

June 3rd, 2026

Invitation to Negotiate 730:0446 Lake City Pre-Bid Conference

Prepared for



Agenda

1

Introductions

2

**Overview of the
Baseline ITN
Specifications**

3

**Evaluation of
Responses**

4

**Design and
Construction
Specifications**

5

Questions

Material contained in this presentation is for informational purposes only and does not replace any requirements outlined in the ITN. Any modifications to the ITN will only be reflected on the Vendor Information Portal.

Official ITN Contacts

Michael Messina, Chris Brown, & Jerry
Thornbury
Savills

Torie Swain, John Mangar, & Glen
Garrett
Department of Revenue

Material contained in this presentation is for informational purposes only and does not replace any requirements outlined in the ITN. Any modifications to the ITN will only be reflected on the Vendor Information Portal.

Key Dates

Page 9 of ITN

Date and Time	Time	Item / Task
May 15 th , 2026		Date on which the ITN is advertised on the Vendor Information Portal
June 3 rd , 2026	11:00 AM	Pre-Bid Conference via Teams; detailed to be provided by Tenant Broker and posted to the Vendor Information Portal at a later date
June 18 th , 2026	5:00 PM	Deadline for submitting questions, in writing, relating to this ITN No further questions accepted after this date and time
June 25 th , 2026		Date responses to written questions received relating to this ITN will be posted on the Vendor Information Portal
July 22 nd , 2026	2:00 PM	Deadline for Receipt of Replies <i>LATE REPLIES WILL NOT BE CONSIDERED</i>
July 22 nd , 2026	2:01 PM	Opening of Replies Florida Department of Revenue 2450 Shumard Oak Blvd Building 2, Suite 1600 Tallahassee, FL 32399
July 22 nd , 2026 – August 5 th , 2026		Time period for evaluation of Replies / Agency’s Evaluators Tour of Selected Offered Facilities
August 10 th , 2026 – August 27 th , 2026		Estimated time period for negotiations
August 31 st , 2026		Estimated Notice of Intent of Award posted on Vendor Information Portal
October 1 st , 2027		Anticipated Lease Start Date

Material contained in this presentation is for informational purposes only and does not replace any requirements outlined in the ITN. Any modifications to the ITN will only be reflected on the Vendor Information Portal.



Lease Terms

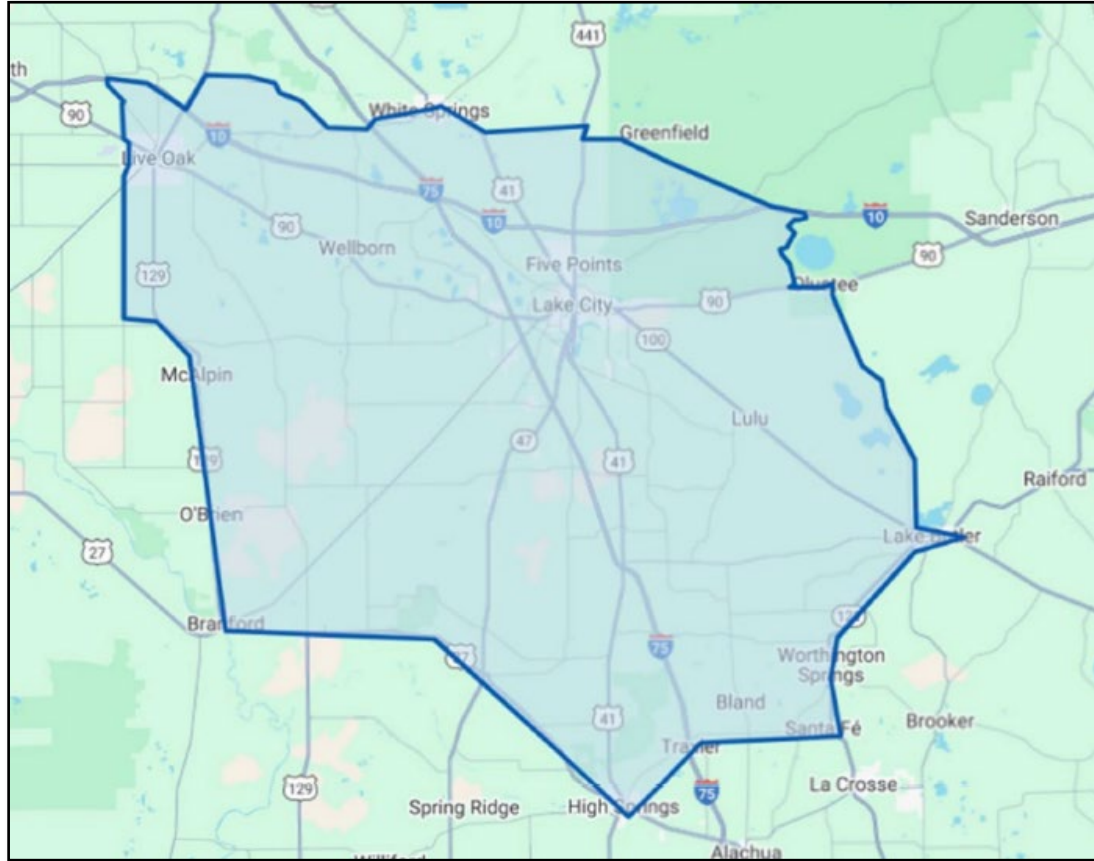
The Agency is seeking the following:

- **12,536 – 13,856 usable square feet** for a General Tax Administration (GTA) and Property Tax Oversight (PTO) office
- All responses must reflect Full-Service (Gross) / Turn-key rental rates
- Lease Commencement Date: October 1st, 2027
 - Any delays will result in liquidated damages of \$661.54 per day
- Lease Term Structure:
 - 10-year base term with 10 1-year renewals
- The lease term structure must be provided completely or the ITN will be rejected

Material contained in this presentation is for informational purposes only and does not replace any requirements outlined in the ITN. Any modifications to the ITN will only be reflected on the Vendor Information Portal.

Geographic Area

Only proposed facilities within or abutting the boundaries shown below will be considered:



North Boundary: I-10/ FL-136 Scenic/
US Hwy 41/ NW Lassie Black Street/
NE Burlap Road/ NE E. Olin Road

East Boundary: Co Road 249/ 129th
Road/ Goldkist Blvd/ State Hwy 249

South Boundary: US Hwy 27/ NW
County Road 236

West Boundary: Nat'l Forest Road 277/
Co Road 231/ Lake Butler/ SW 6th
Street/ FL - 121

Material contained in this presentation is for informational purposes only and does not replace any requirements outlined in the ITN. Any modifications to the ITN will only be reflected on the Vendor Information Portal.

Parking Requirements

- Please provide the amount of parking spaces on an exclusive and non-exclusive basis. Please provide the amount of spaces that DOR can be provided at no cost.
- Additional spaces to meet ADA requirement shall follow the latest ADA specifications

Material contained in this presentation is for informational purposes only and does not replace any requirements outlined in the ITN. Any modifications to the ITN will only be reflected on the Vendor Information Portal.

Use of the State's Leasing Forms is a Must

- It's important to understand all the forms and requirements in the ITN
- The selected Offeror is required to utilize ALL the forms included in the ITN, including the State's standard lease agreement

The image displays five official forms from the State of Florida Department of Management Services:

- Invitation to Negotiate (ITN) 730-0378:** A form for leasing property, including sections for parties, description, and terms.
- Addendum C: Employment Eligibility Verification Form:** A form for verifying the employment eligibility of individuals, including sections for the employer, employee, and verification details.
- Attachment D: Disclosure Statement Form 4:** A form for disclosing information regarding the ownership and use of the property, including sections for ownership, disclosure requirements, and verification.
- Attachment G: Commission Agreement:** A form for agreeing to a commission, including sections for the agreement, terms, and verification.
- Application for Plan Review:** A form for applying for a plan review, including sections for contact information, project name, type of submission, building information, and plan review details.

Material contained in this presentation is for informational purposes only and does not replace any requirements outlined in the ITN. Any modifications to the ITN will only be reflected on the Vendor Information Portal.

How are ITN Responses Evaluated?

Page 16-19 of ITN

- An initial review of all ITNs are completed to determine the responsiveness
- If responsive, site inspections are conducted with DOR personnel who score each site individually
- As a result of the scoring, the Tenant Broker commences negotiations with the highest scoring option(s)
- Upon receipt of all best and final offers, DOR in consultation with the Tenant Broker, selects the preferred Offeror that is considered to be the State's best leasing value

Material contained in this presentation is for informational purposes only and does not replace any requirements outlined in the ITN. Any modifications to the ITN will only be reflected on the Vendor Information Portal.

Understanding DOR's Design and Construction Requirements is Critically Important

The selected Offeror is responsible for all design and construction costs

Material contained in this presentation is for informational purposes only and does not replace any requirements outlined in the ITN. Any modifications to the ITN will only be reflected on the Vendor Information Portal.

Tenant Improvement Budget

- During negotiations with the short-list offeror(s), the selected Offeror will be required to provide a breakdown of the budgeted Tenant Improvement (TI) costs. A detailed TI breakdown will be required when the offeror(s) submit their Best and Final Offers
- The budgeted TI amount shall be included in the final Lease Document under Section 8A (page 4, Standard Lease Agreement of the ITN)
- It is crucial that the selected Offeror accurately budget the TI amount. DOR is not liable to the selected Offeror if the actual costs of the buildout exceed the initial budgeted amount

Material contained in this presentation is for informational purposes only and does not replace any requirements outlined in the ITN. Any modifications to the ITN will only be reflected on the Vendor Information Portal.

Designing the Right Space is a Team Effort Driven by the Selected Offeror

- The selected Offeror is expected to work with the program, DOR Facilities, and Tenant Broker to design a space that best meets the Department's needs
- The program and DOR Facilities must “sign off” on plans prior to State Fire Marshal and permitting review
- Design requirements include, but are not limited to, the following:
 - Test fits
 - Development of final space plan
 - Development of Construction Documents (CDs)
 - Submittal of CDs to all required governmental jurisdictions including DOR Facilities and the State Fire Marshal

Material contained in this presentation is for informational purposes only and does not replace any requirements outlined in the ITN. Any modifications to the ITN will only be reflected on the Vendor Information Portal.

Understanding the Build Out Specifications Up Front is Also Very Important

- Construction requirements include, but are not limited to, the following:
 - All interior construction
 - All data cabling (electrical, data, voice, etc.) as outlined in detail under Addendum F of the ITN
 - All furniture for the Premises (workstations, all lobby employee work areas, etc.) except for private offices
 - Project/Construction management, including weekly meetings during construction

Material contained in this presentation is for informational purposes only and does not replace any requirements outlined in the ITN. Any modifications to the ITN will only be reflected on the Vendor Information Portal.

Significant Security Requirements Must Be Properly Addressed

- All doors leading outside the building, with the exception of the main entrance(s), are to be equipped with interior push bar release locks and a singular cylinder deadbolt lock. Security system to include fire and smoke detection (monitoring to be paid by DOR). Selected Offeror shall consult with the Department for an approved security vendor and system
- Electronic locks and automatic closure devices are required on interior doors leading from the reception/lobby area into the support areas, employees' offices and customer interview stations
- Please thoroughly review all details outlined on Page 25-26 of the ITN

Material contained in this presentation is for informational purposes only and does not replace any requirements outlined in the ITN. Any modifications to the ITN will only be reflected on the Vendor Information Portal.

Communication During Design and Construction With All Parties Will Help Ensure a Successful Project

NO changes may be made during the design/construction phase without approval of the programs and DOR Facilities office...the expense of any changes that were not signed off on will be borne by the originator!

Material contained in this presentation is for informational purposes only and does not replace any requirements outlined in the ITN. Any modifications to the ITN will only be reflected on the Vendor Information Portal.

Knowing the Details is Important

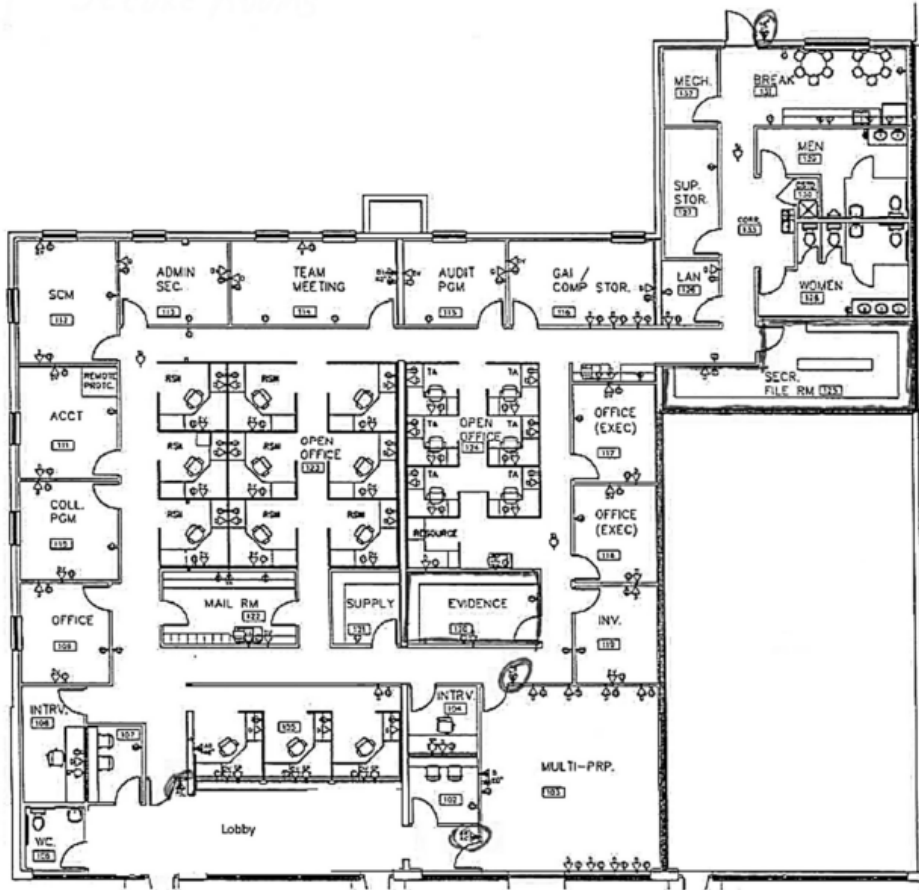
Page 30-31 of ITN

Space Name	Quantity Needed	Square Footage	Electrical Duplexes	Data Drops	Phone Drops	Flooring Type	Lock Type	Vision Panel
GTA/PTO Manager/Supervisor (Hardwall)	13	100	26	26	0	carpet	1	Yes
GTA/PTO Employee (Cubicle)	59	36	118	59	0	carpet	N/A	N/A
GTA LAN Telecom Perimeter walls shall extend beyond ceiling to roof or next floor or have a drywall type ceiling with a hard coat of plaster to prevent access from adjoining areas. Must be climate controlled & locking with card reader. Room temp is not to exceed 75 degrees at any time. A dedicated circuit and A/C unit may be required. Refer to Tele-Com Addendum for complete details.	1	75	4	6	1	tile	7 & 2	N/A
Open File Area	72	9	per code	per code	per code	carpet	N/A	N/A
Supply Storage - Program to supply cabinets. Shelving to be provided by Lessor.	1	100	per code	per code	per code	carpet	4	Yes
GTA Break Room	1	200	4	1	1	tile	N/A	Yes
GTA Copy Room	1	200	3	2	2	tile	4	N/A
GTA Conference Room	1	250	per code	per code	per code	carpet	3	Yes
GTA Conference Room	1	100	per code	per code	per code	carpet	3	Yes
GTA Team Meeting Room	1	100	2	2	2	carpet	3	Yes
GTA Lobby	1	500	per code	1	1	tile	N/A	N/A
Unisex Rest Rooms	1	100	per code	per code	per code	tile	per code	N/A
GTA Customer Service Support Area	3	150	N/A	N/A	N/A	carpet	N/A	N/A
GTA Interview Rooms	2	100	7	12	2	carpet	3	Yes
GTA MultiPurpose Room	1	1000	per code	per code	per code	carpet	3	Yes
GTA Secured Evidence Room - Perimeter walls shall extend beyond ceiling to roof or next floor or have a drywall-type ceiling with a hard coat of plaster to prevent access.	1	200					2	N/A
GTA File Room	1	450	per code	per code	per code	carpet	2	Yes
GTA Remote Document Processing Room	1	200				carpet	2	N/A
GTA Accountant/Safe Room	1	100				carpet	2	N/A

DCSA Workroom, Secured - Perimeter walls shall extend beyond ceiling to roof or next floor or have a drywall-type ceiling with a hard coat of plaster to prevent access.	1	200	3	3	2	carpet	2	Yes
Mail Room Perimeter walls shall extend beyond ceiling to roof or next floor or have a drywall-type ceiling with a hard coat of plaster to prevent access from adjoining areas. Room must be securable. Mail slots to be on a flat wall. Lessor to provide base cabinets and counter tops for work area.	1	185	2	2	2	tile	4 & 2	Yes
PTO File Room	1	180	per code	per code	per code	carpet	2	N/A
PTO Storage	1	200	per code	per code	per code	carpet	3	Yes
The Department reserves the right to relocate phone, data and electrical drops as needed.								
Common Name	Code		Description					
Keyed Lock Set	1		Outside lockable by key, inside handle always unlocked, all keys to be master keyed unless noted					
Key Fob	2		Electronic strike entry, allows for electronic release and monitoring					
Passage	3		Rotating door handles, neither of which lock					
Privacy	4		Lockable on one side commonly by push button, emergency release on the opposite side					
Store Room	5		Always locked on outside requiring key for entry with rotating door handle which never locks for safe exit					
Door Release	6		When button is depressed, it releases the locking mechanism on a particular door					
Deadbolt Lock	7		Key required to open and close lock					

Material contained in this presentation is for informational purposes only and does not replace any requirements outlined in the ITN. Any modifications to the ITN will only be reflected on the Vendor Information Portal.

Customer Service Areas Example



Review the specifications closely!

Material contained in this presentation is for informational purposes only and does not replace any requirements outlined in the ITN. Any modifications to the ITN will only be reflected on the Vendor Information Portal.

Final Thoughts | Questions

- Monitor the Vendor Information Portal for any updates
- Any clarifications to this ITN will only be provided via the Vendor Information Portal
- The selected Offeror must comply with all specifications outlined in the ITN
- Questions?

Material contained in this presentation is for informational purposes only and does not replace any requirements outlined in the ITN. Any modifications to the ITN will only be reflected on the Vendor Information Portal.

Thank you.

The material in this presentation has been prepared solely for informational purposes and is strictly confidential. Any disclosure, use, copying or circulation of this presentation (or the information contained within it) is strictly prohibited, unless you have obtained Savills' prior written consent. Neither this presentation nor any part of it shall form the basis of, or be relied upon in connection with, any offer or transaction, or act as an inducement to enter into any contract or commitment whatsoever. NO WARRANTY OR REPRESENTATION, EXPRESS OR IMPLIED, IS GIVEN AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED HEREIN AND SAVILLS IS UNDER NO OBLIGATION TO SUBSEQUENTLY CORRECT IT IN THE EVENT OF ERRORS.

