

**UCF-7.208 Leases of 5,000 Square Feet or More.**

(1) The University shall not enter into a lease for 5,000 square feet or more in a privately owned building, except upon advertisement for and receipt of competitive bids or proposals as determined by the University. The University shall comply with BOG Regulation 17.001 in the acceptance of bids or proposals for such leased space. The University shall not enter into, within any 12 month period, more than one lease for space of a total of 5,000 square feet or more in a privately owned facility or complex except upon the solicitation of competitive bids.

(2) Exceptions to the competitive solicitation requirements.

(a) This regulation shall not apply to renewal of leases when the lease contains renewal terms.

(b) This regulation shall not apply to any lease having a term of less than 120 consecutive days for the purpose of securing the one-time special use of the leased property.

(c) This regulation shall not apply to any lease for nominal or no consideration. As used herein, "nominal consideration" means consideration for \$100.00 or less per year.

(d) This regulation shall not apply to building or facilities of any size leased for the purpose of providing care and living space for persons.

(e) The University may approve extensions of an existing lease of 5,000 square feet or more space if such extensions are determined to be in the best interest of the University, but in no case shall the total of such extensions exceed 11 months. If at the end of the 11th month the University still needs space, it shall be procured by competitive bid. However, if the University determines it is in the best interest to remain in space it currently occupies, the University may negotiate a replacement lease with the landlord if an independent market analysis demonstrates that the lease rates offered are within market rates for the space and the cost of the new lease

does not exceed the cost of a comparable lease plus documented moving costs. The term of such replacement lease may not exceed the base term of the expiring lease. The decision to extend a lease and to remain in space currently occupied shall be based on the following factors: the cost of moving, the disruption of activities that will occur as a result of moving, the location of the space, the suitability of the space, the proximity of services, the layout and type of space, and the quality of space involved.

(f) Specialized research, medical, or educational facilities excluding classrooms shall be exempt from the competitive bid requirements for leasing upon certification by the University President or designee that said facility is available from a single source and that compliance with competitive bid requirements would be detrimental to the University.

(g) Leases of educational facilities in the Central Florida Research Park, “with which the University is affiliated,” are exempt from the competitive solicitation requirements. The Board of Trustees or designee must certify in writing that the leasing of such educational facilities is in the best interests of the University and that the exemption from competitive bid requirements is not detrimental to the state, pursuant to s. 1013.17, F.S.

(h) Leases of space in the event of emergency space needs where existing state- or University-owned or leased space is destroyed or rendered uninhabitable and the President or designee certifies that other University controlled space is not available and the term of the lease does not exceed 18 months, provided the University may modify the lease to extend month to month for up to 6 additional months to allow completion of construction or renovation.

(i) Competitive solicitations shall not be required when leasing facilities in a hospital or other medical facility, such as a medical office building, with which the University is affiliated.

(3) The University shall not enter into a lease agreement for space of 5,000 square feet or more in a privately owned building when suitable space is available in a state-owned building located in the same geographic region unless it is determined to be in the best interest of the University and the State, such as when the cost of the move from a private building to the state-owned building would be prohibitive. The University is exempt from these requirements when leasing space in the Central Florida Research Park.

*Authority: BOG Regulations 1.001 and 17.001. History—Formerly 6C7-4.052(9)(a), (b), F.A.C., Renumbered 8-4-82, Amended 12-29-91, 3-16-03, 5-5-08; Formerly 6C7-7.208, Amended 8-31-09.*