

**6C7-7.210 Lease Specifications.**

(1) For all leases to be awarded based upon competitive bid, bid specifications shall be drawn by the University in general terms. They shall afford each prospective lessor, interested in submitting a proposal, knowledge of the University's space requirements. They shall not be structured to favor any specific location or lessor.

(2) Specifications provided to each prospective lessor should set forth, but not be limited to, the following:

(a) Approximate net square footage required, to be measured in accordance with subsection 60H-2.003(2),

F.A.C.

(b) Approximate floor plan of space needed showing partitioning and other physical requirements.

(c) General location of required space.

(d) Date space must be available.

(e) Term of lease with option to renew, if desired.

(f) Services required to include parking, dining and transportation requirements.

(3) Specifications shall also set forth that the prospective lessor will agree to:

(a) Enter into the University's standard lease.

(b) Provide a scaled floor plan showing present configurations and measurements that equate to net rentable square footage offered.

(c) Be an Equal Opportunity Employer.

(d) Provide Full Disclosure Statements of Ownership.

(e) Validate the proposal for a minimum of forty-five (45) days following the public bid opening date.

(f) Provide a Life Cycle Analysis with proposal if the space is for 20,000 or more square feet in any one structure with the understanding that the analysis must be acceptable before an award can be made. (Section 255.254, F.S.)

(g) Propose a rental rate per square foot per year that will include all renovations and other special requirements necessary to accommodate the program at the time of initial occupancy.

4) Specifications may provide that sealed proposals are to be submitted, in a titled envelope, to a designated individual by a specified closing time and date, at which time all proposals will be publicly opened.

*Authority: BOG Resolution dated January 7, 2003. History—Formerly 6C7-4.052(9)(d), Renumbered and Amended 8-4-82, 3-16-03.*