupancy. July 1, 2024 is the target occupancy date. If July 1, 2024 is not feasible, specify the earliest time that the facility would be available for occupancy. Occupancy must be possible no later than July 7, 2024 . Certify that the building will be compliant with all agreed upon requirements by the date specified by Offeror.
Facility Occupants	Explain if rental would involve a whole or part of the proposed building. If part, identify the existing or potential occupants that may rent the remainder of the space, as well as the shared use of common areas in the facility.
Facility Location	Describe the exact location (complete) address.
Facility Square Footage	Provide a layout showing 1,500 to 2,000 square feet. Additional space should be shown separately, if applicable. Please provide the potential, or lack thereof, for the option of the future development (i.e., increase in square footage) of property should the need arise.
General Layout	Describe the square footage and layout available to accommodate a work environment for at least twenty (20), which shall include at a minimum: <ul style="list-style-type: none">• Reception area. Indicate if reception area is designated space or shared with other building tenants.• Centralized clerical and operational support area to accommodate high volume multi-function machines.• Five (5) to six (6) individual offices.• Prefer designated access to a conference room that can accommodate meetings and trainings for up to twenty (20) people. Approx. 300 S.F.

	<ul style="list-style-type: none"> • Designated access to a large conference room (Resource Room) that can accommodate at least ten - fifteen (10-15) workstations (approximately 750-1000 S.F.) • Small break room for staff to eat lunch; optional • One (1) on-site storage areas for supplies and work files. • Local Area Network (LAN) cabling for personal computers and multi-function machines, and one (1) designated LAN rooms for network servers
--	---

VI. EVALUATION CRITERIA

A. All offers must meet the requirements as set forth in the Invitation To Bid. Requirements for amount of space required are subject to change and can be negotiable.

B. In addition, the following criteria will be numerically weighted and scored as part of the evaluation:

- Price (35 Points)

Using criteria listed below, a competitive range will be established. For those offers remaining in the competitive range after the technical evaluation, the total proposed price for the term of one (1) year and the two (2) annual option periods for the minimum amount of office space and the optional office space will be weighted and scored. The lowest total price for an otherwise acceptable technical offer will receive the maximum points for this criterion. The remaining offers will receive a percentage of the available points based upon the ratio of the total price of the lowest offered price to the total price of the respective offer being ranked. The Company may select the low evaluated offer or may continue with additional negotiations and a request for final revised offers.

- Location (30 Points)

- Location of the facility is within the specified areas

- Technical Approach (20 points)

Approach to meeting the following concepts which are to be incorporated into the facility design:

- Individual building functionality and responsiveness to the requirements including technical and performance specifications and design considerations to provide an aesthetically pleasing interior and exterior appearance. Quality of materials for finished surfaces which will result in low maintenance. The proposed facility will be assessed as to its functionality as Class A office space and effective space conducive for multi-program

research and development. Type of construction and efficiency of the arrangement proposed for office space. Approach and plans for parking with effective site ingress and egress.

- Plans for mechanical and electrical systems which are energy efficient.
- Schedule for Occupancy (15 points)
 - Are all phases of the schedule for preparing the facility for occupancy included in the offer?
 - Is the proposed schedule credible and realistic?
 - Does the contractor/developer exhibit adequate evidence of his/her ability to meet the proposed schedule?
 - Is this the best possible schedule in days from execution of the lease agreement?
 - Occupancy of office space is requested by April 17, 2024 but no later than May 1, 2024.

We reserve the right to solicit from any available sources relevant information concerning your business operations and to use this information in evaluation and selection.

VII. Accessibility and Alterations

- A. The leased Premises must meet at the time of occupancy, or will conform to, or will be brought into conformance with within 180 days of lease execution, the requirements of the 2012 Florida Accessibility Code for Building Construction (“FACBC”), 2010 ADA Standards, American With Disabilities Accessibility Implementation Act, Section 553.501 – 553.514, Florida Statutes. The Code of Federal Regulations, Department of Justice, Title 28, Part 35 and Part 36, and the Department of Transportation Title 49, Part 37 and the requirements of Florida Building codes have all been incorporated within FACBC.

- B. The Florida Building Codes includes and requires the following subparts, which are applicable to occupied or public use leases:

Chapter 1, Section 101.1 - all new and altered public building and facilities, private buildings and facilities, places of public accommodation and commercial facilities subject to this code shall comply with the code.

Chapter 1, Section 101.03 - this code established standards for accessibility to a place of public accommodation and commercial facilities by individuals with disabilities. This code shall also apply to state and local government (owned and leased) facilities pursuant to Section 553.503,

Florida Statutes. It is to be applied during the design and construction, and during any alteration to such building and facilities as required by the code.

- C. Lessee shall have the right to make any alterations in and to the Premises during the term of this Lease upon first having obtained written consent of Lessor. Lessor shall not unreasonably withhold the consent to any such alterations.

VIII. Termination of Lease

From the funds in Specific Appropriations approved by the Florida legislature annually, no federal or state funds shall be used to pay for space being leased by a Regional Workforce Board, CareerSource Florida, Inc., or the Florida Commerce if it has been determined by whichever entity is the lessee that there is no longer a need for the leased space. All leases, and performance and obligations under the leases, are subject to and contingent upon an annual appropriation by the Florida Legislature. In the event that such annual appropriation does not occur, or in the alternative, there is either a reduction in funding from the prior annual appropriation or the entity which is the lessee determines that the annual appropriation is insufficient to meet the requirements of the leases, then the lessee has the right to terminate the lease upon written notice by the lessee and the lessee shall have no further obligations under the contracts.