

**UCF-7.209 Solicitation for Lease Space.**

(1) Where required, the university will advertise for and receive competitive bids or proposals for the lease of space more than 5,000 square feet.

(2) A public solicitation for proposals will be widely publicized using newspaper advertisement and contact with owners, developers or realtors in the city or area in which space is desired.

(3) Solicitation should set forth, but not be limited to the following:

(a) Approximate net square footage required to be measured in accordance Regulation UCF-7.203(11).

(b) General area in which space must be located.

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

(d) Date space must be available.

(e) Name and address of location where specifications may be obtained.

(f) Terms and conditions of lease, including an option to renew if desired.

(g) Services required, including parking, dining, and transportation requirements, if any.

(4) 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.

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

(a) Enter into a lease agreement that incorporates specified terms, if applicable.

(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 Statement(s) of Ownership.

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

(6) 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. (7) Lease Proposals.

(a) Proposals shall specifically respond, but need not be limited, to each item included in the specification.

(b) Each proposal shall be signed by the owner(s), corporate officers, or legal representative(s). The corporate, trade or partnership name must be either stamped, written or typewritten, beside the actual signature(s). If the proposal is signed by an agent, written evidence of his authority must accompany the proposal. If a corporation foreign to the State of Florida is the owner, evidence of authority to conduct business in Florida shall be presented.

(8) In any lease of space that is accomplished without competition, the individuals taking part in the development or selection of criteria for evaluation, in the evaluation, and in the award processes shall attest in writing that they are independent of, and have no conflicting interest in, the entities evaluated and selected.

*Authority: BOG Regulations 1.001 and 17.001. History--Renumbered and Retitled 8-4-82, Amended 3-16-03; Renumbered and Amended 8-31-09.*