

**REQUEST FOR PROPOSAL
LEASE SPACE
2012-K**

The Columbia County Board of Commissioners (Board) is requesting proposals for office lease space. The site will require approximately 10,742 sq. ft. Additional project and site requirements can be downloaded at the following web site: <http://www.columbiacountyfla.com/PurchasingBids.asp>

Deadline for receipt of submittals in response to this Request is August 2, 2012 at 11:00 a.m. Proposals should be mailed to Columbia County Board of Commissioners, P.O. Box 1529, Lake City FL 32056-1529, or hand delivered to: 135 NE Hernando Ave. Suite 203, Lake City, FL 32055. Submissions by fax or other electronic media will not be accepted under any circumstances. Late submissions will not be accepted, but will be returned unopened to the sender at the sender's expense.

The Board reserves the right to accept or reject any and /or all submissions, to approve or reject any sub-contractors, and to waive any technicalities or informalities, as determined to be in the best interest of Board.

Scarlet Frisina
Chair

7/19-7/26
BCC

**Columbia County, Florida
Purchasing Department
General Instructions to Bidders**

These instructions will bind bidders and conditions herein set forth, except as specifically qualified in special bid and contract terms issued with any individual bid.

1. The following criteria are used in determining low responsible bidder:
 - A. The ability, capacity and skill of bidder to perform required service.
 - B. Whether the bidder can perform service promptly or within specified time.
 - C. The character, integrity, reputation, judgment, experience and efficiency of bidder.
 - D. The performance of previous contracts with Columbia County.
 - E. The suitability of equipment or material for county use.
 - F. The ability of bidder to provide future maintenance.
2. Payment Terms are net (30) unless otherwise specified. Favorable terms, discounts, may be offered and will be considered in determining low bids if they are deemed by Purchasing Department to be advantageous to the County.
3. All bids should be tabulated, totaled and checked for accuracy. Unit price will prevail in case of errors.
4. All requested information shall be included in the envelope. All desired information must be included for your bid to receive full consideration.
5. If anything on the bid request is not clear, you should contact the Purchasing Director immediately.
6. A bidders list is available at the Purchasing Office.
7. Quote all prices F.O.B. our warehouse or as specified in bid documents.
8. Each proposal shall be clearly marked on the outside of the envelope including Fed Ex, UPS or other delivery service envelopes, as a sealed bid. The name of the item being bid shall be shown on the outside in full.
9. No responsibility shall attach to any County representative or employee for the premature opening of bids not properly addressed or identified.
10. If only one (1) bid is received, the bid may be rejected and re-advertised or excepted if determined to be in the counties best interest.
11. Bids received late will not be accepted, and the County will not be responsible for late mail delivery.
12. Telephone and facsimile bids will not be acceptable in formal bid openings (sealed bids). Should a bid be misplaced by the County and found later, it will be considered. Any bidder may request and shall receive a receipt showing the day and time any bid is delivered to the appropriate office of the County from the personnel thereof.

13. Bids requiring bid bonds will not be accepted if bond is not enclosed. Cash or certified check will be accepted in lieu of bond except on construction projects where cost exceeds \$40,000.
14. All bidders must be recognized dealers in the materials or equipment specified and is qualified to advise in their application or use. A bidder at any time requested must satisfy the Purchasing Office and the County Manager that he has the requisite organization, capital, plant, stock ability and experience to satisfactorily execute the contract in accordance with the provisions of the contract in which he is interested.
15. Any alterations, erasures, additions, or admissions of required information or any changes to specifications or bidding schedule are done at the risk of the bidder. Any bid will be rejected that has a substantial variation, that is; a variation that affects price, quantity, and quality or delivery date (when delivery is required by a specific time).
16. When requested, samples will be furnished to the County free of expense, properly marked for identification and accompanied by a list where there is more than one (1) sample. The County reserves the right to mutilate or destroy any sample submitted whenever it may be to the best interest of the County to do so for the purpose of testing.
17. The County will reject any material, supplies or equipment that did not meet the specifications, even though the bidder lists the trade names or names of such material on the bid or price quotation form.
18. The unauthorized use of patented articles is done entirely at the risk of the successful bidder.
19. The ESTIMATED QUANTITY given in the specifications or advertisements is for the purpose of bidding only. The County may purchase more or less than the estimated quantity and the vendor must not assume that such estimated quantity is part of the contract.
20. Only the latest model equipment as evidenced by the manufacture's current published literature will be considered. Obsolete models of equipment not in production will not be acceptable. The equipment shall be composed of new parts and materials. Any unit containing used parts or having seen any service other than the necessary tests will be rejected. In addition to the equipment specifically called for in the specification, all equipment catalogued by the manufacturer as standard or required by the State of Florida shall be furnished with the equipment. Where required by the State of Florida Motor Vehicle Code, vehicles shall be inspected and bear the latest inspection sticker of the Florida Department of Revenue.
21. The successful bidder on motor vehicle equipment shall be required to furnish with delivery of vehicle, certificate of origin and any other appropriate documentation as required by the Florida Motor Vehicle Department.
22. Prospective bidders are required to examine the location of the proposed work or delivery and determine, in their own way, the difficulties, which are likely to be encountered in the prosecution of the same.
23. All materials, equipment and supplies shall be subject to rigid inspection, under the immediate supervision of the Purchasing Department, its designee and /or the department to which they are delivered. If defective material, equipment, or supplies are discovered, the contractor, upon being instructed by the Purchasing Department or designee, shall remove, or make good such material, equipment, or supplies without extra compensation. It is expressly understood and agreed that the inspection of materials by the County will in no way lessen the responsibility of the Contractor

release him from his obligation to perform and deliver to the County Sound and satisfactory materials, equipment, or supplies. The Contractor agrees to pay the costs of all tests upon defective material, equipment, or supplies or allow the costs to be deducted from any monies due him from the County.

24. Unless otherwise specified by the Purchasing Department all materials, supplies, or equipment quoted herein must be delivered within thirty (30) days from the day of notification or exceptions noted on bid sheets.
25. A contract will not be awarded to any corporation, firm, or individual who is, from any cause, in arrears to the County or who has failed in former contracts with the County to perform work satisfactorily, either to the character of the work, the fulfillment or guarantee, or the time consumed in completing the work.
26. Reasonable grounds for supposing that any bidder is interested in more than one proposal for the same item will be considered sufficient cause for rejection of all proposals in which he is interested.
27. Submitting a proposal when the bidder intends to sublet the contract may be a cause for rejection of bids or cancellation of the contract by the County Manager.
28. Unless otherwise specified the County reserves the right to award each items separately or on a lump sum basis whichever is in the best interest of the County.
29. The County reserves the right to reject any and/or all quotations, to waive any minor discrepancies in the bids for all bidders equally, quotations, or specifications, when deemed to be in the best interest of the County and also to purchase any part, all or none of the materials, supplies, or equipment specified.
30. Failure of the bidder to sign the bid or have the signature of an authorized representative or agent on the bid proposal in the space provided will be cause for rejection of the bid. Signature must be written in ink. Typewritten or printed signatures will not be acceptable.
31. Any bidder may withdraw his bid at any time before the time set for the opening of the bids. No bid may be withdrawn in the thirty- (30) day period after bids are opened.
32. It is mutually understood and agreed that if at any time the Purchasing Department or designee shall be of the opinion that the contract or any part thereof is unnecessarily delayed or that the rate of progress or delivery is unsatisfactory, or that the contractor is willfully violating any of the conditions or covenants of the agreement, or executing the same in bad faith, the Purchasing Department or his designee shall have the power to notify the aforesaid contractor of the nature of the complaint. Notification shall constitute delivery of notice, or letter to address given in the proposal. If after three (3) working days of notification the conditions are not corrected to the satisfaction of the Purchasing Director, he shall thereupon have the power to take whatever action he may deem necessary to complete the work or delivery herein described, or any part thereof, and the expense thereof, so charged, shall be deducted from any paid by the County out of such monies as may become due to the said contractor, under and by virtue of this agreement. In case such expense shall exceed the last said sum, then and in that event, the bondsman or the contractor, his executors, administrators, successors, or assigns, shall pay the amounts of such excess to the County on notice made by the Purchasing Department or his designee of the excess due.

33. If the bidder proposes to furnish any item of foreign make or product, he shall write "foreign" together with the name of the originating country opposite such item on a proposal.
34. Any complaint from bidders relative to the invitation to bid or attached specifications shall be made prior to the time of opening bids; other wise, the bidder waives any such complaint.
35. Contracts may be cancelled by the County with or without cause on thirty- (30) days advance written notice.
36. All contractors submitting bids for road projects in excess of \$150,000 must be pre-qualified with the Florida Department of Transportation and shall provide proof of such qualification upon request.
37. Any bidder affected adversely by an intended decision with respect to the award of any bid, shall file with the Purchasing Department for Columbia County, a written notice of intent to file a protest not later than seventy-two (72) hours (excluding Saturdays, Sundays and legal holidays), after the posting of the bid tabulation. Protest procedures may be obtained in the Purchasing Department.
38. A person or affiliate who has been placed on the convicted vendor's list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to Columbia County, may not submit a bid on a contract with Columbia County for the construction or repair of a public building or public work, may not submit bids on leases of real property to Columbia County, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with Columbia County, and may not transact business with Columbia County for a period of 36 months from the date of being placed on the convicted vendor list.
39. Vendor/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of;
 - A. all persons employed by the Vendor/Contractor during the term of the Contract to perform employment duties within Florida; and
 - B. all persons, including subcontractors, assigned by the Vendor/Contractor to perform work pursuant to the contract with the County.

**Request for Proposals
Lease Space
2012-K**

INTENT AND GENERAL INFORMATION

The Columbia County Board of County Commissioners seeks the rental of office space in Lake City Florida. The space will be leased for a minimum of two (2) years.

The office space must accommodate five (5) distinct operations. The American Red Cross consisting of two (2) staff, Veterans office one (1) staff, Suwannee River Economic Council four (4) staff, the Tourist Development Council four (4) staff, and the County Extension Office twelve (12) staff.

The total space required is approximately 10,742 sq. ft. A green space of approximately ½ acre must be available contiguous to the building.

Questions regarding this request should be submitted to Ray Hill Purchasing Director, Columbia County Purchasing Department, at (386) 719-2028, or emailed to Ray_Hill@columbiacountyfla.com.

SCOPE OF SERVICES

The space will be divided as closely as possible to the following:

The American Red Cross

2 private offices 12 x 12	appx. 288 sq. ft.
Storage	appx. 800 sq. ft.

Veterans Office

1 private office 16 x 16	appx. 256 sq. ft.
Storage	appx. 250 sq. ft.

Suwannee River Economic Council

3 private offices 12 x 12	appx. 432 sq. ft.
Storage, file/copy, reception area	appx. 568 sq. ft.

Tourist Development Council

3 private offices 12 x 12	appx. 432 sq. ft.
Conference Room	appx. 256 sq. ft.
Storage, file/copy area	appx. 900 sq. ft.

County Extension Office

12 private offices 12 x 12	appx. 1440 sq. ft.
3 classrooms (1 with kitchen)	appx. 1900 sq. ft. (kitchen 300 sq. ft)
Storage	appx. 2200 sq. ft.
Clerical/Reception area	appx. 500 sq. ft.

Additional Shared Space

Kitchen/Break Room	appx. 200 sq. ft.
Conference Room	appx. 320 sq. ft.

Total Space **appx. 10,742 sq. ft.**

The above space requirements are exclusive of common areas, elevators, hallways, restrooms, and other non-usable office space.

The building must be in full compliance with the Americans With Disabilities Act, contain centralized air and mechanical systems, wired with CAT 5 cable in all office areas to allow for integration with the Columbia County IT system , and provide easy access for moving office equipment and furnishings. Power sources must be sufficient to accommodate general office operations. Offices, conference rooms, and classrooms must have both computer and phone ports. The reception area in the clerical area of the Extension Office must have a minimum of 4 phone and 3 computer ports. Kitchens will be wired for standard appliances. If not currently available, the above must be installed at owners expense.

Lessee will provide day to day janitorial maintenance for the building. Lessor will provide all other maintenance and repairs for the facility.

A Tenant at Will agreement is required.

SELECTION AND EVALUATION PROCEDURES

Consideration of proposals will be based on but not limited to the following elements:

1. Location
2. Space and floor-plan utilization
3. Site access/egress
4. Parking availability
5. Lease Cost

The Board will utilize a selection committee consisting of Board staff who will review and rank all proposals received based upon the criteria listed above. The Board shall be the sole judge to its own best interests.

SUBMITALS

To be considered the proposal shall include/provide the following:

1. Description of the site and location address
2. Drawing of proposed floor-plan including space dimensions
3. Photos of the building
4. Lease price per square foot and total lease cost
5. One (1) original and 7 copies of the proposal must be submitted and clearly marked on the outside in a sealed package with the words, **Sealed Bid RFP 2012-K**
6. If an agent/broker submits a proposal, evidence of the agent's authority to do so must be included with the submission

DEADLINE

Sealed proposals will be due in the Board of County Commission Office located at 135 NE Hernando Ave., Suite 103, Lake City, FL 32055 no later than 11:00 A. M. on August 2, 2012. Submission by fax or other electronic media will not be accepted under any circumstances. Late submissions will not be accepted and will remain unopened and returned to the sender at sender's expense.

RESPONDERS ARE ADVISED THAT COLUMBIA COUNTY ASSUMES NO RESPONSIBILTYY TO LEASE ANY PROPERTY AND IS NOT LIABLE FOR ANY COST ASSOCIATED WITH RESPONSE TO THIS REQUEST FOR PROPOSALS.

