

June 3rd, 2026

Invitation to Negotiate 730:0447 Tampa Pre-Bid Conference

Prepared for



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Baseline ITN
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Key Dates

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Date and Time	Time	Item / Task
May 21 st , 2026		Date on which the ITN is advertised on the Vendor Information Portal
June 3 rd , 2026	1:00 PM	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	1:00 PM	Deadline for Receipt of Replies <i>LATE REPLIES WILL NOT BE CONSIDERED</i>
July 22 nd , 2026	1:01 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
September 1 st , 2028		Anticipated Lease Start Date

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Lease Terms

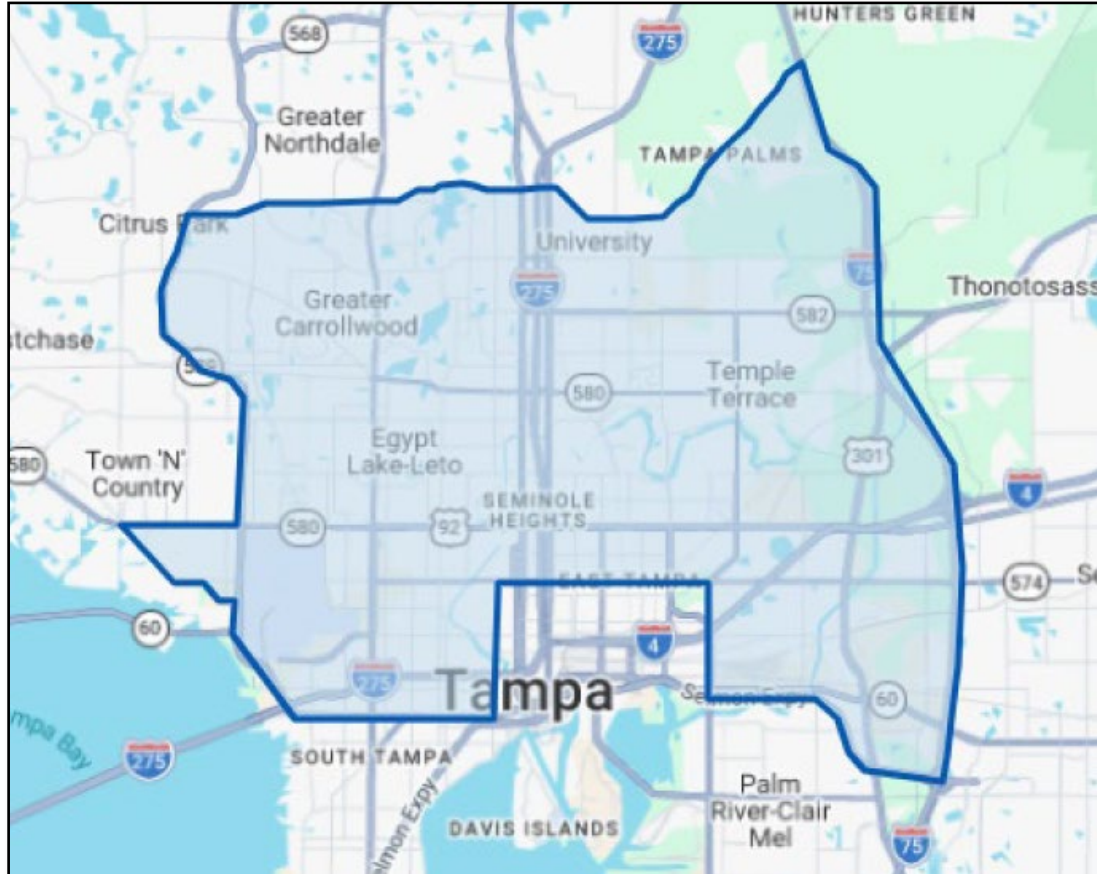
The Agency is seeking the following:

- **21,328 – 23,574 usable square feet** for a Child Support Program (CSP) office
- All responses must reflect Full-Service (Gross) / Turn-key rental rates
- Lease Commencement Date: September 1st, 2028
 - Any delays will result in liquidated damages of \$3,924.05 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

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Geographic Area

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



North Boundary: Ehrlich Road / W. Bearss Ave / E. Bears Ave / Bruce B Downs Blvd

East Boundary: Interstate 75

South Boundary: E Brandon Boulevard/ Brandon Parkway/ Selmon Expressway/ E MLK Jr. Blvd./ W Kennedy Blvd.

West Boundary: Veterans Expressway/ Independence Parkway/ Memorial Highway/ Veterans Expressway

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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

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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 agreements, including fields for Lease Number, Lease Commencement, Parties, and Lease Description.
- Addendum C: Employment Eligibility Verification Form:** A form for verifying employment eligibility, including fields for Lessor, Lessee, and a section for the Lessor's agreement to verify employment.
- Attachment D: Disclosure Statement Form 4:** A form for disclosing ownership and other relevant information, including fields for Ownership, Disclosure Requirements, and Ownership Disclosure List.
- Attachment G: Commission Agreement:** A form for disclosing ownership and other relevant information, including fields for Ownership, Disclosure Requirements, and Ownership Disclosure List.
- Application for Plan Review:** A form for requesting a plan review, including fields for Contact Information, Project Name or Description, and Building Information.

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How are ITN Responses Evaluated?

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- 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

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Understanding DOR's Design and Construction Requirements is Critically Important

The selected Offeror is responsible for all design and construction costs

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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

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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

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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

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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

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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!

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Knowing the Details is Important

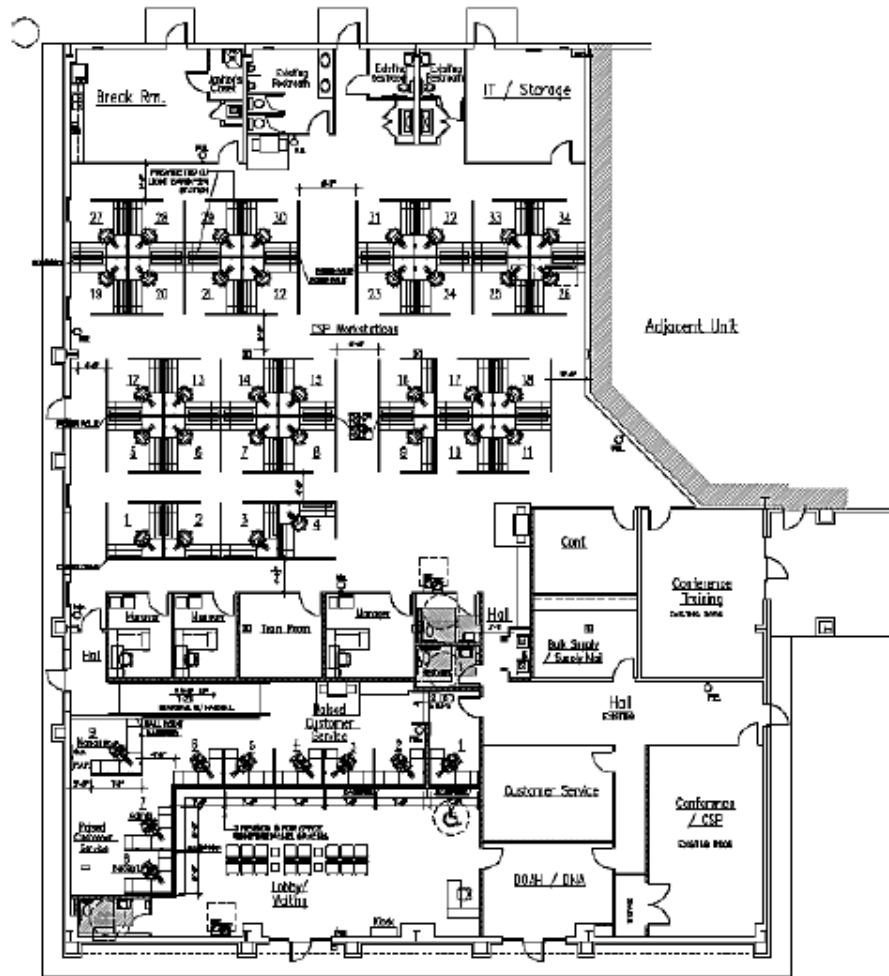
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Space Name	Quantity Needed	Square Footage	Electrical Duplexes	Data Drops	Phone Drops	Flooring Type	Lock Type	Vision Panel
CSP Manager/Supervisor (Hardwall Office)	19	100	38	38	0	carpet	1	Yes
CSP Employee Workstation	88	36	176	88	0	carpet	N/A	N/A
Training Professional (Hardwall Office)	4	80	8	8	0	carpet	1	Yes
CSP Customer Service/Receptionist Workstation	15	35	30	15	0	carpet	N/A	N/A
Customer Service Supervisor Workstation	2	64	4	2	0	carpet	N/A	N/A
Customer Service Team Lead Workstation	3	36	6	3	0	carpet	N/A	N/A
CSP 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	126	9	per code	per code	per code	carpet	N/A	N/A
Supply Storage - Program to supply cabinets. Shelving to be provided by Lessor.	3	100	6	3	0	carpet	4	Yes
CSP Break Room	2	200	per code	2	0	tile	N/A	Yes
CSP Copy Room	2	200	3	2	2	tile	4	Yes
CSP Conference Room	3	100	9	6	0	carpet	1	Yes
CSP Conference Room	3	250	12	6	0	carpet	1	Yes
CSP Conference Room	1	350	6	6	0	carpet	1	Yes
CSP Team Meeting Room	3	100	6	6	6	carpet	1	Yes
CSP Lobby	1	1800	6	2	0	tile	N/A	N/A
Security Guard Station	1	50	1	0	0	tile	N/A	N/A
Unisex Rest Rooms	2	100	1	0	0	tile	3	N/A
CSP Customer Service Support Area	1	500	8	4	0	carpet	N/A	N/A
NO Employee Assigned, Customer Service Window	3	35	6	2	0	carpet	N/A	N/A
CSP DOAH Hearing Room	1	200	4	2	0	carpet	1, 2	Yes
CSP DNA Room	1	250	4	2	0	tile	1, 2	Yes
CSP Bulk Storage	1	100	3	1	0	carpet	4	N/A
CSP Training Room	1	600	12	12	0	carpet	1	Yes
CSP Customer Service Training Room	1	150	4	4	0	carpet	1	Yes
CSP Small Training Room	1	400	8	10	0	carpet	1	Yes
CSP Small Training Room	1	250	6	6	0	carpet	1	Yes
CSP Multi-Purpose Room	1	1500	12	12	0	carpet	1	Yes

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	425	8	6	0	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	200	4	3	2	tile	4	Yes
The Department reserves the right to relocate phone, data and electrical drops as needed.								
<u>Common Name</u>	<u>Code</u>	<u>Description</u>						
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						
<u>Color Selection for Child Support Program</u>								
Carpet - Mainstreet Hook Up Tile 54491 Color Spark 91795								
Paint - Sherwin Williams Drift of Mist SW9166								
VCT / Non Slip Tile - Armstrong Peat 59240								
Lobby Countertop - Wilsonart Almond Leather 2932-60 Matte Finish (if applicable)								
Breakroom & Mailroom Cabinets - Wilsonart Brazilwood 7946-38 Matte Finish								
Breakroom & Mailroom Countertops - Wilsonart Titanium 4810-60 Matte Finish								
Base Board Trim - Roasted Chestnut VP 39								

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Customer Service Areas Example



Review the specifications closely!

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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?

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Thank you.

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