

Leon County Research and Development Authority
Board of Governors Meeting
Knight Administrative Centre
1736 W Paul Dirac Drive, Tallahassee, FL 32310
Thursday, June 6, 2019
11:00am to 1:30pm

Agenda

1. Call to Order
2. Introductions
3. Recognition of Retiring Board Members
4. Modifications to the Agenda
5. Public Comment
6. Approval of Draft Meeting Minutes, April 4, 2019 (*Attachment A*)
7. Consent Agenda
 - a. Treasurer's Report (*Attachment B*)
 - b. Monthly Financial Reports
 - i. March 2019 (*Link: <http://innovation-park.com/financials/03-19-monthly-report-innovation-park/>*)
 - ii. April 2019 (*Link: <http://innovation-park.com/financials/04-19-monthly-report/>*)
 - c. Investment Reports
 - i. March 2019 (*Attachment C1*)
 - ii. April 2019 (*Attachment C2*)
 - d. Development Review Committee Report, May 14, 2019 (*Attachment D*)
 - e. Compensation Committee Reports
 - i. May 6, 2019 (*Attachment E1*)
 - ii. May 30, 2019 (*Attachment E2–To be provided in agenda supplement*)

END OF CONSENT AGENDA

8. Interdisciplinary Research and Commercialization Building (IRCB) Variance Request (*Attachments F1-F2, Drawings: <http://innovation-park.com/ircb-spdrawings/>*)
The Innovation Park Development Review Committee recommends approval of variances to the Innovation Park PUD and Covenants and Restrictions for FSU's development of the IRCB as outlined on the attached memorandum.
9. Innovation Park Tech Grant Award Agreements (*Attachments G1-G2*)
Staff requests approval of the award agreements for the first-place prize of \$15,000 and the second-place prize of \$10,000. The awards were determined at the Elevator Pitch Night Event on May 16, 2019, and the first and second place winners were NeuroJungle LLC and Footy Training LLC, respectively.

10. Janitorial Services RFP 19-03 (*Attachment H1-H3*)
Staff requests approval to issue RFP 19-03 for Janitorial Services.
11. General Counsel Agreement (*Attachment I*)
Staff requests approval of an amendment to the agreement with Nelson Mullins Broad and Cassel to extend the term for an additional year.
12. Asset Disposal (*Attachments J1-J3*)
Staff requests ratification of its disposal of three fully depreciated obsolete copiers which had been in storage and unused for several years.
13. Financial Resources Assessment Plan Discussion (*Attachment K*)
The 2019-2021 Strategic Plan calls for the development of a resource assessment plan, to identify new revenues/opportunities and consider the future impact of lost revenues, and to determine other options/issues affecting resources—current and potential.
14. Chair's Report
 - a. Board Seat Vacancy
 - b. Board Officers for 2019
15. Staff Reports
 - a. Executive Director (*Attachment L1*)
 - b. Director of Entrepreneurship (*Attachment L2*)
 - c. Director of Programs and Communications (*Attachment L3*)
 - d. Property Manager (*Attachment L4*)
16. New Business
17. Adjourn

Upcoming Meetings and Events:

Board of Governors Meeting: Thursday, August 1, 2019, 11:00am – 1:30pm
Subsequent meetings held the first Thursday of even numbered months.

Leon County Research and Development Authority
Board of Governors Meeting
Thursday, April 4, 2019
11:00am to 1:30pm
Knight Administrative Centre
1736 W Paul Dirac Drive, Tallahassee, FL 32310

DRAFT Minutes

Members in Attendance: Dave Ramsay, Kim Williams, Anne Longman, April Salter, Kristin Dozier, Keith Bowers, Ray Bye, John Dailey, Paul Dean, Eric Holmes, Kimberly Moore.

Members Not in Attendance: None.

Guests: Stephanie Shoulet, NAI Talcor; Melissa VanSickle, Nelson Mullins Broad & Cassel; Ron Miller, Michael Tentnowski, Denise Bilbow, and Peggy Bielby, LCRDA Staff.

1. Call to Order

Chair Dave Ramsay called the meeting to order at 11:04am.

2. Introductions

All present introduced themselves.

3. Modifications to the Agenda

Ron Miller requested a modification to the agenda to provide trail update and a surface change consideration, to be addressed during the Executive Director's report.

Kimberly Moore offered a motion to modify the addenda as requested. Ray Bye seconded the motion which passed unanimously.

4. Public Comment

None.

5. Approval of Draft Meeting Minutes, February 7, 2019

Ray Bye offered a motion to approve the February 7, 2019 Board of Governors meeting minutes. Anne Longman seconded the motion which passed unanimously.

6. Consent Agenda

- a. Executive Committee Report, March 26, 2019
- b. Audit Committee Report, February 28, 2018
- c. Treasurer's Report
- d. Monthly Financial Reports
 - i. January 2019
 - ii. February 2019
- e. Investment Reports
 - i. January 2019
 - ii. February 2019
- f. Audited Financial Statements 2017-2018
- g. Big Bend Floor Covering, LLC Agreement

Executive Committee and Audit Committee request ratification of their approval of the Audited Financial Statements for the fiscal year ended September 30, 2018. The auditor's report included an unmodified opinion and the auditors identified no issues related to internal controls, or recommendations to management.

Executive Committee requests ratification of its approval to award to Big Bend Floor Covering, LLC a contract in the amount of \$22,497.95 for the replacement of carpet in the Johnson Building National Park Service leased space in compliance with GSA lease requirements. This amount was not budgeted for this fiscal year. The authority received the three attached bids for both roll carpet and carpet squares.

h. Innovation Park TLH, Inc. Loan Agreement

Executive Committee requests ratification of its approval of a Loan Agreement with Innovation Park TLH, Inc. (IPTLH) for the periodic advancement of funds to meet the initial working capital needs of IPTLH. The loan shall be non-interest bearing, payable upon demand by the Authority, with a maximum amount of \$10,000. The maximum amount may be increased by agreement of the parties via amendment to the Loan Agreement. The Authority will annually review the ability of IPTLH to repay the debt and may demand payment accordingly.

Kim Williams offered a motion to approve the Consent Agenda. Ray Bye seconded the motion which passed unanimously.

April Salter joined the meeting at 11:07am.

7. Collins Building Repair & Renovation Agreement

Executive Committee requests ratification of its approval to award to Oliver Sperry Renovation & Construction, Inc. the contract in the amount of \$157,345 for RFP 19-02 for repair & renovation of the Collins Building. Based on a preliminary estimate, the board approved a budget of \$70,000 for the project when approving the RFP. A report detailing staff's review and recommendation is attached.

Ron Miller explained the concern that the less-detailed lower bids were unreliably low, yielding the potential for extensive change orders. Although both responding firms were qualified to perform the required services, Oliver Sperry demonstrated a more professional approach to its proposal and inspired greater confidence in its ability to deliver the required services at the proposed price and on schedule. After discussion the Board agreed that the contract should be awarded to the higher bidder, Oliver Sperry.

Kimberly Moore offered a motion to ratify the Executive Committee's approval of the award to Oliver Sperry. Kim Williams seconded the motion which passed unanimously.

8. Business Incubator Discussion

- a.* EDA Grant Debrief
- b.* Next steps related to the development of the Business Incubator
- c.* Governance structure

Michael Tentnowski provided an update on the EDA funds availability, possible options going forward, and next steps depending on legislative action. Michael also outlined the history and the current state of the area entrepreneurial ecosystem, programs and providers, and discussed where the Innovation Park programs and plans fit. He proposed an 8-week course focusing on SBIR/STTR training. Ken Lawson, executive director of the Department of Economic Opportunity has been contacted regarding support for a FAST Partnership Program funding. Ron Miller explained the governance structure for Innovation Park TLH, and Dave Ramsay asked for suggestions for candidates for both the Innovation Park TLH Board of Directors and Client Services Board.

John Dailey joined the meeting at 11:38am.

9. Compensation Committee Discussion

As requested by the Executive Committee, staff will present a proposal to form a compensation committee to review the salaries and benefits provided by the Authority.

Dave Ramsay explained that the 3-member committee will develop and recommend to the Board compensation strategies, goals, and purposes that are competitive with local entities of similar size and stature. The intent is to ensure that members of management and staff are rewarded

appropriately for their contributions to the Authority and the community. Ron Miller explained the items to be reviewed and a tentative schedule.

Kimberly Moore agreed to serve as committee chair, and to recruit another member from the private sector. Paul Dean and April Salter agreed to serve on the committee and Kristin Dozier agreed to ask Vince Long for a recommendation of someone from Leon County HR to assist.

10. Chair's Report

a. TechGrant Pitch Night Governor Participation

Dave Ramsay encouraged Board participation in the May 16 TechGrant Pitch Night and asked that everyone sign up under at least one activity. April Salter offered additional volunteers from her office.

Kimberly Moore left the meeting at 12:31pm.

11. Staff Reports

a. Executive Director

Ron Miller reported that Danfoss is looking to lease office space during its construction, and Morgan Building space FSU IT Services is vacating is now listed on Loopnet. There are meetings with growth management and FSU regarding amending the PUD and aligning it with FSU's master plan; Covenants and Restrictions are being reviewed by counsel.

Trail permits should be issued in one week. The planned surface material of crushed shell is no longer available, and instead Leon County Public Works suggested a recycled asphalt product.

Kim Williams offered a motion to approve the use of the recycled asphalt product in construction of the central pond trail as discussed. Kristin Dozier seconded the motion which passed unanimously.

Keith Bowers left the meeting at 12:49pm.

b. Director of Entrepreneurship

Michael Tentnowski reported he is attending the InBIA conference next week and will meet with Mark Long and Tom O'Neal, and also with Brittany Sickler the national SBA SBIR/STTR grant program manager.

c. Director of Programs and Communications

Denise Bilbow reported that TechGrant has nine applicants and \$8750 in sponsorships. Video updates of past winners and an Innovation Park update are being produced by the MagLab. March 6 TechTopics was well attended, next one is in August. We will partner with WFSU and host an EcoCitizen Project trail walk on April 26 as part of the 2019 City Nature Challenge.

d. Property Manager

Stephanie Shoulet reported that numerous maintenance items have been completed.

12. New Business

None.

13. Adjourn

The meeting adjourned at 1:27pm.

Next Meeting: Thursday, June 6, 2019

11:00am – 1:30pm

Knight Administrative Centre

1736 West Paul Dirac Drive

Tallahassee, FL 32310

(Subsequent meetings held the first Thursday of even numbered months.)

Leon County Research and Development Authority
Treasurer's Report

June 6, 2019

The following is a summary of the more significant items relating to financial position, financial operations, and the budget:

For the months ending and the year-to-date through	4/30/2019	3/31/2019	4/30/2019 7 months thru
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1) Balance Sheet

<u>Changes for the month:</u>	Increase/ (Decrease)	
	3/31/2019	4/30/2019
Operating cash	\$ 5,521	\$ (22,423)
Receivables ¹	\$ (1,165)	\$ 18,027
Property	\$ -	\$ -
Accumulated depreciation and amortization	\$ (24,101)	\$ (24,101)
Investments	\$ 8,255	\$ 8,275
Total assets	\$ (13,386)	\$ (21,872)
Total liabilities ¹	\$ 13,698	\$ (14,064)
Total capital	\$ (27,084)	\$ (7,808)

¹ 4/19 FSU rent payment timing/pre-payment

2) Income Statement

	YTD	Month	
	4/30/2019	3/31/2019	4/30/2019
Interest income	\$ 38,789	\$ 8,751	\$ 8,538
Net operating income (loss) ¹ <i>(before depreciation & amort.)</i>	\$ 96,386	\$ (2,983)	\$ 16,293
Less: Depreciation & amort.	(120,504)	(24,101)	(24,101)
Net income (loss)	\$ (24,118)	\$ (27,084)	\$ (7,808)

¹ 3/19 included \$20.8k Phipps painting ; 4/19 included \$10.0k Johnson carpet deposit.

3) Cash Flow Statement

Operating Cash			
	3/31/2019	4/30/2019	
Beginning balance	\$ 236,419	\$ 241,940	
Net change	5,521	(22,423)	
Ending balance	\$ 241,940	\$ 219,517	

Operating cash is adequate to meet current cash disbursement needs.

Leon County Research and Development Authority
Treasurer's Report

June 6, 2019

4) Budget Comparison Statement

a) Revenues:

Revenue Variances Year-to-Date thru: 4/30/2019	
Actual	\$ 659,175
Budgeted	629,245
Variance Favorable (Unfavorable)	<u>\$ 29,930</u>

Variance breakdown:	
Rent ¹	\$ 19,686
Interest income	11,825
EEP program revenue ²	(3,200)
Other program revenue ³	1,750
All other	(131)
Variance Favorable (Unfavorable)	<u>\$ 29,930</u>

¹. FSU IT Services extended lease one month beyond what was budgeted (\$18,355/mo); added Axion lease 2/19 (\$694/mo)

². Canceled April Program

³. FAMU SBIR/STTR program funding timing; Tech grant sponsorship revenue raised \$1,250 more than budgeted

b) Operating Expenses (before Depreciation and Amortization):

Operating Expenses Year-to-Date thru: 4/30/2019	
Budgeted	\$ 578,607
Actual	549,479
Variance Favorable (Unfavorable)	<u>\$ 29,128</u>

Operating Expense Variances	Favorable/ (Unfavorable)
Year-to-Date thru: 4/30/2019	
Payroll	\$ 75
Utilities	(3,462)
Repairs/Maintenance ¹	12,630
Cleaning & Improvements ²	(8,217)
Services	1,584
Property Administration ³	26,518
Total Favorable Variance	<u>\$ 29,128</u>

¹. Timing/extent of expenses budgeted are estimated; to be offset by Johnson carpet replacement (\$22k)

². Johnson Building carpeting deposit \$10.0k

³. Professional fees \$9.4k favorable, Travel \$6.6k favorable (timing), EEP Program Expense (canceled) \$2.1k favorable, Other Program Expense (timing) \$4.2k favorable

Respectfully submitted,
April Salter, Treasurer

LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY

INVESTMENT PORTFOLIO

For period ending March 31, 2019

For the Month:

<u>SECURITY OWNED</u>	<u>BALANCE BOM</u>	<u>EARNINGS</u>	<u>ADDITIONS</u>	<u>DEDUCTIONS</u>	<u>BALANCE EOM</u>	<u>YIELD</u>
FL PRIME	\$ 2,763,691.60	\$ 6,230.58	\$ -	\$ -	\$ 2,769,922.18	2.654%
SPIA	1,079,359.08	2,325.36	-	-	1,081,684.44	2.534%
	<u>\$ 3,843,050.68</u>	<u>\$ 8,555.94</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,851,606.62</u>	<u>2.621%</u>

For the Fiscal Year Beginning October 1:

<u>SECURITY OWNED</u>	<u>BALANCE BOP</u>	<u>EARNINGS</u>	<u>ADDITIONS</u>	<u>DEDUCTIONS</u>	<u>BALANCE EOP</u>	<u>YIELD</u>
FL PRIME	\$ 2,017,629.13	\$ 34,293.05	\$ 718,000.00	\$ -	\$ 2,769,922.18	2.560%
SPIA	1,787,365.58	12,318.86	-	718,000.00	1,081,684.44	2.197%
	<u>\$ 3,804,994.71</u>	<u>\$ 46,611.91</u>	<u>\$ 718,000.00</u>	<u>\$ 718,000.00</u>	<u>\$ 3,851,606.62</u>	<u>2.443%</u>

SPIA Available Balance (see security description for minimum balance requirements)	\$ 435,302.38
Investments Designated for Capital Projects	\$ 1,400,000.00
Undesignated Investments	\$ 2,451,606.62

NOTABLE ADDITIONS OR DELETIONS TO ACCOUNTS:

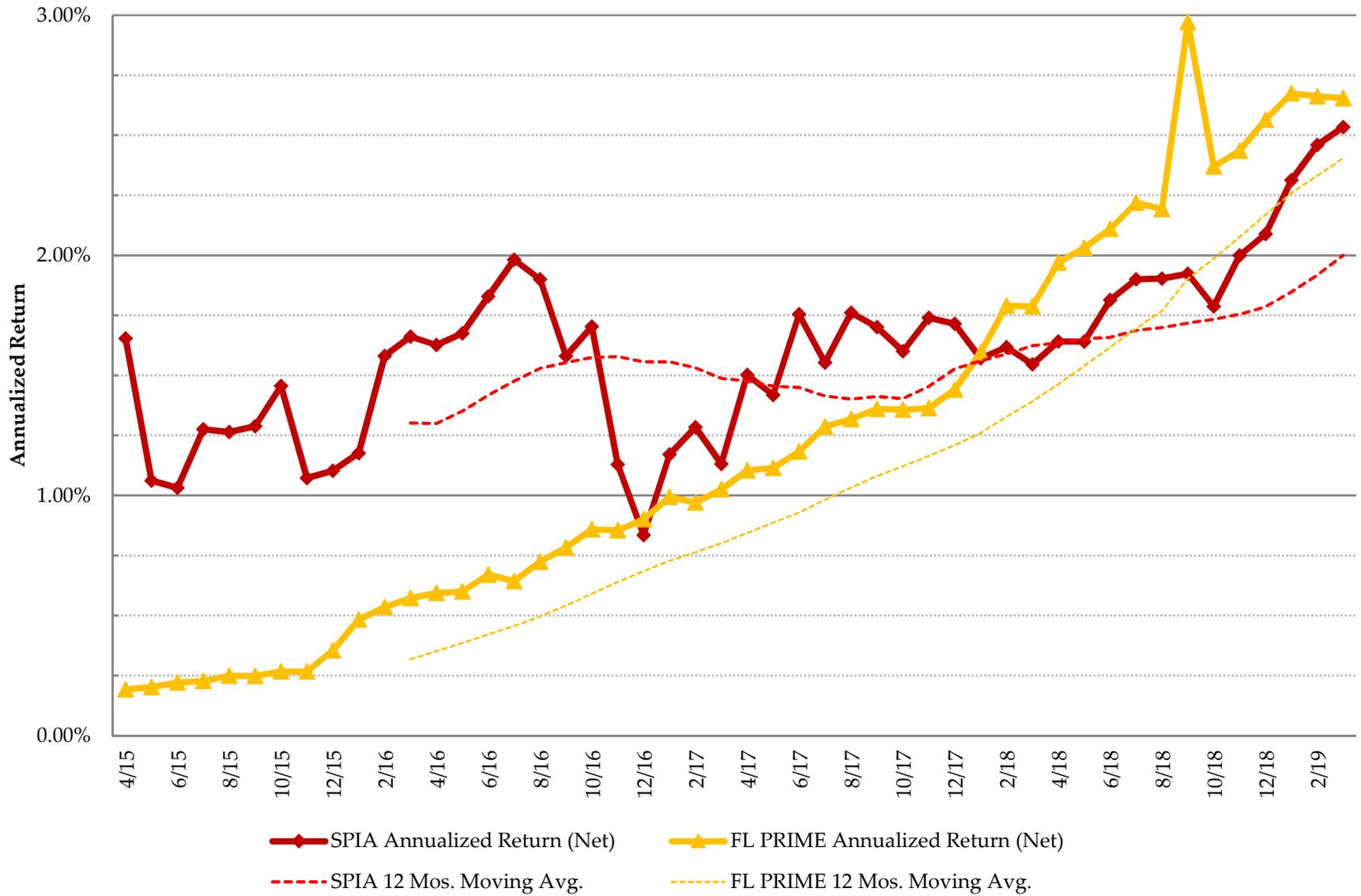
10/18 Transferred \$718,000 from SPIA to FL PRIME to take advantage of higher returns and expected continued rising interest rates; this was the maximum allowed liquidation from SPIA

Note: Security descriptions shown on reverse

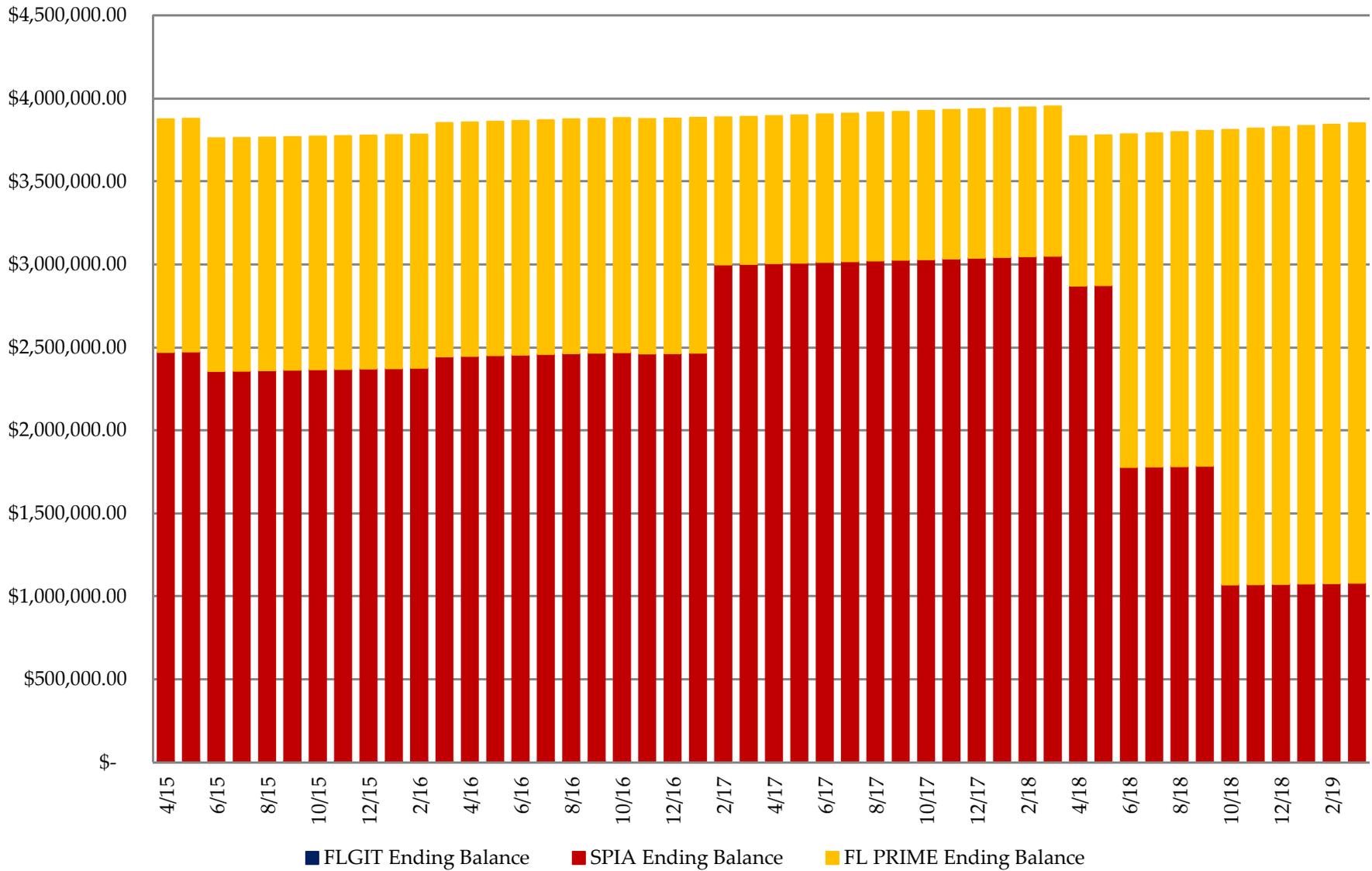
SECURITY DESCRIPTIONS:

- FL PRIME - SBA Florida Prime - The Local Government Surplus Funds Trust Fund (Florida PRIME) was created by an Act of the Florida Legislature in 1977 and currently serves over 800 participants across the state. Invests exclusively in short-term, high-quality fixed-income securities rated in the highest short-term rating category by one or more nationally recognized statistical rating organizations, or securities of comparable quality. Seeks to maintain a \$1.00 value and maintain a weighted average maturity of 60 days or less, with the maximum maturity of any investment limited to 397 days. Rated AAAM by Standard & Poor's, the highest rating available for a local government investment pool. Complies with legislation that requires numerous operational and reporting enhancements, including restating investment objectives to emphasize safety, liquidity and competitive returns with minimization of risks; and providing for enhanced internal controls, transparency and communication. Federated Investors has managed the assets of Florida PRIME to the exact specifications of its investment policies since February 13, 2008.
- SPIA – Florida Treasury Special Purpose Investment Trust – The Florida State Treasury operates a special investment program for public entities other than the State. This program is authorized in Section 17.61(1), Florida Statutes and is called the Treasury Special Purpose Investment Account (SPIA). Component units of the State, Universities, or Colleges that are created by the Florida Constitution or Florida Statutes are eligible to invest in SPIA. Current non-component unit participants, like the Authority, are allowed to stay in the program with capped investment limits and a minimum balance equal to 60% of the previous 3 months average balance. Liquidations in excess of the minimum balance require 6 months' notice. SPIA funds are invested in the same portfolio as Treasury funds, so the pool of funds has a stable base of funds (over 85% of the funds are captive trust funds) not needed for immediate disbursement. These funds are invested in a combination of short-term liquid instruments and intermediate-term fixed income securities. This “barbell” investment strategy, along with incremental income produced by securities lending, has the ability to return higher yields than a typical money market fund. Participants have the ability to invest and obtain fund withdrawals same day with an 11:00 a.m. deadline for notifying the Treasury. The SPIA maintains a credit rating of A+f by Standard & Poor's.

Leon County Research & Development Authority Investment Yield



Leon County Research & Development Authority Investments Balances



LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY

INVESTMENT PORTFOLIO

For period ending April 30, 2019

For the Month:

<u>SECURITY OWNED</u>	<u>BALANCE BOM</u>	<u>EARNINGS</u>	<u>ADDITIONS</u>	<u>DEDUCTIONS</u>	<u>BALANCE EOM</u>	<u>YIELD</u>
FL PRIME	\$ 2,769,922.18	\$ 5,949.68	\$ -	\$ -	\$ 2,775,871.86	2.613%
SPIA	1,081,684.44	2,402.61	-	-	1,084,087.05	2.704%
	<u>\$ 3,851,606.62</u>	<u>\$ 8,352.29</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,859,958.91</u>	<u>2.638%</u>

For the Fiscal Year Beginning October 1:

<u>SECURITY OWNED</u>	<u>BALANCE BOP</u>	<u>EARNINGS</u>	<u>ADDITIONS</u>	<u>DEDUCTIONS</u>	<u>BALANCE EOP</u>	<u>YIELD</u>
FL PRIME	\$ 2,017,629.13	\$ 40,242.73	\$ 718,000.00	\$ -	\$ 2,775,871.86	2.568%
SPIA	1,787,365.58	14,721.47	-	718,000.00	1,084,087.05	2.270%
	<u>\$ 3,804,994.71</u>	<u>\$ 54,964.20</u>	<u>\$ 718,000.00</u>	<u>\$ 718,000.00</u>	<u>\$ 3,859,958.91</u>	<u>2.475%</u>

SPIA Available Balance (see security description for minimum balance requirements)	\$ 433,980.88
Investments Designated for Capital Projects	\$ 1,400,000.00
Undesignated Investments	\$ 2,459,958.91

NOTABLE ADDITIONS OR DELETIONS TO ACCOUNTS:

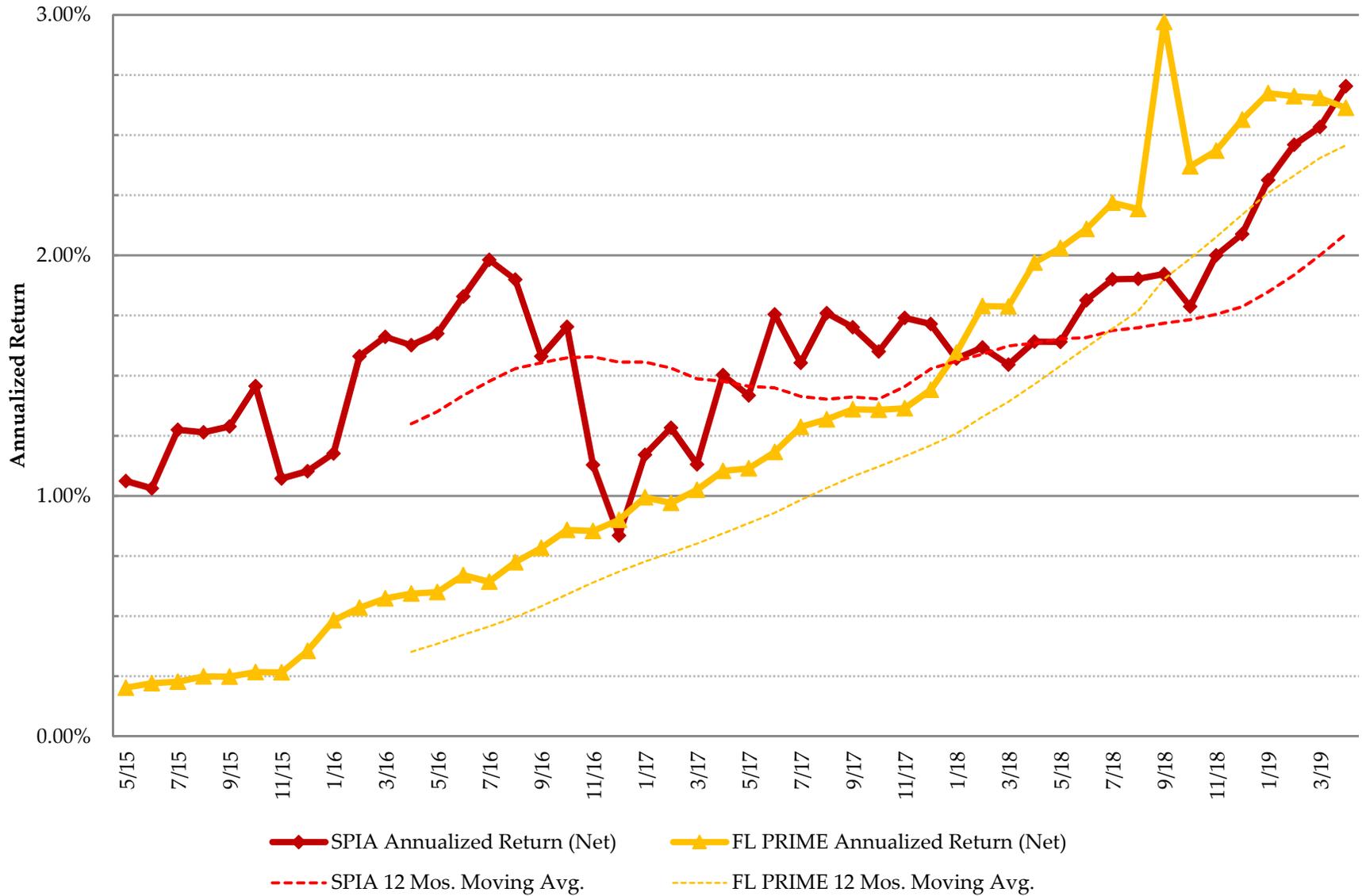
10/18 Transferred \$718,000 from SPIA to FL PRIME to take advantage of higher returns and expected continued rising interest rates; this was the maximum allowed liquidation from SPIA

Note: Security descriptions shown on reverse

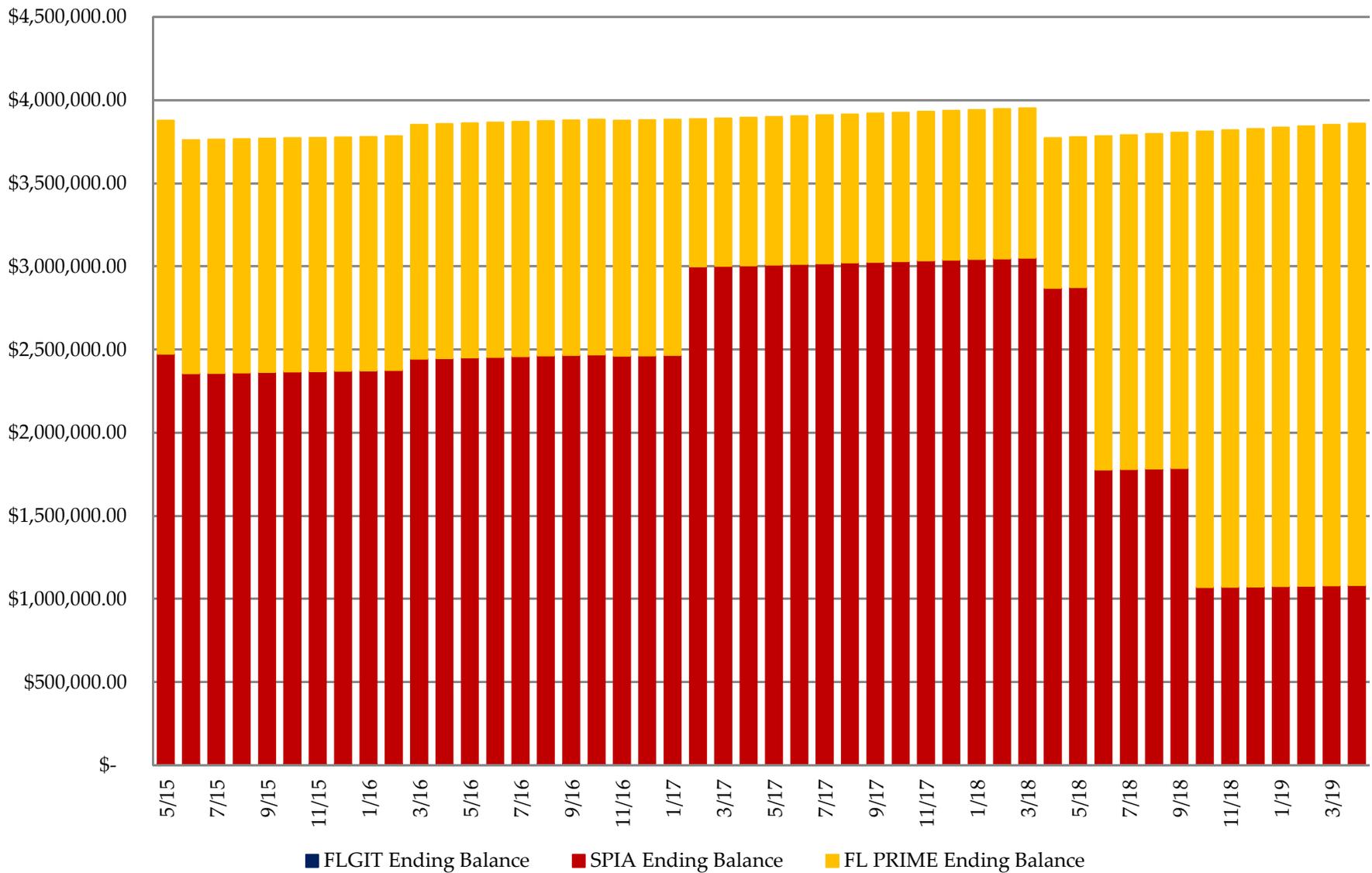
SECURITY DESCRIPTIONS:

- FL PRIME - SBA Florida Prime - The Local Government Surplus Funds Trust Fund (Florida PRIME) was created by an Act of the Florida Legislature in 1977 and currently serves over 800 participants across the state. Invests exclusively in short-term, high-quality fixed-income securities rated in the highest short-term rating category by one or more nationally recognized statistical rating organizations, or securities of comparable quality. Seeks to maintain a \$1.00 value and maintain a weighted average maturity of 60 days or less, with the maximum maturity of any investment limited to 397 days. Rated AAAM by Standard & Poor's, the highest rating available for a local government investment pool. Complies with legislation that requires numerous operational and reporting enhancements, including restating investment objectives to emphasize safety, liquidity and competitive returns with minimization of risks; and providing for enhanced internal controls, transparency and communication. Federated Investors has managed the assets of Florida PRIME to the exact specifications of its investment policies since February 13, 2008.
- SPIA – Florida Treasury Special Purpose Investment Trust – The Florida State Treasury operates a special investment program for public entities other than the State. This program is authorized in Section 17.61(1), Florida Statutes and is called the Treasury Special Purpose Investment Account (SPIA). Component units of the State, Universities, or Colleges that are created by the Florida Constitution or Florida Statutes are eligible to invest in SPIA. Current non-component unit participants, like the Authority, are allowed to stay in the program with capped investment limits and a minimum balance equal to 60% of the previous 3 months average balance. Liquidations in excess of the minimum balance require 6 months' notice. SPIA funds are invested in the same portfolio as Treasury funds, so the pool of funds has a stable base of funds (over 85% of the funds are captive trust funds) not needed for immediate disbursement. These funds are invested in a combination of short-term liquid instruments and intermediate-term fixed income securities. This “barbell” investment strategy, along with incremental income produced by securities lending, has the ability to return higher yields than a typical money market fund. Participants have the ability to invest and obtain fund withdrawals same day with an 11:00 a.m. deadline for notifying the Treasury. The SPIA maintains a credit rating of A+f by Standard & Poor's.

Leon County Research & Development Authority Investment Yield



Leon County Research & Development Authority Investments Balances



**Leon County Research and Development Authority
Development Review Committee**
Knight Administrative Centre
1736 W Paul Dirac Drive 32310
Tuesday, May 14, 2019, 9:00am

REPORT

Members in Attendance: Ron Miller, Greg Harden, Patrick Hoy, Cheryl McCall, Kimberly Strobel-Ball.

Members not in Attendance: None.

Guests: Mike Drum (City of Tallahassee Utilities), Ross Ellington and Mary Jo Spector (FSU), Kinley Jones and Craig Talton (FAMU), Tom O'Steen (Moore Bass Consulting), Peggy Bielby (LCRDA staff).

1. Call to Order

The meeting was called to order at 9:00am.

2. Introduction of Guests

All present introduced themselves.

3. Modifications to the Agenda

None.

4. Public Comment

None.

5. Approval of Minutes, July 10, 2018

Greg Harden offered a motion to approve the July 10, 2018 minutes. Patrick Hoy seconded the motion which passed unanimously.

Cheryl McCall joined the meeting at 9:08am.

6. FSU Interdisciplinary Research and Commercialization Building

- a. Florida State University (FSU) is requesting approval of its proposed construction of a 116,250 sf Interdisciplinary Research and Commercialization Building.
- b. The application also requests the Authority grant variances to the following Innovation Park/Tallahassee Declaration of Protective Covenants and Restrictions (C&R) and the Innovation Park/Tallahassee Planned Unit Development (PUD):
 - i. C&R, Article VII, Section 3, to allow portions of the building, retaining walls, and decorative seating wall to be constructed within the 50' setback;
 - ii. C&R, Article VII, Section 4, to allow a building height of 76' +/- to exceed the C&R 45' maximum, but within the 90' maximum allowed by the PUD;
 - iii. PUD parking requirements, to allow 114 parking spaces rather than the PUD required 210 spaces based on the intended use of the building, the building's location within the Multimodal Transportation District and availability of alternative transportation modes;
 - iv. PUD landscape buffer requirements, to allow for two parking spaces within the 25' landscape buffer.

Within fifteen (15) days following the public hearing the Committee shall recommend to the Authority its proposed disposition of the application. The Authority shall act upon the application

by majority vote within thirty (30) days following receipt of the Committee's recommendations and the Authority's decision shall be final and binding.

Ron Miller clarified the vote today does not address nor approve any of the City of Tallahassee Utility issues, and that the approvals are subject to receiving the required lighting plan.

After discussion, Greg Harden offered a motion to approve the site plan for the FSU construction of a 116,250sf Interdisciplinary Research and Commercialization Building at Innovation Park subject to receiving the required lighting plan. Cheryl McCall seconded the motion which passed unanimously.

Patrick Hoy offered a motion to recommend the Leon County R&D Authority Board of Governors approve the requested C&R and PUD variances. Greg Harden seconded the motion, which passed unanimously.

7. New Business

None.

8. Adjourn

The meeting was adjourned at 9:37am.

**Leon County Research and Development Authority
Compensation Committee Meeting**

Monday, May 6, 2019

2:00pm to 3:00pm

Knight Administrative Centre

1736 West Paul Dirac Drive, Tallahassee, FL 32310

REPORT

Members in Attendance: Kimberly Moore, Linda Barineau, T. Paul Dean, Sherry Marson, April Salter.

Members Not in Attendance: None.

Guests: Ron Miller, Peggy Bielby; LCRDA Staff.

1. Call to Order

Chair Kimberly Moore called the meeting to order at 2:00pm.

2. Agenda Modifications

None.

3. Public Comment

None.

4. Committee Charge by Board of Governors

Kimberly Moore reviewed the Committee charge: Develop and recommend to the Board compensation strategies, goals and purposes that are competitive with local entities of similar size and stature. Ensure that members of management and staff are rewarded appropriately for their contributions to the Authority and the community. She noted that the ad hoc committee will comply with Florida's broad public records and other Sunshine laws.

5. Review Current Compensation and Benefits

a. Executive Director Compensation

The committee reviewed the Executive Director's Employment Agreement, salary history, 457(b) deferred compensation retirement plan, 2018 annual evaluation survey, and the 2016 AURP Salary Survey. Ron Miller noted the 2019 AURP Survey is pending, and he will provide the 2019 questions and if possible, the updated survey results. He also explained the LCRDA management and governance structure, and that Innovation Park/LCRDA is a state special district authorized by Florida statute and created by Leon County ordinance.

b. Current Benefits

The committee reviewed the LCRDA Personnel Policy 11-1, FRS retirement plan and classifications, CHP health insurance benefits, annual and sick leave policies, and out of town travel expense policy for the Executive Director and staff. LCRDA staff will provide current employee benefit and duties "at-a-glance" matrices.

6. Additional Benefits to Consider

The committee reviewed the Leon County Benefits Guide. Sherry Marson will provide additional Leon County information regarding maternity leave and short-term disability, local travel reimbursement, healthcare insurance rates, cell phone/car allowances, and a rewards program, both monetary and non-monetary.

7. Committee Approach Discussion and Next Meeting Date(s)

The committee will meet two more times:

Meeting 2: Present the compiled ad hoc member feedback inclusive of key strategies and possible goals, discussion, and identification of unaddressed action items. This meeting will address establishing a review of the personnel policy with a set frequency, properly classifying all positions, the periodic engagement of an ad hoc compensation committee, implementing a sick leave payout cap for termination, and establishing and implementing a reward system.

Meeting 3: Present draft recommendation for approval. Areas to be addressed include: Executive Director compensation (including salary and retirement benefits), staff benefits, employee reward options, and recommended best practices and strategies ensuring that the LCRDA-offered compensation package is competitive.

LCRDA staff will poll the committee members to confirm the next meeting dates.

8. New Business

None.

9. Adjourn

The meeting adjourned at 3:07pm.

Next Meeting:
Thursday, May 30, 2019

To: Leon County Research and Development Authority Board of Governors (Authority)
From: Ron Miller, Chair, Innovation Park Development Review Committee (DRC)
Subject: FSU Interdisciplinary Research and Commercialization Building (IRCB) Variance Request
Date: May 14, 2019

In the attached letter dated April 15, 2019, through its consultant Moore Bass, FSU requested approval for variance from certain requirements of the Innovation Park Declaration of Protective Covenants and Restrictions (C&R), and the Innovation Park Planned Unit Development (PUD). The requested variances were as follows:

1. C&R, Article VII, Section 3, to allow portions of the building, retaining walls, and decorative seating wall to be constructed within the 50' setback;
2. C&R, Article VII, Section 4, to allow a building height of 76' +/- to exceed the C&R 45' maximum, but within the 90' maximum allowed by the PUD;
3. PUD parking requirements, to allow 114 parking spaces rather than the PUD required 210 spaces based on the intended use of the building, the building's location within the Multimodal Transportation District and availability of alternative transportation modes;
4. PUD landscape buffer requirements, to allow for two parking spaces within the 25' landscape buffer.

The DRC publicly noticed the variance hearing, and notified tenants of Innovation Park in accordance with the requirements of the C&R. The public hearing was held on May 14, 2019 where no public testimony was offered in opposition to the requested variances. Following review of the request and discussion with FSU and its consultants, members of the DRC voted 5-0 to recommend the Authority approve the requested variances.

According to the C&R, "The Authority shall act upon the application by majority vote within thirty (30) days following receipt of the Committee's recommendations and the Authority's decision shall be final and binding. The Authority shall not approve any application for a variance unless it finds that denial of the application would work an undue hardship upon the applicant and that the grant of variance will be in harmony with the general intent and purpose of this Declaration. For this purpose, the Authority may condition a grant of variance upon such conditions and safeguards as the Authority deems appropriate."

On behalf of the DRC, I respectfully request the Authority approve this variance request as recommended by the DRC.



Land Use Planning • Engineering Design • Environmental Permitting • Landscape Architecture • Surveying

April 15, 2019

Mr. Ron Miller
Executive Director
Innovation Park
Leon County R&D Authority
1736 W. Paul Dirac Drive
Tallahassee, FL 32310

Re: FSU IRCB – Innovation Park
Site Plan Application and **Variance Request Letter**
Tax I.D. # 41-03-27- B-004-0
MBC # 2566.001.02

Dear Mr. Miller:

As you know, Florida State University plans to construct a new research facility within their lands at Innovation Park (see attached plans and referenced tax id number, above). Please allow this letter to serve as a formal site plan application narrative and variance request for this project. The IRCB facility has completed review by FSU and, pending the allocation of funding will begin construction in 2019 with an anticipated opening in 2020.

While the majority of the design complies with Innovation Park PUD and FSU Design Guidelines, there are four minor variances that require approval by the Leon County Research and Development Authority (LCRDA). These specific variances are from the Minimum Development standards and each variance is identified below:

1. Building Setback

The required building setback is 50 feet from the right-of-way.

The proposed building is located at the corner of two public roads and is 46 feet at the corner of the building (closest point) along Levy Avenue and 49 feet along Engineer Drive (closest point). As the building is not parallel to either road, the setback varies (increases substantially) from these two closest points. Site retaining walls and a decorative seating wall are also within the 50 foot setback at limited areas.

2. Building Height

The Innovation Park Covenants and Restrictions list a 45 feet maximum height but the PUD lists 90 feet. The IRCB building is a three story building (see attached renderings). Building height varies from 55 feet in height at the building edge to +/- 76 feet in height to the roof vents and mechanical equipment.

3. Parking

The proposed plan currently show 116 parking spaces.
The # of parking spaces required, per the PUD, is calculated below.

First floor 28,523 sf + Second 34,780 sf + Third 34,896 = 98,199 sf
2 spaces per 250 sf for first 20,000 = 160 spaces
2 spaces per 2,000 sf for 20,001 to 40,000 sf = 20 spaces
2 spaces per 4,000 sf above 40,000 sf = 30 spaces
Grand total = 210 spaces

FSU has identified a total program headcount of 236 persons for the IRCB project, not all of which are at the facility at the same time. Of that number, 72 are staff, and the balance of 164 are graduate and undergraduate students. With parking provided for all staff, there are a remaining 44 spaces for students. Students also have access to public transportation (Live Oak and Dogwood routes), as well as the FSU Innovation bus route.

From a regulatory standpoint, Innovation Park is within we are also within the boundaries of the Multimodal Transportation District, which encourages the use of other forms of transportation and the reduction of on-site parking.

This is a similar policy that FSU utilizes on their main campus as well.

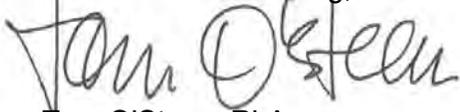
4. Parking Setback

The surface parking lot has two spaces that are inside the required 25 foot landscape setback. The remainder of the parking field is outside of the buffer and the remainder of the site has a larger landscape edge to the parcel than required by the PUD.

Signage for the project will be a ground mounted sign that will follow the general guidelines of other FSU buildings located within Innovation Park. No specific design is available at this time, but location of the sign will be along the intersection of Levy Avenue and Engineer Drive.

Thank you in advance for consideration of these variance requests and approval of this project – we believe it will enhance both the educational activity and architectural quality of Innovation Park.

Sincerely,
Moore Bass Consulting, Inc.



Tom O'Steen, RLA



2019 TECHNOLOGY COMMERCIALIZATION GRANT PROGRAM Letter of Agreement

May 17, 2019

Congratulations for being a recipient of the Leon County Research and Development Authority's Technology Commercialization Grants. This letter of agreement is designed to confirm receipt of the grant award and outline the general conditions for grant award winners.

If you agree to the conditions of this agreement, please return a signed copy **via email to rmiller@inn-park.com** or via US Mail to:

Leon County Research and Development Authority
Attention: Technology Commercialization Grant Program
1736 W. Paul Dirac Dr.
Tallahassee, FL 32310

If you have questions please call 850-575-0343 or email rmiller@inn-park.com.

General Conditions:

1. The Technology Commercialization Grant funds will only be used as outlined in the proposal submitted to the Leon County Research and Development Authority
2. The Technology Commercialization Grant funds may not be used for salaries, travel expenses or administrative overhead
3. All products created using the Technology Commercialization Grant funds remain the intellectual property of the grantee
4. The grantee will assist the Leon County Research and Development Authority in promoting the Technology Commercialization Grant Program in future years
5. The grantee will submit brief project updates, including a description of the utilization of grant funds, annually for up to five years after receiving the grant award
6. The tax consequences of this grant, if any, are the responsibility of the grantee, and the grantee will be required to provide a valid taxpayer ID number

I have read, understand, and agree to the conditions for funding of the Technology Commercialization Grant Program.

Company: NeuroJungle, LLC	Grant Award Amount: \$15,000
Grantee's Printed Name: Vincent J. Macri	Title: CEO
Signature: <i>Vince Macri</i>	
Date: <i>5-20-2019</i>	

Approved by: _____	Date: _____
David B. Ramsay, Chair of the Board Leon County Research and Development Authority	



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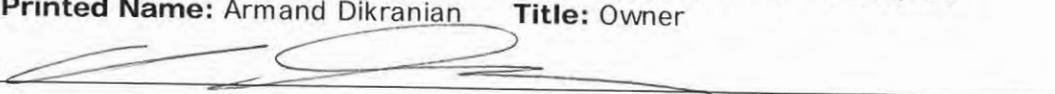
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5. The grantee will submit brief project updates, including a description of the utilization of grant funds, annually for up to five years after receiving the grant award
6. The tax consequences of this grant, if any, are the responsibility of the grantee, and the grantee will be required to provide a valid taxpayer ID number

I have read, understand, and agree to the conditions for funding of the Technology Commercialization Grant Program.

Company: Footy Training, LLC	Grant Award Amount: \$10,000
Grantee's Printed Name: Armand Dikranian	Title: Owner
Signature 	
Date: <u>5/20/19</u>	

Approved by _____	Date _____
David B. Ramsay, Chair of the Board Leon County Research and Development Authority	

INNOVATION PARK REQUEST FOR PROPOSALS RFP 19-03 JANITORIAL SERVICES

The Leon County Research and Development Authority (“Authority”), through Talcor Commercial Real Estate Services, Inc. (“Talcor”), is requesting proposals for the provision of janitorial services at Innovation Park, which proposals shall be due 1:00 PM (EST), Tuesday, July 9, 2019.

An optional pre-submittal conference meeting and walk-through of the job sites will be held at the Leon County Research and Development Authority’s conference room, 1736 W Paul Dirac Drive, Tallahassee, Florida, at 10:00 AM on Monday, June 17, 2019.

Once the RFP is advertised, all communications between interested firms and the Authority shall be limited to written communications directed to the contact person below.

The formal RFP package may be obtained from and any inquiries are to be directed to:

Stephanie Shoulet
TALCOR Commercial Real Estate Services
1018 Thomasville Road, Suite 200A
Tallahassee, FL 32303
Email: stephanie@talcor.com

Or

Via the Internet at <http://innovation-park.com/opportunities/>

The Board in its sole discretion may reject any or all proposals when deemed in the best interest of the Authority.

FOR PUBLICATION June 7, 2019 and June 10, 2019.

RFP Number 19-03: Janitorial Services
Leon County Research and Development Authority
Submission Deadline: July 9, 2019 @ 1:00 p.m.



REQUEST FOR PROPOSALS
JANITORIAL SERVICES
RFP NO. 19-03

PROPOSAL DUE DATE
JULY 9, 2019

RFP Number 19-03: Janitorial Services
Leon County Research and Development Authority
Submission Deadline: July 9, 2019 @ 1:00 p.m.

**REQUEST FOR PROPOSALS (“RFP”)
JANITORIAL SERVICES
AT INNOVATION PARK
June 7, 2019**

The Leon County Research and Development Authority (“Authority”) is requesting proposals for the provision of janitorial services at Innovation Park, Talcor Commercial Real Estate Services, Inc. (“Talcor”) is providing support to the Authority relative to this solicitation. The award shall be made to the responsible Proposer taking into consideration the evaluation factors set forth in the Request for Proposals (RFP) and, if necessary, obtaining best and final offers.

The Authority will receive all proposals. The Board of Governors (“Board”) Executive Committee will evaluate all proposals which may conduct negotiations and make a final recommendation to the Board for award of the contract.

A. Services Sought.

1. Location.

The Authority is requesting proposals from qualified firms (“Proposers”) for the provision of Janitorial Services at Innovation Park. It is the Authority’s intent to award one contract for janitorial services for the following properties at Innovation Park, a sketch of which is attached hereto as Exhibit “A”:

	PROPERTY NAME	PROPERTY ADDRESS	OCCUPIED SQ FT
1	Morgan	2035 E Paul Dirac Dr	10,438
2	Johnson	2035 E Paul Dirac Dr	27,294
3	Collins	2051 E Paul Dirac Dr	4,269
4	Knight	1736 W Paul Dirac Dr	2,700

2. Scope of Services and Approach to Scope of Services.

- a. The successful Proposer shall be required to provide the minimum janitorial services outlined in Exhibit “B” attached hereto (“Basic Services”) for the above referenced properties.

RFP Number 19-03: Janitorial Services
Leon County Research and Development Authority
Submission Deadline: July 9, 2019 @ 1:00 p.m.

- b. The successful Proposer shall be required to furnish all equipment, machinery, transportation and other implements necessary to execute the contract. Proposer's Proposal should include an outline of the type of equipment, which the Proposer intends to use to ensure Proposer has sufficient equipment and supplies for the provision of services contemplated in this request for proposals.
- c. The Proposer should propose a plan as to how the Basic Services and any suggested and/or enhanced services will be performed. The plan should include the number of personnel, which will be used to execute the services and when the services will be performed, and estimated time to complete each service. The Proposer is specifically advised that any person, firm, or other party to whom it is proposed to award a subcontract under this contract must be approved by the Authority. In the event Proposer plans to subcontract any portion of the work, Proposer shall indicate in its plan the identity of the subcontractor(s) and the role of said subcontractor(s).
- d. The successful Proposer shall maintain that all employees have been trained in appropriate safety measures to ensure Proposer's employees are performing their work in a safe manner.

3. Qualifications of Proposer.

- a. The Proposer shall state their qualifications as a professional janitorial firm, which should include but not be limited to, previous janitorial services offered to businesses within Leon County, current janitorial contracts being performed by Proposer, the length of time that this Proposer has been performing this service, the length of time employees who will execute the service have been employed by the Proposer, and any special qualifications those employees might have.
- b. The Proposer shall have a minimum of three (3) years previous experience in janitorial services for similar sized projects prior to the date the proposal is submitted.
- c. The Proposer shall include responsibilities and relevant experience of the person(s) who will be actively engaged in managing the contract and supervising the employees providing the services.
- d. The Proposer shall submit with the proposal a summary of any training provided to employees to ensure the services proposed are provided in a safe and high quality manner and environment.
- e. If any services are expected to be subcontracted, the Proposer shall also provide all of the above information for the subcontractor(s).

4. References/Client List.

- a. The Proposer shall provide a list of five (5) client references, at least three (3) of which shall be current clients, for whom the same or similar type of services as those sought in this RFP have been or are being provided. The Proposer shall provide the location of the properties served, a contact person, electronic mail

RFP Number 19-03: Janitorial Services
Leon County Research and Development Authority
Submission Deadline: July 9, 2019 @ 1:00 p.m.

address, if available, and telephone number for each. The Authority reserves the right to contact clients for reference checks.

- b. In the event the Proposer plans to subcontract any services, the above information shall be provided as it relates to the subcontractor(s) and the services that will be performed by such subcontractor.

5. Term of Agreement.

The agreement will begin September 1, 2019. The terms of the agreement for janitorial services will be negotiated with the selected proposer. The Authority is expecting a minimum term of one (1) year with two (2) additional years at the option of the Authority. The contract will be monitored for acceptable services rendered throughout the contract term. The Authority will have the option to cancel the contract in whole or in part during the contract term, for any reason or no reason, without penalty, upon notice. The Proposer will not be entitled to lost profits or any further compensation not earned prior to the time of cancellation.

6. Payments.

- a. For payment due for Basic Services the Proposer shall submit invoices at the end of each monthly billing period. Invoice amounts shall be based on the Proposer's services as rendered. Each building shall be invoiced individually.
- b. The Proposer shall provide an invoice which provides detailed billing for services provided no later than thirty (30) calendar days after the date the services have been rendered. Invoices received after this time has elapsed may be considered null and void. The invoice shall reference the purchase order number assigned to this agreement.
- c. Unless specified otherwise, the invoice shall be addressed as follows:

Leon County Research and Development Authority
c/o TALCOR Commercial Real Estate Services, Inc.
1018 Thomasville Rd, Suite 200A
Tallahassee, FL 32303

- d. Payments shall be paid to the Proposer within thirty (30) days contingent upon the receipt by Talcor of properly documented invoices for payment as determined by the budgetary and fiscal guidelines of the Authority and the condition that the Proposer has accomplished the services to the satisfaction of the Authority.

B. Proposal Process.

1. Optional Pre-submittal Conference

A non-mandatory Pre-submittal Conference meeting and walk-through of the job sites will be held at the Leon County Research and Development Authority's conference

RFP Number 19-03: Janitorial Services
Leon County Research and Development Authority
Submission Deadline: July 9, 2019 @ 1:00 p.m.

room, 1736 W Paul Dirac Drive, Tallahassee, Florida, at 10:00 AM, June 17, 2019 with Stephanie Shoulet.

2. Contact Information

Each Proposer shall examine the RFP documents carefully and inspect the properties to be maintained pursuant to this RFP. Questions concerning the RFP terms, conditions and technical specifications will be accepted in writing through 2:00 PM, July 2, 2019. Requests must be transmitted via email. No Proposer may rely upon any oral responses. Answers to such questions will be posted on the Authority's website. Such written questions and requests shall be directed to the following Authority Contact person:

Authority Contact:

Stephanie Shoulet, Talcor Commercial Real Estate Services, Inc.
stephanie@talcor.com

- a. All registered Proposers will be sent any addenda or clarifications issued in response to this RFP. It is the responsibility of the Proposer to register its name and contact information with Stephanie Shoulet in order to receive said addenda or clarifications.
- b. Only communications from the Proposer which are in writing and signed by a person(s) authorized to contractually bind such Proposer will be recognized by the Board as duly authorized expressions on behalf of the Proposer.
- c. From the time this RFP is issued until a final decision is made by the Board as to the award of a contract to a Proposer, Proposers are instructed to:
 - i. Only contact the Authority Contact, identified hereinabove, regarding this RFP, the Proposer's Proposal or another Proposer's Proposal in writing; provided any such contact shall be limited to questions regarding the process of this RFP and shall not relate to the merits of the Proposer's Proposal or another Proposer's Proposal; and
 - ii. Other than discussions held during the optional Pre-Submittal Conference and public meetings of the Board, or of the Evaluation Committee, no contact or communication in person, by telephone, e-mail, through an intermediary, or otherwise with any member of the Board or any other representative of the Authority, other than Authority Contact, regarding this RFP, the Proposer's Proposal or another Proposer's Proposal shall occur.
- d. Any contact or communication in violation of the provisions above shall be cause for rejection of the Proposer's Proposal.

3. Proposal Deadline.

Proposals must be received by the Authority by 1:00 PM, July 9, 2019 ("Submission Deadline"). Proposals may be mailed or hand-delivered to the below address:

Mail or hand-deliver to:

RFP Number 19-03: Janitorial Services
Leon County Research and Development Authority
Submission Deadline: July 9, 2019 @ 1:00 p.m.

Leon County R&D Authority
Attn: Ron Miller
1736 W. Paul Dirac Drive
Tallahassee, FL 32310

Mark on the outside of the envelope and on any carrier's envelope: "PROPOSAL FOR JANITORIAL SERVICES AT INNOVATION PARK, July 9, 2019, 1:00PM".

Due to inconsistent office hours, hand-delivered Proposals will only be accepted on the day of the Submission Deadline after 9:00am and before 1:00pm, or by appointment only if on days prior to the Submission Deadline. Please email rmiller@inn-park.com to make an appointment.

4. Submission of Proposal.

- a. Proposals must arrive at the above address no later than Submission Deadline to be considered.
- b. It is the Proposer's responsibility to assure that their Proposal is delivered to the proper location no later than the Submission Deadline.
- c. The Authority Contact, whose duty it is to open the Proposals, will open the Proposals as soon as practicable after the established Submission Deadline.
- d. Proposals received later than the Submission Deadline will not be considered, will be marked "Too Late" and may be returned unopened to the Proposer.
- e. The Authority and Talcro are not responsible for the premature opening of a Proposal not properly addressed and identified by the RFP title and submission deadline on the outside of the envelope/package.
- f. The Proposer shall submit an ORIGINAL and two (2) copies of the proposal on or before the Submission Deadline. Proposals will be retained as the property of the Authority. The Original of your Proposal must be clearly marked "Original" on its face and must contain an original, manual signature of an authorized representative of the responding Proposer; all other copies may be photocopies.
- g. Proposer Registration - Potential Proposers MUST officially register before July 9, 2019, and as soon as possible, in order to be placed on the Registered Proposers list for the solicitation (see Attachment 9). This list is used for communications to prospective Proposers. Also, Proposers should be aware that solicitation documents obtained from sources other than the Authority Contact may be drafts, incomplete, or in some other fashion different from the official solicitation document(s). Failure to register as a prospective Proposer may cause a Proposer's Proposal to be rejected as non-responsive.
- h. Special Accommodation - Any person requiring a special accommodation at the Opening of Proposals because of a disability should inform the Authority Contact no less than three (3) workdays prior to the proposal deadline.

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Leon County Research and Development Authority
Submission Deadline: July 9, 2019 @ 1:00 p.m.

- i. All expenses associated with the submittal of a proposal will be borne solely by the Proposers.

5. General Conditions.

- a. Proposers must be available for interviews by the Evaluation Committee, and/or the Board if required.
- b. The contents of the Proposal of the successful Proposer will become part of the contractual obligations except as may be modified by subsequent negotiations.
- c. Proposals must be typed or printed in ink. All corrections made by the Proposer to their Proposal prior to the Opening of Proposals must be initialed and dated by the Proposer. No corrections will be allowed to be made to Proposals after the Opening of Proposals.
- d. The Authority reserves the right to reject any or all Proposals, in whole or in part, when such rejection is in the best interest of the Authority. Further, the Authority reserves the right to withdraw this solicitation at any time prior to the final award of the contract.
- e. Equal Opportunity/Affirmative Action Requirements - The Proposer shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief. For federally funded projects, in addition to the above, the Proposer shall agree to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein. In addition to completing Attachment 3, the Equal Opportunity Statement, the Proposer shall include a copy of any affirmative action or equal opportunity policies in effect at the time of submission.
- f. Certification Regarding Debarment, Suspension, and Other Responsibility Matters - The Proposer must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or local department or agency and meet all other responsibility matters as contained in the certification form attached as Attachment 4.
- g. Fictitious Name Registration - If the Proposer is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State shall be submitted with the Proposal.
- h. Unauthorized Alien(s) - The Proposer shall be responsible for assuring that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The Authority shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the

RFP Number 19-03: Janitorial Services
Leon County Research and Development Authority
Submission Deadline: July 9, 2019 @ 1:00 p.m.

Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of the contract entered into by the Authority as a result of this RFP. As part of the response to this RFP, please complete and submit Attachment 5 -- the "Affidavit Certification Immigration Laws."

- i. Addenda to Specifications - If any addenda are issued after the initial specifications are released, the Authority will post the addenda on the Authority's website at <http://www.lcrda.org/>

It is the responsibility of the Proposer prior to submission of any Proposal to check the above website or contact the Authority Contact at (850) 224-2300 to verify any addenda. The receipt of all addenda must be acknowledged on the Proposal sheet.

6. Schedule

The following table lists the important dates/times and actions relative to this solicitation. If the Board finds it necessary to make changes to the actions, dates, and/or times, such changes will be accomplished by written addendum to this solicitation and posted on the Authority's website. All times are local times in Tallahassee, Florida.

<u>Events</u>	<u>Date/Time</u>
Release/Issuance of RFP	June 7, 2019
Optional Pre-Submittal Meeting	June 17, 2019 at 10:00AM (EST)
Questions for Clarification Deadline	July 2, 2019 at 2:00 PM (EST)
Submission Deadline	July 9, 2019 at 1:00 PM (EST)
Evaluation Committee's Recommendation for Contract Award to the Board	July 22,2019 (tentative)
Authorization of contract by Board of Governors of Authority	August 1, 2019
* Notice of meetings of the Evaluation Committee will be posted on the Authority's website at http://www.lcrda.org/	

7. Evaluation

Proposals will be reviewed and evaluated based upon the following criteria:

- a. Completeness of proposal, approach to Scope of Services.
- b. Qualifications of Proposer and qualifications of personnel selected to perform the services.
- c. Past performance on contracts for similar services with respect to such factors such as costs, quality of work and ability to perform.
- d. Price.
- e. Local Preference in Purchasing and Contracting
 - i. Preference in Requests for Proposals. In letting of contracts for procurement of contractual services for which a request for proposals is

RFP Number 19-03: Janitorial Services
Leon County Research and Development Authority
Submission Deadline: July 9, 2019 @ 1:00 p.m.

developed with evaluation criteria and a point ranking system is used, additional points shall be added to the total score for a local preference, as follows:

- (1) Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of five (5) points.
 - (2) Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of three (3) points.
- ii. Local business definition. For purposes of this section, "local business" shall mean a business which:
- (1) Has had a fixed office located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by LCRDA; and
 - (2) Holds any business license required by Leon County and, if applicable, the City of Tallahassee; and
 - (3) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.
- iii. Certification. Any vendor claiming to be a local business as defined shall so certify in writing to LCRDA. The certification shall provide all necessary information to meet the requirements of above. The Local Vendor Certification Form is enclosed (Attachment 8). LCRDA shall not be required to verify the accuracy of any such certifications and shall have the sole discretion to determine if a vendor meets the definition of a "local business."

f. Minority, Women and Small Business Enterprise (MWSBE) Preference

- i. Preference in Requests for Proposals. In letting of contracts for procurement of contractual services for which a request for proposals is developed with evaluation criteria and a point ranking system is used, a preference of five (5) points shall be added for a certified MWSBE.
- ii. Certification. Any vendor claiming to be an MWSBE shall attach evidence of certification from the Tallahassee-Leon County Office of Economic Vitality, or the State of Florida.

Although not required, a point ranking system may be used to aid in the evaluation process. If a point ranking system is not used, Local and MWSBE Preferences shall considered in the evaluation process.

8. Contract

The successful Proposer will be required to enter into a contract with the Authority in substantially the same form as the sample contract provided with this RFP. By submitting a Proposal, the Proposer acknowledges and agrees to comply with the following if they become the Proposer chosen by the Board:

RFP Number 19-03: Janitorial Services
Leon County Research and Development Authority
Submission Deadline: July 9, 2019 @ 1:00 p.m.

- a. Hold Harmless - The Proposer shall agree to indemnify and hold harmless the Authority from all claims, damages, liabilities, or suits of any nature whatsoever arising out of, because of, or due to the breach of this agreement by the Proposer, its delegates, agents or employees, or due to any act or occurrence of omission or commission of the Proposer, including but not limited to costs and a reasonable attorney's fee. The Authority may, at its sole option, defend itself or allow the Proposer to provide the defense. The Proposer shall acknowledge that ten dollars (\$10.00) of the amount paid to the Proposer is sufficient consideration for the Proposer's indemnification of the Authority.
- b. Audits, Records, and Records Retention: The Proposer shall agree as follows:
 - i. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided under this contract.
 - ii. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
 - iii. Upon completion or termination of the contract and at the request of the Authority, the Proposer will cooperate with the Authority to facilitate the duplication and transfer of any said records or documents during the required retention period as specified hereinabove.
 - iv. To assure that these records shall be subject at all reasonable time to inspection, review, or audit by Federal, state, or other personnel duly authorized by the Authority.
 - v. Persons duly authorized by the Authority and Federal auditors, pursuant to 45 CFR Part 92.36(I)(10), shall have full access to and right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
 - vi. To include the aforementioned audit and record keeping requirements in all approved subcontracts and assignments.
- c. Insurance - Attention is directed to the insurance requirements below. Proposers should confer with their respective insurance carriers or brokers to determine in advance of Proposal submission the availability of insurance certificates and endorsements as prescribed and provided

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herein. Proposers who fail to comply strictly with the insurance requirements may be disqualified from award of the contract.

- i. The Proposer shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Proposer, his agents, representatives, or employees.
- ii. Minimum Limits of Insurance – The Proposer shall maintain limits no less than the following:
 - (1) General Liability. \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage with a \$2,000,000 annual aggregate. Contractor’s insurance shall include Authority as an additional insured as provided herein below.
 - (2) Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage for non-owned, hired automobile. Contractor’s insurance shall include Authority as an additional insured as provided herein below. The requirements of this provision may be waived upon submission by Contractor of a written statement that no automobiles are used to conduct business.
 - (3) Worker’s Compensation and Employers Liability: Insurance covering all employees meeting statutory requirements in compliance with the applicable state and federal laws. In lieu of naming Authority as an additional insured, Contractor shall provide to Authority a waiver of all rights of subrogation against Authority with respect to losses payable under such workers’ compensation policy(ies).
- iii. Deductibles and Self-Insured Retentions - Any deductibles or self-insured retentions applicable to any of Contractor’s policies required above shall be declared to and approved by Authority. Thereafter, at the request of Authority, Contractor shall cause its insurer to reduce or eliminate such deductibles or self-insured retentions as they may apply to Authority, its agents, officers, officials, employees and volunteers or, in lieu of such reductions or eliminations, Contractor shall procure a bond guaranteeing payment of losses and related investigations, claims administration, and defense expenses.
- iv. Other Insurance Provisions – The policies are to contain, or be endorsed to contain, the following provisions:
 - (1) General Liability and Automobile Liability Coverages **(Authority and its agents are to be named as Additional Insured).**

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- (2) The Authority, its officers, officials, employees, agents and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Proposer, including the insured's general supervision of the Proposer; products and completed operations of the Proposer; premises owned, occupied or used by the Proposer; or automobiles owned, leased, hired or borrowed by the Proposer. The coverage shall contain no special limitations on the scope of protections afforded the Authority, its officers, officials, employees, agents or volunteers.
- (3) The Proposer's insurance coverage shall be primary insurance as respects the Authority, its officers, officials, employees, agents and volunteers. Any insurance of self-insurance maintained by the Authority, its officers, officials, employees, agents or volunteers shall be excess of the Proposer's insurance and shall not contribute with it.
- (4) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Authority, its officers, officials, employees, agents or volunteers.
- (5) The Proposer's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- (6) All Coverages - Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Authority.
- (7) Acceptability of Insurers - Insurance is to be placed with insurers with a Best's rating of no less than A:VII.
- (8) Verification of Coverages - The Proposer shall furnish the Authority with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the Authority before work commences. The Authority reserves the right to require complete, certified copies of all required insurance policies at any time.

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- d. Ethical Business Practices
 - i. Gratuities - It shall be unethical for any person to offer, give, or agree to give any Authority employee, or for any Authority employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or response therefore.
 - ii. Kickbacks - It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the Proposer or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- e. The Authority reserves the right to deny award or immediately suspend any contract resulting from this response pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

9. Proposal Format.

a. General Format for Proposals

To facilitate evaluation, the Proposer shall follow the format outlined in this section. Failure of a Proposer to follow the required format may, at the sole discretion of the Authority, result in the rejection of the submittal. Proposals shall contain concise written material that enables a clear understanding and evaluation of the capabilities of the Proposer. Clarity and completeness are essential. The Authority, at its sole discretion, may reject any Proposal which is unclear in any way.

b. Proposal Content

This RFP will be used as the instrument to solicit Proposals for Janitorial Services for the Authority. It defines the terms, conditions and specifications to be followed and met by the Proposers. In order to maintain comparability and simplify the review and evaluation process, all Proposals submitted are required to be organized in the following manner. Failure to comply with the prescribed organization may, at the discretion of the Evaluation Committee, result in the elimination of the Proposal from consideration. Proposals are to be submitted in three ring binders or bound by binder clips **only**. Binder clips are preferred. No manner of plastic, comb or wire bindings or staples are acceptable. Be sure to

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follow and clearly mark each section of your Proposal according to the sections below.

Tab 1 – Title Page – The Title Page should contain the following:

- The RFP title
- The name of the proposing Proposer
- The name, address, telephone, e-mail address and fax number of the primary contact person

Tab 2 – Table of Contents – The table of contents should include a clear identification of the material included in the Proposal, by section and by page number.

Tab 3 – Approach to Scope of Service

Tab 4 – Qualifications

Tab 5 – Experience

Tab 6 – References/Client List

Tab 7 – Required Forms

- (1) Include the following completed forms:
 - Attachment 1 – Proposal Form
 - Attachment 2 – Price Schedule
 - Attachment 3 – Equal Opportunity/Affirmative Action Statement;
 - Attachment 4 – Certification Regarding Debarment, Suspension and Other Responsibility Matters;
 - Attachment 5 – Affidavit Certification Immigration Laws;
 - Attachment 6 – Insurance Certification Form; and
 - Attachment 7 – Drug-Free Work Place Form.
 - Attachment 8 – Local Vendor Certification
 - Attachment 9 – Proposer Registration Form (as submitted prior to July 9, 2019)
- (2) Copies of required licenses, registrations, and certifications, if any

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ATTACHMENT 1

PROPOSAL FORM

Janitorial Services
At Innovation Park

Place: Leon County R&D Authority
1736 W. Paul Dirac Drive
Tallahassee, FL 32310
Due Date: July 9, 2019 at 1:00 PM

Proposal of _____ hereinafter-called
PROPOSER, a corporation organized and existing under the laws of the State of
_____, or, a partnership, a company, or an individual doing business as _____
_____.

To the Leon County Research and Development Authority, hereinafter referred to as
“Authority”.

The PROPOSER, in compliance with the request for proposals for Janitorial Services,
having examined the specifications with related documents and the sites of the proposed work,
and being familiar with all of the conditions of the proposed work, including the availability of
materials and labor, hereby proposes to furnish all labor, material and supplies and at the prices
shown in the attached Price Schedule. These prices are to cover all expenses incurred in
performing the work required under the proposal documents, of which this proposal is a part.
These prices are firm and shall not be subject to adjustment provided this Proposal is accepted
within ninety (90) days after the time set for receipt of proposals.

PROPOSER hereby agrees to commence work under this contract on or before a date to
be specified in a written “Notice to Proceed” to be issued by the Authority.

PROPOSER agrees to perform all work for which he contracts as described in the
specifications for the unit prices shown on the attached Price Schedule.

Upon receipt of the Notice of Award, PROPOSER will execute the formal contract
attached within seven (7) days and deliver Insurance Certificates and Bonds as required.

The undersigned hereby declares that only the persons or firms interested in the proposal
as principal or principals are named herein, and that no other persons or firms than are herein
mentioned have any interest in this Proposal or in the contract to be entered into; that this
proposal is made without connection with any other person, company, or parties likewise
submitting a proposal; and that it is in all respects for and in good faith, without collusion or
fraud.

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DEVIATIONS FROM SPECIFICATIONS IF ANY:

I have read all of the specifications and requirements and do hereby certify that all items submitted meet specifications.

COMPANY: _____ AGENT NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ TELEFAX: _____

FEDERAL ID#: _____ AND/OR SOCIAL SECURITY #: _____

Respectfully submitted,

Attest:

By: _____

By: _____

Print Name _____

Print Name _____

Date _____

Title _____

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ATTACHMENT 2

PRICE SCHEDULE

The PROPOSER, in compliance with the request for proposals for the **JANITORIAL SERVICES**, having examined the scope of work and written specifications, hereby proposes to furnish **JANITORIAL SERVICES** for the following unit prices.

COST OF BASIC SERVICES

	PROPERTY NAME	PROPERTY ADDRESS	PRICE PER SQUARE FEET/MONTH	CLEAN-ABLE SQUARE FEET (AS OF 6/30/15)	TOTAL COST PER MONTH	TOTAL COST PER YEAR
1	Morgan	2035 E Paul Dirac Dr	\$	10,438	\$	\$
2	Johnson	2035 E Paul Dirac Dr	\$	27,294	\$	\$
3	Collins	2051 E Paul Dirac Dr	\$	4,269	\$	\$
4	Knight	1736 W Paul Dirac Dr	\$	2,700	\$	\$
Total			\$	44,701	\$	\$

Proposed annual % increase for additional option years 2 & 3: _____%

Carpet Cleaning and Resilient Floor Refinishing

Carpet cleaning and resilient floor refinishing shall be quoted at the time service is requested, and the Authority may elect to contract with another provider for these services.

The above unit prices listed in the Price Schedule shall include all labor, materials, removal, overhead, profit, insurance, and any other cost necessary to cover the finished work of the several kinds called for.

PROPOSER agrees that this proposal shall be good and may not be withdrawn for a period of ninety (90) days after the scheduled closing time for receiving proposals.

Respectfully submitted,

By: _____
Signature

Print Name

Print Title

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ATTACHMENT 3

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The Proposer hereby agrees to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The Proposer agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: _____
Title: _____
Proposer: _____
Address: _____

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ATTACHMENT 4

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION,
AND OTHER RESPONSIBILITY MATTERS**

- 1) The Proposer certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/Proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the Proposer is unable to certify to any of the statements in this certification, such Respondent shall attach an explanation to this Proposal.
- 3) No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

Signature

Title

Proposer's name

Address

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ATTACHMENT 5
AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS

The Authority will not intentionally award Authority contracts to any Proposer who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) (Section 274a(e) of the Immigration and Nationality Act).

The Authority may consider the employment by any Proposer of Unauthorized Aliens a violation of Section 274A(e) of the INA. **Such violation by the Proposer of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by the Authority.**

RESPONDENT ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: _____

Signature: _____ Title: _____

STATE OF _____
COUNTY OF _____

Sworn to and subscribed before me this ____ day of _____, 20__.

Personally known _____

NOTARY PUBLIC

OR Produced identification _____

Notary Public - State of

(Type of identification)

My commission expires:

Printed, typed, or stamped
commissioned name of notary public

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

THE AUTHORITY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.

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ATTACHMENT 7
Drug Free Work Place Form

Drug-Free Work Place: Yes _____ N/A _____

If **Yes** please complete the form.

The undersigned proposer hereby certifies that _____
(Name of Business) does:

Publish statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).

In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or novo contender to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

Impose a sanction on, or required the satisfactory participation in a drug abuse assistance or rehabilitation program is such is available in the employee's community, by any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Proposer's Signature

Date

*This form **must** be completed, signed and returned with your response to fulfill the requirements of this RFP*

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ATTACHMENT 9

PROPOSER REGISTRATION FORM

Distribution of Solicitation Documents – Documents related to the subject RFP are being distributed via the LCRDA’s website, <http://innovation-park.com/opportunities/>.

Official Registration - Companies must officially register, before July 9, 2019, in order to be placed on the proposer registration list for this solicitation. This list is used for communications to prospective companies.

- To register as a proposer, complete the following information in its entirety and email the completed registration form to Stephanie Shoulet at stephanie@talcor.com.
- Potential respondents to the RFP are responsible for reviewing the complete RFP documents and for collecting all addenda prior to submitting their response. Addenda and revisions will not be forwarded automatically. Potential respondents are advised to check the LCRDA’s website <http://innovation-park.com/opportunities/> periodically and prior to submitting their response.

Name of the Company:		
Company’s Mailing Address:		
City:	State:	Zip Code:
Telephone:	Fax:	E-Mail:
Primary Contact Person for the Company:		
Contact Person’s Mailing Address:		
City:	State:	Zip Code:
Telephone:	Fax:	E-Mail:

Questions & Answers - Questions concerning the RFP, required submittals, evaluation criteria, response schedule, or selection process, and requests for interpretations or corrections of any or actual or perceived ambiguity, inconsistency or error which the company may discover shall be directed in writing to Stephanie Shoulet. Such written questions and requests shall be: (1) received by Stephanie Shoulet no later than July 2, 2019 at 2:00 p.m. EST; (2) signed by a person authorized to contractually bind such company; and (3) directed to Stephanie Shoulet by the company by e-mail. Answers to such questions will be posted on the LCRDA’s website <http://innovation-park.com/opportunities/>.

Communication Prohibition - Prospective respondents are cautioned not to contact any officials other than Stephanie Shoulet concerning this RFP.

Contact Information for Stephanie Shoulet –

- E-mail: stephanie@talcor.com

Submit completed registration form to Stephanie Shoulet via email at Stephanie@Talcor.com

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Exhibit "A"
Janitorial Services
Locations



Bldg #	PROPERTY NAME	PROPERTY ADDRESS
8	Morgan	2035 E Paul Dirac Dr
10	Johnson	2035 E Paul Dirac Dr
7	Collins	2051 E Paul Dirac Dr
15	Knight	1736 W Paul Dirac Dr

**Exhibit “B”
Janitorial Services
Scope of Services**

All references to “Contractor” in Exhibit “B” shall have the same meaning as “Proposer” as previously defined herein.

1. PERFORMANCE STANDARDS

The Authority shall be the sole determinant of all standards referenced in these specifications, including but not limited to, standards of cleanliness and the measurement thereof (performance standards), standards of green cleaning products and methods, standards of conduct, dress standards, standards for management response and cooperation, etc. complaints, concerns, or comments presented by the Authority regarding any of these standards and the measure of the Contractor’s performance thereunder shall not be subject to debate.

2. INDEPENDENT CONTRACTORS

The Contractor will not be allowed to treat employees as independent contractors. No individuals or subcontractors classified as independent contractors, pursuant to the United States Internal Revenue Service definition, shall be permitted to work on any part of this contract, or in or on the premises of any Authority building, as an express term and condition of this proposal. The Contractor shall accept full responsibility for ensuring that adequate Worker’s Compensation Insurance is available for each of his employees.

3. PERSONNEL

a. Contract Manager

The Contractor shall arrange for a contract manager (which may be the Contractor himself) and an alternate to be the primary contacts for services. The contract manager or alternate must respond within 30 minutes.

The contract manager will receive notices, reports, or requests for service from the Property Manager of the Authority or her representative, (herein after referred to as the “Property Manager”) and shall be available at all times when the contract work is in progress. It is the policy of the Authority that Authority direction or supervision of Contractor’s employees, directly or indirectly, shall not be exercised.

b. Employees

The Contractor, at its sole cost, shall furnish all labor necessary to properly perform all services according to the specifications set forth in this Agreement. The Contractor shall provide a current FDLE (Florida Department of Law Enforcement) background check on each individual that will be working in the buildings no later than five (5) working days prior to the individual beginning work. The background check will be reviewed and approved by the Property Manager before any Contractor employee may begin work. The Contractor may access the FDLE site themselves to perform this check online. The Contractor is responsible for any costs associated with this action. The address for the site is: <https://web.fdle.state.fl.us/search/app/default>. If the individual has not been a resident in Florida for 12 months, then a check should be done from their previous residence. The Authority reserves the right to reject any proposed custodial personnel based on background check information.

All employees assigned by the Contractor to perform the work as outlined under this contract shall be physically able to do their assigned work. It shall be the Contractor's responsibility to ensure that all employees meet the physical standards to perform the work assigned. All personnel will receive close and continuing first line supervision. All crew supervisors must have a minimum of one (1) year of experience in the commercial janitorial field.

4. PERSONNEL EXPERIENCE REQUIREMENTS

All site managers engaged in directing the work to be accomplished under this contract shall possess at least one (1) year of recent (within the past 5 years) experience in directing cleaning type operations in a supervisory capacity for buildings of the approximate size of the building(s) to be cleaned under this contract.

5. OPERATIONS AND MANAGEMENT PLANS

Contractor shall conduct its operations in accordance with the "Operations and Management Plan" submitted as part of its proposal and attached hereto as Attachment 1, which plan may be amended from time to time, as necessary, with the concurrence of the Property Manager.

6. HOURS OF WORK

Most offices will be required to be cleaned between 5:30 p.m. and 12 midnight, Monday through Friday, unless other hours are agreed to by the Authority. **Currently there is approximately 27,294 SF at the Johnson Building, 10,438 SF at the Morgan Building, 4,269 SF at the Collins Building, and 2,700 SF at the Knight Building that for security purposes will require cleaning during normal office business hours.** The Contractor and the Authority's Property Manager will agree to a schedule for the cleaning of these areas which may be either in the morning upon commencement of the normal workday or at the end of the work day prior to the offices being closed. The Authority reserves the right to modify the hours in which offices need to be cleaned, as needed, for security purposes. The Contractor has agreed that at least one staff person, that will be assigned to clean the offices required to be cleaned during normal office business hours, will inspect the restrooms and breakrooms in the Buildings and spot clean and stock same, as needed, at no additional cost.

As an optional service, the Contractor shall provide a porter to service the Facilities to provide emergency custodial services; monitor, clean and stock restrooms, and other related work, as necessary.

7. SPECIAL SERVICES

a. Carpet Cleaning and Floor Refinishing

Upon request, **and subject to negotiating competitive pricing at the time service is requested,** the Authority may require the Contractor to provide carpet cleaning and floor refinishing services. These services will be billed as part of the next regularly scheduled Contractor's invoice but will be listed separately on the invoice along with standard contract charges. Orders for carpet cleaning and/or floor refinishing services will be placed in writing by the Authority. In no event shall the Authority be liable to the Contractor for payments for any carpet cleaning and floor refinishing work performed by the Contractor, unless the Contractor performs such work by WRITTEN directive of the Authority.

b. Special or Unusual Conditions

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In the event special or unusual conditions, the Property Manager, may require the Contractor to provide additional janitorial or cleaning services not covered by these specifications. Payment will be made at a rate negotiated with the Contractor. These services will be billed as part of the next regularly scheduled Contractor's invoice but will be listed separately on the invoice along with standard contract charges. Orders for special services may be placed orally (in the event of an emergency) or in writing by the Property Manager. All written orders will describe the service to be provided and will state the negotiated fee which the Contractor will be compensated. Except in the event of an emergency, in no event shall the Authority be liable to the Contractor for payments for any extra work performed by the Contractor, unless the Contractor performs such work by WRITTEN directive of the Authority.

8. EMERGENCY SERVICES

If an emergency arises (such as flooding of a particular section of a building) the Contractor shall divert his force, or such part thereof as deemed necessary by the Property Manager, from their normal assigned duties to meet these conditions. When these employees are no longer needed, they shall be directed by the Contractor to return to their normal duties. The Contractor shall not be penalized because the normal daily work which otherwise would have been performed had to be neglected, but every effort must be made to complete contract requirements.

9. SUPPLIES, MATERIALS, EQUIPMENT AND UTILITIES

- a. The Contractor, at its sole cost, shall furnish all supplies, materials, and equipment necessary for the proper performance of the janitorial service. Supplies and materials include, but are not limited to, brooms, brushes, dust cloths, microfiber mops, sponges, squeegees, porcelain ware cleaner, liquid and powder detergents, disinfectants, glass cleaner, floor polish, waxes, stripper, metal and furniture polish, and any other compounds necessary to properly maintain the premises. The Contractor shall supply plastic bags and liners, including bags for sanitary disposal receptacles and wastebaskets. The Authority assumes no responsibility for equipment, tools, materials or any other items used in the performance of Contractor's work. This shall include any stored materials and supplies, if any. Authority property will not be used in any manner for personal advantage, business gain, or other personal endeavor by the Contractor or the Contractor's employees.
- b. In order to minimize the health and environmental impacts of maintaining clean facilities, the Authority is requiring the use of environmentally preferable cleaning products and methods. Environmentally Preferable Cleaning Products are to be used during the entire term of the contract. Contractor shall use only environmental preferable products in the following categories:
 - General-purpose cleaners, floor cleaners, bathroom cleaners, glass cleaners, and carpet cleaners;
 - Disinfectants;
 - Other chemicals, as needed, to perform the duties of the particular job or function.

For purposes of this contract, the Authority defines an environmentally preferable cleaning product as one that is certified through Green Seal GS-37, DfE (EPA's Design for the Environment) or the EcoLogo (UL). Products that are not listed through one of these certification agencies will not be allowed to be used as part of this cleaning contract. For more information on the certification agencies and product lists, see the following websites: (1) Green Seal (GS-37) www.greenseal.org or (2) EPA Design for the Environment www.epa.gov/dfc, or (3) EcoLogo <https://industries.ul.com/environment/certificationvalidation-marks/ecologo-product->

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- certification/. Prior to contract award, the Contractor must provide a complete list of products, including Material Safety Data Sheets they will use. As stated above, the products must be certified through one of the three certifying agencies listed above with the exception of floor finishes and floor strippers. The use of any product not certified through one of the three certifying agencies shall require the prior approval of the Property Manager.
- c. Changes to any products and/or product lists used as part of this contract must be submitted in writing to the appropriate Building Operations Manager, along with any new Material Safety Data Sheets. Noncompliant chemicals must be removed immediately from the building. Chemicals used for disinfection of blood and other potentially infectious material shall be on EPA's list of registered antimicrobial products effective against blood borne/body fluid pathogens.
 - d. Provide to the Authority and post in the janitorial area, Material Safety Data Sheets (MSDS) for all chemicals used or stored in the building. The Contractor shall not use any material or supplies, which the Authority determines, would be unsuitable for the purpose, or offensive or harmful to any part of the facility, its contents, equipment, employees, or patrons.
 - e. Provide all necessary cleaning equipment including, but not limited to, buffing machines, vacuum cleaners with HEPA filters, carpet extractors, etc., needed for the performance of the work of this contract. Such equipment shall be of the size and type customarily used in work of this kind and shall meet all OSHA and local standards. All equipment shall meet or exceed qualifications of GreenSeal (GS-42) or EcoLogo (UL). Equipment deemed by the Property Manager to be of improper type or design or inadequate for the purpose intended shall be replaced by the CONTRACTOR. GreenSeal standards may be found at www.GreenSeal.org and ECOLOGO standards may be found at: <http://industries.ul.com/environment/certificationvalidation-marks/ecologo-product-certification>.
 - f. All employees of the Contractor including supervisors shall be required to wear uniforms. The uniforms must be approved by the Authority. Employees of the Contractor not in uniform will not be allowed to work. At a minimum the uniforms will consist of a uniform shirt or smock. The uniforms shall have the Contractor's name affixed thereon in a permanent manner. The Contractor's name along with other designations such as the employee's name shall be easily identifiable. Any color or appropriate color combination may be used for the uniforms. Employees shall be required to dress neatly, in accordance with tasks being performed. Uniforms must be readily identifiable and not be hidden by any outerwear or other clothing when employee is on duty.
 - g. The Contractor must insure that all restrooms are fully stocked at all times including weekends and holidays. This is to include evenings when buildings are used for functions. The items to be fully stocked at all times are: toilet tissue, towels, seat covers, and liquid soap (with preference for use of foaming dispensers to minimize product use). Provision and installation of said supplies shall be the Contractor's sole responsibility regardless of perceived operating difficulties. Products must meet the specifications of GreenSeal, EcoLogo and/or CFPA Certified.
 - h. The Authority reserves the right to require Contractor to change products used, if in the Authority's opinion the products used do not achieve quality results.

10. SECURITY CLEARANCES

All employees, performing work under the contract must comply with all security and administrative requirements of the Authority. The Contractor shall ensure that all required background checks are provided prior to the employees obtaining access to provide services. The Authority may refuse access to, or require replacement of, any personnel for cause, including, but not limited to, technical or training qualifications, quality of work, change in security status, or non-compliance with the

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Authority's security or other requirements. Such approval shall not relieve the Contractor of its obligation to perform all work in compliance with the contract.

The Authority reserves the right to exercise full and complete control over granting, denying, withholding, withdrawing, or terminating clearances for employees. The Authority may, as he/she deems appropriate, authorize and grant temporary clearance to employees of the Contractor. However, the granting of a temporary clearance to any such employee shall not be considered as assurance that a full clearance will follow as a result of the temporary clearance and the granting of either a temporary or full clearance shall in no way prevent, preclude or bar the withdrawal or termination of any such clearance by the Property Manager.

11. IDENTIFICATION/BUILDING PASS

The Contractor, at his/her own expense shall provide for photo identification badges for all employees used on this contract. No employee of the Contractor shall be allowed to work on this contract without a photo identification badge. Photocopies of all badges are to be supplied to the Property Manager, prior to starting of contract and before each new employee begins work.

The Contractor shall make sure that every new employee has a photo identification/building pass before the employee enters for duty. The Contractor shall sign each pass issued. The Contractor shall make sure that all passes are destroyed as employees are dismissed or terminated, or when the contract expires. All passes must contain an expiration date.

The Contractor shall make sure that all employees wear identification badges during duty hours. The Property Manager or other personnel designated shall periodically verify passes of Contractor employees along with their personal identification.

12. BUILDING SECURITY AND ACCESS CONTROL

- a. No employee will be allowed to work without a current identification badge.
- b. The Contractor shall be given means of access to all rooms requiring cleaning. Any keys or key cards issued to the Contractor for such use shall be in accordance with the Authority key policy and shall be produced on demand of the Property Manager. No keys will be given for rooms requiring cleaning during normal business hours.
- c. Any area to which Contractor is provided access by means of a key/key card, shall be opened for the purpose of cleaning only. Immediately upon completion of cleaning, the area shall be secured. No person or persons shall be permitted access to secured areas by any contract personnel.
- d. Upon completion of cleaning in a prescribed area, the Contractor's employees shall turn off all the lights in the area, so that upon completion of duties, all lights not required for insurance/safety purposes, i.e. night and exit lights, shall be turned off, and all doors and windows secured. The Contractor's site manager and/or crew supervisor shall check to ensure that all requirements are met, prior to release of work crew for the day/night, including the replacement of all furniture and equipment moved during the cleaning process. The Contractor shall be responsible for activating any alarm systems.
- e. Any conditions in the facility(ies) that may require repair shall be reported to the Authority in writing within 24 hours. For example, dripping faucets, damaged walls, burned out lights, etc.

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- f. If keys/key cards are lost, the Contractor will pay for necessary lock changes, key re-issuance, and call-out charges for access, and such cost shall be deducted from the current invoice.
- g. No personal items, with the exception of jewelry and medication, will be allowed in the building during work hours. The Authority shall not be responsible to the Contractor or any of the Contractor's employees for loss of personal property.

13. STANDARDS OF CONDUCT

The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity and shall be responsible for taking disciplinary action with respect to his employees as may be necessary. The Contractor is also responsible for ensuring that his/her employees do not disturb papers on desks, open desk drawers or cabinets, filing systems, or use Authority or tenant telephones or other equipment, except as authorized. If the Property Manager brings unacceptable work habits and appearance of the Contractor's employees to the attention of the Contractor, corrective action must be immediately taken. If needed action is not taken the Property Manager may instruct the Contractor to remove such individuals from the building or to not use such individuals for the work of this contract. When employees of the Contractor are determined to have misused Authority or tenant property the Contractor shall be notified, and appropriate action shall be taken by the Contractor. The Contractor shall be required to reimburse the Authority or it's tenants when specific monetary loss can directly be attributed to the misuse of property/equipment by a Contractor employee.

14. TRASH AND WASTE REMOVAL PROCEDURES

The Contractor shall keep the elevator and surrounding areas clean. All waste placed into dumpsters shall be bagged or placed in closed containers before disposal. It shall be the Contractor's responsibility to provide said containers/bags. All cardboard containers must be broken down before disposal or deposit for recycling. The Contractor shall provide appropriate equipment for office trash removal so as to avoid the possibility of floor damage due to the dragging of trash bags through office areas. The Rubbermaid brand trash cart, or acceptable equivalent, is the required equipment for doing this work. Containers and bags must be of heavy duty strength and handled in a manner to avoid breakage and leakage. Any additional cleanup necessary, due to problems as described above, shall be performed immediately and at the Contractor's expense.

15. SENSITIVE EQUIPMENT AREAS

- a. The Contractor will ensure that special care is taken to maintain areas containing computer equipment as dust free as possible. This will entail vacuuming and/or dry mopping (with mop head treated with light oil-base cleaner) daily, and wet mopping once a week.
- b. The use of large numbers of electronic equipment, such as CRT's, executive work stations, personal computers, word processing equipment, communications equipment, etc., requires that the Contractor instruct his cleaning personnel on the proper manner in which to perform their duties around this type of sensitive equipment. This instruction shall include the identification and proper usage of electrical circuits for cleaning equipment in the areas of this sensitive electronic equipment.
- c. Extreme caution while cleaning will be given to the following:
 - Avoidance of power interruption to devices;
 - The use of the same circuit by cleaning equipment and sensitive devices at the same time. The Contractor shall consult with the Authority for identification of these areas;
 - The use of cleaning equipment near sensitive devices;

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- The use of only those cleaning products guaranteed not to damage sensitive electronic equipment;
 - The use of cleaning products on or around sensitive devices
- d. When breakers are tripped due to the Contractor's use of electrical outlets the Authority's on call person shall be notified immediately.

16. DUE CARE BY CLEANING PERSONNEL

- a. The Contractor will not allow smoking by his employees in Authority facilities.
- b. The Contractor will not allow the consumption of food or drink in any areas other than Authority approved locations.
- c. It shall be the Contractor's responsibility to clean up and/or rectify any damage to Authority or tenant's property caused by any individuals connected with the Contractor, to the satisfaction of the Authority.

17. WASTE RECYCLING PROGRAM. Upon implementation of a recycling program, as may be amended from time to time, Contractors will be required to participate in the such recycling program by collecting waste to be recycled and depositing it at designated locations without additional cost to the Authority. Items will include paper and co-mingled cans and bottles. During the life of the contract, recycling containers will be marked for Recyclable Waste. The Contractor may not mix items from these containers. The waste must be segregated in the proper carts. Non-recycled trash may be disposed of into dumpsters.

18. ADDING AND DELETING SPACE

The Property Manager will give the Contractor a written notice no less than five (5) full working days in advance as to which areas are to be added or deleted from the routine cleaning schedule. Invoice adjustments will be made using a cost per square foot proposed by the Contractor. If space is added to the schedule it shall be cleaned in accordance with the specifications for similar space. The period for adding to or deducting from the payments will start on the effective date of the notice and continue for the time period specified in the notice.

19. CONTRACT DEDUCTIONS.

- a. It is the objective of the Authority to obtain full cleaning performance in accordance with the specifications, and at the quality standards of work set forth in this contract. To that end, the Authority is contracting for the complete performance of each cleaning job as identified in the specifications. In instances where any room is not satisfactorily cleaned or policed and serviced, as determined by the Property Manager in his/her discretion, an automatic deduction will be made for the entire room at a rate of two (2) times the unit (square foot) price established for the contract for the first occurrence.
- b. If any work which is scheduled for performance is omitted or unsatisfactorily performed, the attention of the Contractor will be called to this failure or omission, and a deduction can be made from any monies due or to become due the Contractor at the rate proposed by the Contractor.
- c. If the Contractor or employees of the Contractor bring unauthorized persons into any facility during contract working hours, a deduction will be assessed at a rate of 2 times the unit (square foot) price established for the contract for the entire facility and the Contractor shall accept all responsibility for damage, theft, loss or injury caused by, or inflicted upon the individual while in the facility.

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- d. The Authority reserves the right to remove any building or portion thereof from the contract or to cancel the contract as a whole or in part, for non-performance or unsatisfactory performance, with a 30-day written notice.

20. QUALITY CONTROL

- a. The Contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. One copy of the Contractor's basic quality control program shall be provided to the Authority prior to start of services under the contract. An updated copy must be provided to the Authority as changes occur. The program will include, but not be limited to the following:
 - b. An inspection system that assures the satisfactory execution of all the services specified and all of the conditions stipulated in this document.
 - c. A method of identifying deficiencies in the quality of services performed before the level of performance is deemed unacceptable.
 - d. A file of all inspections conducted by the Contractor and the corrective action taken. This documentation shall be made available to the Property Manager upon request at any time during the life of the contract.
 - e. At least once each month at each facility, the Contractor will meet with the Property Manager or his/her designee to inspect the facility using a quality evaluation form (Sample Quality Evaluation form attached).

21. MISCELLANEOUS

- a. Employees must be briefed on fire and emergency procedures, including the location of fire equipment and safety exits.
- b. Report fires, hazardous conditions and items in need of repair.
- c. Close windows and turn off lights and fans when not in use.
- d. Close doors and lock room in security areas after cleaning.
- e. Turn in lost and found articles to the Authority's administrative offices.
- f. Inform all employees of the need to exercise a reasonable vigilance in implementing this policy and to notify the Property Manager when an unauthorized or suspicious person is seen on the premises.

22. GENERAL CLEANING STANDARDS

The Authority expects the Facilities specified herein to be cleaned and maintained at a level of quality commensurate with the highest standards of professional janitorial service. The minimum service will be as follows:

A. Restrooms

1. Daily
 - a. Clean, polish and dry all receptacles
 - b. Sweep floors
 - c. Damp mop floors with a solution of water and disinfectant
 - d. Clean and disinfect all fixtures (toilets, urinals and sinks)
 - e. Spot clean partition walls, doors, light switches and other horizontal surfaces.
 - f. Dust moldings and ledges
 - g. Empty and sanitize all trash and sanitary napkin receptacles and replace liners.
 - h. Stock all dispensers with soap, towels, tissue, toilet seat covers, sanitary napkin dispensers and related supplies.
 - i. Wet wipe and polish bright metal
 - j. Remove dust from louvers/grills

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- k. Clean and polish mirrors
 - l. Replace air fresheners as needed
2. Weekly
- a. Damp mop and spray buff resilient floors.
 - b. Sweep to remove spray buff debris.
 - c. Damp mop ceramic and other pre-finish tile and polish with soft bristle brush.
 - d. Sweep to remove mop strings and related debris.
 - e. Wood and vinyl baseboards shall be clean and free of accumulations of old wax and mopping solutions. Ceramic baseboards should be cleaned and be free of old wax and mopping solutions. In addition, there should be no discoloration of ceramic as the tile rises above the floor surface up the wall.
 - f. Wash full surface area of all stall partitions and doors with solution of water and disinfectant.
 - g. High dust vents, frames and sills
3. Monthly
- a. Clean ceramic tile surfaces so that tile and grout have a uniform color.
 - b. Machine scrub hard surface areas.
4. Quarterly
- a. Machine scrub hard surface flooring
 - b. Damp wipe full surface area of stall partitions, doors, window frames and sills with solution of water and disinfectant.
 - c. Spray and wet wipe waste receptacles with solution of water and disinfectant/deodorizer.
 - d. Thoroughly clean and polish all bright metal.
 - e. Thoroughly clean all porcelain surfaces to remove all stains.
 - f. Clean, scrub and disinfect baths and shower stalls.
 - g. Wash full surface area of all window frames and sills with solution of water and disinfectant

B. Room Cleaning

1. Daily
- a. Empty trash receptacles, damp wipe trash receptacles daily, replace plastic liners in receptacles daily if necessary.
 - b. Clean/wash basins (do not clean if dishes are left in the sink)
 - c. Fill dispensers
 - d. Solid waste collected from facilities shall be placed in the designated container
 - e. Mirrors shall be cleaned/polished
 - f. Clean edges of carpeting near baseboards and in areas not reached by vacuum. (Corn or synthetic bristle brooms are permitted)
 - g. Spot clean carpeting
 - h. Dust file cabinets and other fixtures
 - i. Dust all horizontal surfaces, including wall moldings.
 - j. Dust, vacuum and/or clean louvers, grills, etc.
 - k. Dust mop hard surface flooring with treated medium. Clean corners and edges carefully so as to remove accumulations of dust and debris.

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- l. Damp mop hard surface flooring in kitchen's and/or break rooms, leaving no streaking or mop debris.
- m. Clean and sanitize kitchen/lounge sinks and counter areas.
- n. Damp mop marble floor and other "pre-finished" hard surface flooring.
- o. Dust benches and chairs in all common areas.

2. Weekly

- a. Spray buff or mop buff hard surface flooring
- b. All chairs and vinyl furniture shall be vacuumed once a week.
- c. Janitorial closets must be kept odor free. Keep mop sinks drains open at all times.
- d. Dust office fixtures desks, credenzas, tables, chairs, etc., with treated material. If surface is a plastic laminate (Formica), utilize dust cloth. Do not move papers. Dust around office machines and communications equipment. Do not move equipment.
- e. High dust door frames, windowsills, ledges, fixtures, etc.
- f. Low dust chair and table bases, and baseboards.
- g. Dust blinds.
- h. Spot clean walls, doors, frames, and light switches.
- i. Pile brush all corridors, hallways and high density "open" carpeted areas with "Certified" pile brush.
- j. Thoroughly vacuum carpeted areas.

3. Monthly

- a. Spot clean wall surfaces.
- b. Clean storage closets.
- c. Spot clean carpeting. Report loose seams, strings and bubbles to the Property Manager.
- d. Wash all base boards.
- e. Machine scrub hard surface areas.
- f. Dust or vacuum HVAC registers.

4. Semi-annually

- a. Vacuum blinds or drapes.

5. Annually

- a. Clean all light fixture diffusers and dust light bulbs.

C. Common Areas

1. Daily

- a. Wipe glass doors
- b. Clean/wipe wood/ metal frames and remove accumulations of residue.
- c. Damp mop, buff or spray buff resilient floors. Remove service debris.
- d. Dust/vacuum louvers/grills.
- e. Clean, vacuum elevator tracks and (door) foot plates.
- f. Vacuum and clean edges of carpet.
- g. Wipe, clean light plates and push plates using a soft cloth and mild soap.
- h. Dust horizontal surfaces, including stairwell surfaces.
- i. Sweep, dust mop or vacuum stairwells.
- j. Dust mop resilient flooring. Clean corners and/or edges.
- k. Remove dust/cobwebs, etc., from light fixtures within reach.

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- l. Report physical deficiencies to Authority.
 - m. Clean/dust elevators. Remove accumulations of residue, gum, etc. Wipe metal and remove smudges.
 - n. Clean, sanitize and polish drinking fountains
2. Weekly
 - a. Maintain ALL “pre-finished hard surface” floors using approved materials and methods. These materials and methods shall be of a quality that conforms to industry standards and cause no damage to property.
 3. Quarterly
 - a. Damp wipe/polish marble wall surfaces, wainscoting and base boards.

D. Exteriors

1. Daily
 - a. Sweep entrances, and landings to building. Remove gum and other materials from entry areas. If day porter services are procured, day porter shall check during daytime to insure entrances are always clean.
 - b. Empty and clean all cigarette urns.
 - c. Empty and damp wipe all ashtrays.
 - d. Keep parking lot and surrounding grass areas free of trash.

E. Glass

1. Daily
 - a. Damp wipe/clean glass entrance doors and glass panels, partitions, bookcase glass and other office fixture glass.
2. Monthly
 - a. Wash (squeegee) both sides of entrance glass and adjacent glass paneling.
3. Quarterly
 - a. Wash (squeegee) all interior glass, including window glass, mirrors, vertical and horizontal panels, clocks, classroom glass and panels.

F. Horizontal/Vertical Blinds

1. Weekly
 - a. Dust with wool or feather duster. (If dusting does not clean, wash with general purpose cleaner.)
2. Quarterly
 - a. Thoroughly vacuum or dust with wool or feather duster.
 - b. Clean sills with dust cloth, wool, feather duster or vacuum.
3. Semi-Annually
 - a. Wash Venetian blinds. Clean cords and tapes.

G. Stairwells (if applicable)

1. Daily
 - a. Remove accumulated trash

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- b. Spot sweep as required
2. Weekly
 - a. Sweep
 - b. Dust mop to remove stains
 - c. Dust handrails, ledges, etc.
 - d. Spot clean walls and doors
3. Other various maintenance projects as assigned by management

H. Carpet Cleaning (upon written request)

1. Baseboards should be cleaned and free of spotting, streaking and debris, etc.
2. Extract all carpeting with warm water. Pre and post spotting if necessary. Cut all runners, strings and other loose carpet fiber.
3. Report poor seams to Authority.

J. Floor Refinishing (upon written request)

1. Strip, rinse and refinish resilient floor surfaces. (use minimum of two coats of floor finish)
2. Burnish or spray buff within seven days. Sweep/dust mop to remove debris.
3. Strip and rinse ceramic and other pre-finished bathroom tile.
4. Baseboards should be cleaned and free of spotting, streaking and debris, etc.
5. Strip, rinse and finish (use minimum of three coats of floor finish) all hard resilient flooring.
6. Buff or spray buff within seven days. Sweep and/or dust mop to remove debris, strings, etc.

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (this "Agreement") is entered into this ____ day of _____, 2019 (the "Effective Date") by and between the Leon County Research and Development Authority, a public Authority created pursuant to Chapter 159, Part V, Florida Statutes, having its principal place of business in Tallahassee, Florida (the "Authority"), and _____, a State of Florida corporation having its principal place of business in Tallahassee, Florida (the "Contractor").

WHEREAS, the Authority issued RFP Number 19-03 Janitorial Services on June 7, 2019, and;

WHEREAS, the Authority wishes to allow for the Contractor to provide janitorial services independent of the Authority, and the Contractor desires to provide such services;

NOW, THEREFORE, in consideration of the mutual promises hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Authority and the Contractor hereby agree as follows:

1. SERVICES. The Authority hereby allows the Contractor to provide the services described in Exhibit "A" attached hereto and made a part hereof (the "Services"), upon the terms and subject to the conditions of this Agreement.
2. TERM. The Agreement shall become effective for one (1) year commencing September 1, 2019, and terminate on August 31, 2020, unless terminated in accordance with the provisions of paragraphs 8 or 9.
3. OPTION TO EXTEND. The Authority shall have the option to extend the contract for two (2) additional one (1) year terms upon sixty (60) days written notice prior to the end of the then expiring term and any extensions thereof. This agreement may be extended in additional one (1) year terms by mutual agreement of the parties.
4. COMPENSATION. The amount of compensation payable by the Authority to Contractor shall be based on the rates and schedules described in Exhibit "B" attached hereto and made a part hereof. Unless otherwise specifically provided in Exhibit "B", payment shall be made within thirty (30) days after receipt of Contractor's invoice, which shall be accompanied by sufficient supporting documentation and contain sufficient detail to allow a proper audit of expenditures should the Authority require one to be performed.
5. COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS. Contractor shall, in its performance of this Agreement, comply fully with all federal, state, county and other municipal laws and regulations, as they may be amended from time to time.
6. INDEMNIFICATION. Contractor shall indemnify, defend and hold harmless the Authority, its partners, officers, directors, shareholders, employees and agents (collectively referred to as "Indemnities") and each of them from and against all loss, costs, penalties, fines, damages, claims, expenses (including reasonable attorney's fees) or liabilities (collectively referred to as "Liabilities") by reason of any injury to or death of any person or damage to or

destruction or loss of any property arising out of, resulting from or in connection with (i) the performance or non-performance of the Services contemplated by this Agreement which is or is alleged to be directly caused, in whole or in part, by any act, omission, default or negligence (whether active or passive) of Contractor or its employees, agents or subcontractors (collectively referred to as "Contractor") or (ii) the failure of the Contractor to comply with any of the paragraphs herein or the failure of the Contractor to conform to statutes, ordinances or other regulations or requirements of any governmental authority, federal, state or local, in connection with the performance of this Agreement. Contractor expressly agrees to indemnify and hold harmless the Indemnitites, or any of them, from and against all liabilities which may be asserted by an employee or former employee of Contractor, or any of its subcontractors, as provided above, for which the Contractor's liability to such employee or former employee would otherwise be limited to payments under state Workers' Compensation or similar laws. The indemnity set forth herein shall be in addition to those indemnities otherwise provided by law.

7. INSURANCE. Contractor shall, at all times during the term hereof, maintain the insurance coverages as set forth in Exhibit "C" attached hereto and made a part hereof.

8. CANCELLATION OR DEFAULT. In the event the Contractor's performance is deficient, the Authority shall notify the Contractor in writing of the deficiencies and the Contractor shall have ten (10) days to correct such deficiencies. Should the Contractor fail to take appropriate action (acceptable to the Authority in its sole discretion) to correct such deficiencies, the Authority, in addition to all remedies available to it by law, may immediately upon written notice to Contractor by U.S. Mail terminate this Agreement whereupon all payments, advances or other compensation paid by Authority to the Contractor while Contractor was in default shall be immediately returned to the Authority. Contractor understands and agrees that termination of this Agreement under this section shall not release Contractor from any obligation accruing prior to the effective date of termination.

9. AUTHORITY'S RIGHT TO TERMINATE. The Authority shall have the right to terminate this Agreement, in its sole discretion, at any time, by giving written notice to Contractor at least thirty (30) days prior to the effective date of such termination. In such event, the Authority shall pay to Contractor compensation for Services rendered and expenses incurred prior to the effective date of termination. In no event shall the Authority be liable to Contractor for any additional compensation, other than that provided herein, or for any consequential or incidental damages.

10. TERMINATION OF PARTICULAR LOCATIONS. The Authority reserves the right to terminate at will, any particular location(s). Should it become necessary to add new locations to the Agreement, a new Agreement amount shall be negotiated to include such new location(s) and shall coincide with the existing Agreement terms. Should the Authority and Contractor fail to agree upon an amount to be charged for new location, the Authority reserves the right to award such location(s) as it deems necessary.

11. STRIKES OR LOCKOUTS. In the event the Contractor should become involved in a labor dispute, strike or lockout, it shall be required to make whatever arrangements that may be necessary to ensure that the conditions of the Contract are met in their entirety. Should the Contractor be unable to fulfill the Contract requirements, the Authority reserves the right to make alternative arrangements to insure the satisfactory completion of work Contractor is unable

to perform. Any costs, provided those costs would have been covered under this Agreement, incurred by the Authority as a result of such job action shall be the responsibility of the Contractor.

Under no circumstances, shall either party be liable for any loss, damage or delay due to any cause beyond either party's reasonable control, including but not limited to acts of government, strikes, lockouts, labor disputes, fires, explosion, theft, weather damage, flood, earthquake, riot, civil commotion, war, malicious mischief or act of God. However, in connection with any causes, if the Contractor has a duty to take certain actions, it shall be responsible for the losses caused by the Contractor's negligent acts or omissions.

Under no circumstances, shall either party be liable for special, indirect or consequential damages of any kind including, but not limited to, loss of profits, loss of good will, loss of business opportunity, additional financing costs or loss of use of any equipment or property, whether in contract, tort, warranty or otherwise, notwithstanding any indemnity provision to the contrary.

12. NOTICES. All notices or other communications required under this Agreement shall be in writing and shall be given by hand delivery, by U.S. Mail, or by recognized overnight courier at the address indicated herein or to such other address as a party may designate by notice given as herein provided. Notice shall be deemed given on the day on which personally delivered, or if by mail, on the fifth day after being posted or the date of actual delivery, whichever is earlier, or if by courier, on the date of receipt.

If to Contractor:

[NEED CONTRACTOR INFO]

If to Authority:

Leon County Research and Development Authority
c/o Talcot Commercial Real Estate Services Inc.
1018 Thomasville Rd, Suite 200A
Tallahassee, FL 32303
Attention: Stephanie Shoulet
stephanie@talcot.com

With copies to:

Leon County Research and Development Authority
1736 West Paul Dirac Drive
Tallahassee, FL 32310
Attention: Ron Miller, Executive Director
Rmiller@inn-park.com

Nelson Mullins Broad and Cassell
Attention: Melissa VanSickle
215 South Monroe Street, Suite 400
Tallahassee, FL 32301
mvansickle@broadandcassesel.com

13. MISCELLANEOUS

- a. This Agreement shall be construed and enforced according to the laws of the State of Florida. Venue for all purposes shall be Leon County, Florida.
- b. The captions in this Agreement are inserted for convenience of reference and in no way define, describe or limit the scope or intent of the provisions of this Agreement.
- c. No waiver or breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or any other provision hereof, and no waiver shall be effective unless made in writing.
- d. Should any provision, paragraph, sentence, word or phrase contained in this Agreement be determined by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable under the laws of the State of Florida, such provision, paragraph, sentence, word or phrase shall be deemed modified to the extent necessary in order to conform with such laws or if not modifiable, then same shall be deemed severable, and in either event, the remaining terms and provisions of this Agreement shall remain unmodified and in full force and effect or limitation of its use.
- e. The filing of any petitions in bankruptcy whether voluntary or involuntary on the part of Contractor, shall give Authority the right to terminate this Agreement.
- f. No amendment, change or modification of this Agreement shall be valid or binding upon the parties unless same shall be in writing and signed by the parties.
- g. This agreement, including all attachments and exhibits thereto, constitutes the full agreement of the parties and there are no further or other agreements, statements or warranties, whether written or oral, relied upon or in between them relating to the subject matter hereof, except as expressly herein stated. This Agreement shall inure to the benefit of and be binding upon the parties, their successors and assigns.
- h. This Agreement shall not be assigned by Contractor, in whole or in part, without the prior written consent of the Authority, which may be withheld or conditioned, in the Authority's sole discretion, and any such purported assignment in breach of this Agreement shall be null and void. The Authority reserves the right to assign this Agreement without first obtaining the consent of Contractor.
- i. The prevailing party in any action or proceeding to enforce this Agreement or for damages or declaratory relief in connection herewith shall be entitled to recover

its reasonable costs and expenses, including attorney's fees, and costs through litigation, all appeals and any bankruptcy proceedings. Authority's liability to pay such costs and expenses shall be limited to the extent provided in Section 768.28 Florida Statutes, as may be amended from time to time. Nothing herein shall be construed to be a waiver of Authority's sovereign immunity.

- j. Contractor shall be an independent contractor and not an employee, partner or joint venture of Authority under this Agreement. Contractor shall be responsible for all income taxes, social security taxes, self-employment taxes and any other taxes to which Contractor or Authority may be subject to as a result of this Agreement or Contractor's performance hereunder.
- k. Contractor shall comply with all Authority rules and regulations, as they may be amended from time to time, governing access to and conduct on the property.

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SAMPLE

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first written above.

THE CONTRACTOR

[NEED CONTRACTOR NAME]
a State of Florida corporation

By: _____

Name: _____

Title: _____

THE AUTHORITY

Leon County Research and Development Authority,
a public Authority created pursuant to Chapter 159, Part V, Florida Statutes

By: _____

Name: David B. Ramsay

Title: Chair

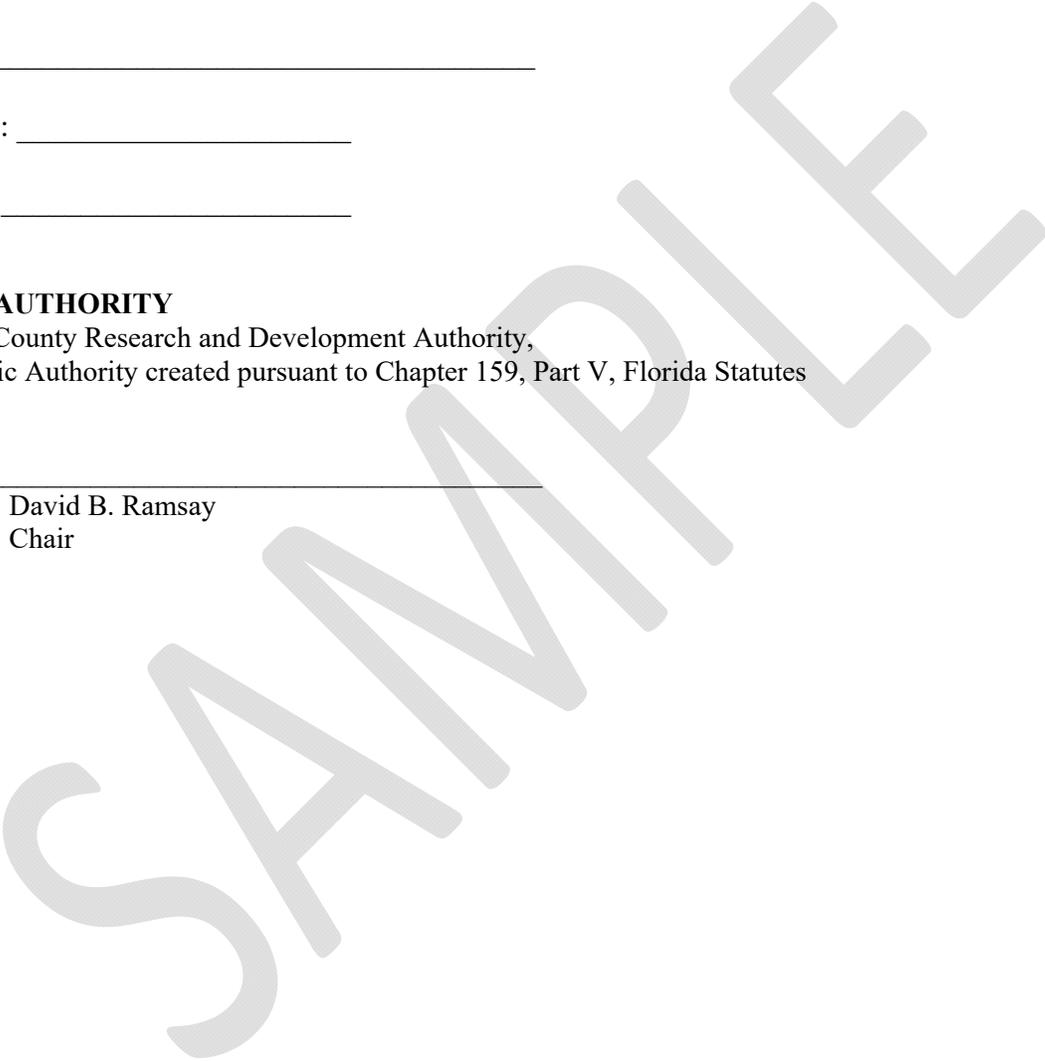


EXHIBIT A SCOPE OF SERVICES

A. **LOCATIONS:** This Agreement shall apply to the follow locations:



Bldg #	PROPERTY NAME	PROPERTY ADDRESS
8	Morgan	2035 E Paul Dirac Dr
10	Johnson	2035 E Paul Dirac Dr
7	Collins	2051 E Paul Dirac Dr
15	Knight	1736 W Paul Dirac Dr

B. SERVICE SPECIFICATIONS

1. PERFORMANCE STANDARDS

The Authority shall be the sole determinant of all standards referenced in these specifications, including but not limited to, standards of cleanliness and the measurement thereof (performance standards), standards of green cleaning products and methods, standards of conduct, dress

standards, standards for management response and cooperation, etc. complaints, concerns, or comments presented by the Authority regarding any of these standards and the measure of the Contractor's performance thereunder shall not be subject to debate.

2. INDEPENDENT CONTRACTORS

The Contractor will not be allowed to treat employees as independent contractors. No individuals or subcontractors classified as independent contractors, pursuant to the United States Internal Revenue Service definition, shall be permitted to work on any part of this contract, or in or on the premises of any Authority building, as an express term and condition of this proposal. The Contractor shall accept full responsibility for ensuring that adequate Worker's Compensation Insurance is available for each of his employees.

3. PERSONNEL

a. Contract Manager

The Contractor shall arrange for a contract manager (which may be the Contractor himself) and an alternate to be the primary contacts for services. The contract manager or alternate must respond within 30 minutes.

The contract manager will receive notices, reports, or requests for service from the Property Manager of the Authority or her representative, (herein after referred to as the "Property Manager") and shall be available at all times when the contract work is in progress. It is the policy of the Authority that Authority direction or supervision of Contractor's employees, directly or indirectly, shall not be exercised.

b. Employees

The Contractor, at its sole cost, shall furnish all labor necessary to properly perform all services according to the specifications set forth in this Agreement. The Contractor shall provide a current FDLE (Florida Department of Law Enforcement) background check on each individual that will be working in the buildings no later than five (5) working days prior to the individual beginning work. The background check will be reviewed and approved by the Property Manager before any Contractor employee may begin work. The Contractor may access the FDLE site themselves to perform this check online. The Contractor is responsible for any costs associated with this action. The address for the site is: <https://web.fdle.state.fl.us/search/app/default>. If the individual has not been a resident in Florida for 12 months, then a check should be done from their previous residence. The Authority reserves the right to reject any proposed custodial personnel based on background check information.

All employees assigned by the Contractor to perform the work as outlined under this contract shall be physically able to do their assigned work. It shall be the Contractor's responsibility to ensure that all employees meet the physical standards to perform the work assigned. All personnel will receive close and continuing first line supervision. All crew supervisors must have a minimum of one (1) year of experience in the commercial janitorial field.

4. PERSONNEL EXPERIENCE REQUIREMENTS

All site managers engaged in directing the work to be accomplished under this contract shall possess at least one (1) year of recent (within the past 5 years) experience in directing cleaning type operations in a supervisory capacity for buildings of the approximate size of the building(s) to be cleaned under this contract.

5. OPERATIONS AND MANAGEMENT PLANS

Contractor shall conduct its operations in accordance with the “Operations and Management Plan” submitted as part of its proposal and attached hereto as Attachment 1, which plan may be amended from time to time, as necessary, with the concurrence of the Property Manager.

6. HOURS OF WORK

Most offices will be required to be cleaned between 5:30 p.m. and 12 midnight, Monday through Friday, unless other hours are agreed to by the Authority. **Currently there is approximately 27,294 SF at the Johnson Building, 10,438 SF at the Morgan Building, 4,269 SF at the Collins Building, and 2,700 SF at the Knight Building that for security purposes will require cleaning during normal office business hours.** The Contractor and the Authority’s Property Manager will agree to a schedule for the cleaning of these areas which may be either in the morning upon commencement of the normal workday or at the end of the work day prior to the offices being closed. The Authority reserves the right to modify the hours in which offices need to be cleaned, as needed, for security purposes. The Contractor has agreed that at least one staff person, that will be assigned to clean the offices required to be cleaned during normal office business hours, will inspect the restrooms and breakrooms in the Buildings and spot clean and stock same, as needed, at no additional cost.

As an optional service, the Contractor shall provide a porter to service the Facilities to provide emergency custodial services; monitor, clean and stock restrooms, and other related work, as necessary.

7. SPECIAL SERVICES

a. Carpet Cleaning and Floor Refinishing

Upon request, **and subject to negotiating competitive pricing at the time service is requested,** the Authority may require the Contractor to provide carpet cleaning and floor refinishing services. These services will be billed as part of the next regularly scheduled Contractor’s invoice but will be listed separately on the invoice along with standard contract charges. Orders for carpet cleaning and/or floor refinishing services will be placed in writing by the Authority. In no event shall the Authority be liable to the Contractor for payments for any carpet cleaning and floor refinishing work performed by the Contractor, unless the Contractor performs such work by WRITTEN directive of the Authority.

b. Special or Unusual Conditions

In the event special or unusual conditions, the Property Manager, may require the Contractor to provide additional janitorial or cleaning services not covered by these specifications. Payment will be made at a rate negotiated with the Contractor. These services will be billed as part of the next regularly scheduled Contractor’s invoice but will be listed separately on the invoice along with standard contract charges. Orders for special services may be placed orally (in the event of an emergency) or in writing by the Property Manager. All written orders will describe the service to be provided and will state the negotiated fee which the Contractor will be compensated. Except in the event of an emergency, in no event shall the Authority be liable to the Contractor for payments for any extra work performed by the Contractor, unless the Contractor performs such work by WRITTEN directive of the Authority.

8. EMERGENCY SERVICES

If an emergency arises (such as flooding of a particular section of a building) the Contractor shall divert his force, or such part thereof as deemed necessary by the Property Manager, from their normal assigned duties to meet these conditions. When these employees are no longer needed,

they shall be directed by the Contractor to return to their normal duties. The Contractor shall not be penalized because the normal daily work which otherwise would have been performed had to be neglected, but every effort must be made to complete contract requirements.

9. SUPPLIES, MATERIALS, EQUIPMENT AND UTILITIES

- a. The Contractor, at its sole cost, shall furnish all supplies, materials, and equipment necessary for the proper performance of the janitorial service. Supplies and materials include, but are not limited to, brooms, brushes, dust cloths, microfiber mops, sponges, squeegees, porcelain ware cleaner, liquid and powder detergents, disinfectants, glass cleaner, floor polish, waxes, stripper, metal and furniture polish, and any other compounds necessary to properly maintain the premises. The Contractor shall supply plastic bags and liners, including bags for sanitary disposal receptacles and wastebaskets. The Authority assumes no responsibility for equipment, tools, materials or any other items used in the performance of Contractor's work. This shall include any stored materials and supplies, if any. Authority property will not be used in any manner for personal advantage, business gain, or other personal endeavor by the Contractor or the Contractor's employees.
- b. In order to minimize the health and environmental impacts of maintaining clean facilities, the Authority is requiring the use of environmentally preferable cleaning products and methods. Environmentally Preferable Cleaning Products are to be used during the entire term of the contract. Contractor shall use only environmental preferable products in the following categories:
 - General-purpose cleaners, floor cleaners, bathroom cleaners, glass cleaners, and carpet cleaners;
 - Disinfectants;
 - Other chemicals, as needed, to perform the duties of the particular job or function.

For purposes of this contract, the Authority defines an environmentally preferable cleaning product as one that is certified through Green Seal GS-37, DfE (EPA's Design for the Environment) or the EcoLogo (UL). Products that are not listed through one of these certification agencies will not be allowed to be used as part of this cleaning contract. For more information on the certification agencies and product lists, see the following websites: (1) Green Seal (GS-37) www.greenseal.org or (2) EPA Design for the Environment www.epa.gov/dfc, or (3) EcoLogo <https://industries.ul.com/environment/certificationvalidation-marks/ecologo-product-certification/>. Prior to contract award, the Contractor must provide a complete list of products, including Material Safety Data Sheets they will use. As stated above, the products must be certified through one of the three certifying agencies listed above with the exception of floor finishes and floor strippers. The use of any product not certified through one of the three certifying agencies shall require the prior approval of the Property Manager.

- c. Changes to any products and/or product lists used as part of this contract must be submitted in writing to the appropriate Building Operations Manager, along with any new Material Safety Data Sheets. Noncompliant chemicals must be removed immediately from the building. Chemicals used for disinfection of blood and other potentially infectious material shall be on EPA's list of registered antimicrobial products effective against blood borne/body fluid pathogens.
- d. Provide to the Authority and post in the janitorial area, Material Safety Data Sheets (MSDS) for all chemicals used or stored in the building. The Contractor shall not use any material or supplies, which the Authority determines, would be unsuitable for the

purpose, or offensive or harmful to any part of the facility, its contents, equipment, employees, or patrons.

- e. Provide all necessary cleaning equipment including, but not limited to, buffing machines, vacuum cleaners with HEPA filters, carpet extractors, etc., needed for the performance of the work of this contract. Such equipment shall be of the size and type customarily used in work of this kind and shall meet all OSHA and local standards. All equipment shall meet or exceed qualifications of GreenSeal (GS-42) or EcoLogo (UL). Equipment deemed by the Property Manager to be of improper type or design or inadequate for the purpose intended shall be replaced by the CONTRACTOR. GreenSeal standards may be found at www.GreenSeal.org and ECOLOGO standards may be found at: <http://industries.ul.com/environment/certificationvalidation-marks/ecologo-product-certification>.
- f. All employees of the Contractor including supervisors shall be required to wear uniforms. The uniforms must be approved by the Authority. Employees of the Contractor not in uniform will not be allowed to work. At a minimum the uniforms will consist of a uniform shirt or smock. The uniforms shall have the Contractor's name affixed thereon in a permanent manner. The Contractor's name along with other designations such as the employee's name shall be easily identifiable. Any color or appropriate color combination may be used for the uniforms. Employees shall be required to dress neatly, in accordance with tasks being performed. Uniforms must be readily identifiable and not be hidden by any outerwear or other clothing when employee is on duty.
- g. The Contractor must insure that all restrooms are fully stocked at all times including weekends and holidays. This is to include evenings when buildings are used for functions. The items to be fully stocked at all times are: toilet tissue, towels, seat covers, and liquid soap (with preference for use of foaming dispensers to minimize product use). Provision and installation of said supplies shall be the Contractor's sole responsibility regardless of perceived operating difficulties. Products must meet the specifications of GreenSeal, EcoLogo and/or CFPA Certified.
- h. The Authority reserves the right to require Contractor to change products used, if in the Authority's opinion the products used do not achieve quality results.

10. SECURITY CLEARANCES

All employees, performing work under the contract must comply with all security and administrative requirements of the Authority. The Contractor shall ensure that all required background checks are provided prior to the employees obtaining access to provide services. The Authority may refuse access to, or require replacement of, any personnel for cause, including, but not limited to, technical or training qualifications, quality of work, change in security status, or non-compliance with the Authority's security or other requirements. Such approval shall not relieve the Contractor of its obligation to perform all work in compliance with the contract.

The Authority reserves the right to exercise full and complete control over granting, denying, withholding, withdrawing, or terminating clearances for employees. The Authority may, as he/she deems appropriate, authorize and grant temporary clearance to employees of the Contractor. However, the granting of a temporary clearance to any such employee shall not be considered as assurance that a full clearance will follow as a result of the temporary clearance and the granting of either a temporary or full clearance shall in no way prevent, preclude or bar the withdrawal or termination of any such clearance by the Property Manager.

11. IDENTIFICATION/BUILDING PASS

The Contractor, at his/her own expense shall provide for photo identification badges for all employees used on this contract. No employee of the Contractor shall be allowed to work on this

contract without a photo identification badge. Photocopies of all badges are to be supplied to the Property Manager, prior to starting of contract and before each new employee begins work.

The Contractor shall make sure that every new employee has a photo identification/building pass before the employee enters for duty. The Contractor shall sign each pass issued. The Contractor shall make sure that all passes are destroyed as employees are dismissed or terminated, or when the contract expires. All passes must contain an expiration date.

The Contractor shall make sure that all employees wear identification badges during duty hours. The Property Manager or other personnel designated shall periodically verify passes of Contractor employees along with their personal identification.

12. BUILDING SECURITY AND ACCESS CONTROL

- a. No employee will be allowed to work without a current identification badge.
- b. The Contractor shall be given means of access to all rooms requiring cleaning. Any keys or key cards issued to the Contractor for such use shall be in accordance with the Authority key policy and shall be produced on demand of the Property Manager. No keys will be given for rooms requiring cleaning during normal business hours.
- c. Any area to which Contractor is provided access by means of a key/key card, shall be opened for the purpose of cleaning only. Immediately upon completion of cleaning, the area shall be secured. No person or persons shall be permitted access to secured areas by any contract personnel.
- d. Upon completion of cleaning in a prescribed area, the Contractor's employees shall turn off all the lights in the area, so that upon completion of duties, all lights not required for insurance/safety purposes, i.e. night and exit lights, shall be turned off, and all doors and windows secured. The Contractor's site manager and/or crew supervisor shall check to ensure that all requirements are met, prior to release of work crew for the day/night, including the replacement of all furniture and equipment moved during the cleaning process. The Contractor shall be responsible for activating any alarm systems.
- e. Any conditions in the facility(ies) that may require repair shall be reported to the Authority in writing within 24 hours. For example, dripping faucets, damaged walls, burned out lights, etc.
- f. If keys/key cards are lost, the Contractor will pay for necessary lock changes, key re-issuance, and call-out charges for access, and such cost shall be deducted from the current invoice.
- g. No personal items, with the exception of jewelry and medication, will be allowed in the building during work hours. The Authority shall not be responsible to the Contractor or any of the Contractor's employees for loss of personal property.

13. STANDARDS OF CONDUCT

The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity and shall be responsible for taking disciplinary action with respect to his employees as may be necessary. The Contractor is also responsible for ensuring that his/her employees do not disturb papers on desks, open desk drawers or cabinets, filing systems, or use Authority or tenant telephones or other equipment, except as authorized. If the Property Manager brings unacceptable work habits and appearance of the Contractor's employees to the attention of the Contractor, corrective action must be immediately taken. If needed action is not taken the Property Manager may instruct the Contractor to remove such individuals from the building or to not use such individuals for the work of this contract. When employees of the Contractor are determined to have misused Authority or tenant property the Contractor shall be notified, and appropriate action shall be taken by the Contractor. The

Contractor shall be required to reimburse the Authority or it's tenants when specific monetary loss can directly be attributed to the misuse of property/equipment by a Contractor employee.

14. TRASH AND WASTE REMOVAL PROCEDURES

The Contractor shall keep the elevator and surrounding areas clean. All waste placed into dumpsters shall be bagged or placed in closed containers before disposal. It shall be the Contractor's responsibility to provide said containers/bags. All cardboard containers must be broken down before disposal or deposit for recycling. The Contractor shall provide appropriate equipment for office trash removal so as to avoid the possibility of floor damage due to the dragging of trash bags through office areas. The Rubbermaid brand trash cart, or acceptable equivalent, is the required equipment for doing this work. Containers and bags must be of heavy duty strength and handled in a manner to avoid breakage and leakage. Any additional cleanup necessary, due to problems as described above, shall be performed immediately and at the Contractor's expense.

15. SENSITIVE EQUIPMENT AREAS

- a. The Contractor will ensure that special care is taken to maintain areas containing computer equipment as dust free as possible. This will entail vacuuming and/or dry mopping (with mop head treated with light oil-base cleaner) daily, and wet mopping once a week.
- b. The use of large numbers of electronic equipment, such as CRT's, executive work stations, personal computers, word processing equipment, communications equipment, etc., requires that the Contractor instruct his cleaning personnel on the proper manner in which to perform their duties around this type of sensitive equipment. This instruction shall include the identification and proper usage of electrical circuits for cleaning equipment in the areas of this sensitive electronic equipment.
- c. Extreme caution while cleaning will be given to the following:
 - Avoidance of power interruption to devices;
 - The use of the same circuit by cleaning equipment and sensitive devices at the same time. The Contractor shall consult with the Authority for identification of these areas;
 - The use of cleaning equipment near sensitive devices;
 - The use of only those cleaning products guaranteed not to damage sensitive electronic equipment;
 - The use of cleaning products on or around sensitive devices
- d. When breakers are tripped due to the Contractor's use of electrical outlets the Authority's on call person shall be notified immediately.

16. DUE CARE BY CLEANING PERSONNEL

- a. The Contractor will not allow smoking by his employees in Authority facilities.
- b. The Contractor will not allow the consumption of food or drink in any areas other than Authority approved locations.
- c. It shall be the Contractor's responsibility to clean up and/or rectify any damage to Authority or tenant's property caused by any individuals connected with the Contractor, to the satisfaction of the Authority.

17. WASTE RECYCLING PROGRAM. Upon implementation of a recycling program, as may be amended from time to time, Contractors will be required to participate in the such recycling program by collecting waste to be recycled and depositing it at designated locations without additional cost to the Authority. Items will include paper and co-mingled cans and bottles. During

the life of the contract, recycling containers will be marked for Recyclable Waste. The Contractor may not mix items from these containers. The waste must be segregated in the proper carts. Non-recycled trash may be disposed of into dumpsters.

18. ADDING AND DELETING SPACE

The Property Manager will give the Contractor a written notice no less than five (5) full working days in advance as to which areas are to be added or deleted from the routine cleaning schedule. Invoice adjustments will be made using a cost per square foot proposed by the Contractor. If space is added to the schedule it shall be cleaned in accordance with the specifications for similar space. The period for adding to or deducting from the payments will start on the effective date of the notice and continue for the time period specified in the notice.

19. CONTRACT DEDUCTIONS.

- a. It is the objective of the Authority to obtain full cleaning performance in accordance with the specifications, and at the quality standards of work set forth in this contract. To that end, the Authority is contracting for the complete performance of each cleaning job as identified in the specifications. In instances where any room is not satisfactorily cleaned or polished and serviced, as determined by the Property Manager in his/her discretion, an automatic deduction will be made for the entire room at a rate of two (2) times the unit (square foot) price established for the contract for the first occurrence.
- b. If any work which is scheduled for performance is omitted or unsatisfactorily performed, the attention of the Contractor will be called to this failure or omission, and a deduction can be made from any monies due or to become due the Contractor at the rate proposed by the Contractor.
- c. If the Contractor or employees of the Contractor bring unauthorized persons into any facility during contract working hours, a deduction will be assessed at a rate of 2 times the unit (square foot) price established for the contract for the entire facility and the Contractor shall accept all responsibility for damage, theft, loss or injury caused by, or inflicted upon the individual while in the facility.
- d. The Authority reserves the right to remove any building or portion thereof from the contract or to cancel the contract as a whole or in part, for non-performance or unsatisfactory performance, with a 30-day written notice.

20. QUALITY CONTROL

- a. The Contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. One copy of the Contractor's basic quality control program shall be provided to the Authority prior to start of services under the contract. An updated copy must be provided to the Authority as changes occur. The program will include, but not be limited to the following:
 - b. An inspection system that assures the satisfactory execution of all the services specified and all of the conditions stipulated in this document.
 - c. A method of identifying deficiencies in the quality of services performed before the level of performance is deemed unacceptable.
 - d. A file of all inspections conducted by the Contractor and the corrective action taken. This documentation shall be made available to the Property Manager upon request at any time during the life of the contract.
 - e. At least once each month at each facility, the Contractor will meet with the Property Manager or his/her designee to inspect the facility using a quality evaluation form (Sample Quality Evaluation form attached).

21. MISCELLANEOUS

- a. Employees must be briefed on fire and emergency procedures, including the location of fire equipment and safety exits.
- b. Report fires, hazardous conditions and items in need of repair.
- c. Close windows and turn off lights and fans when not in use.
- d. Close doors and lock room in security areas after cleaning.
- e. Turn in lost and found articles to the Authority's administrative offices.
- f. Inform all employees of the need to exercise a reasonable vigilance in implementing this policy and to notify the Property Manager when an unauthorized or suspicious person is seen on the premises.

22. GENERAL CLEANING STANDARDS

The Authority expects the Facilities specified herein to be cleaned and maintained at a level of quality commensurate with the highest standards of professional janitorial service. The minimum service will be as follows:

A. Restrooms

1. Daily
 - a. Clean, polish and dry all receptacles
 - b. Sweep floors
 - c. Damp mop floors with a solution of water and disinfectant
 - d. Clean and disinfect all fixtures (toilets, urinals and sinks)
 - e. Spot clean partition walls, doors, light switches and other horizontal surfaces.
 - f. Dust moldings and ledges
 - g. Empty and sanitize all trash and sanitary napkin receptacles and replace liners.
 - h. Stock all dispensers with soap, towels, tissue, toilet seat covers, sanitary napkin dispensers and related supplies.
 - i. Wet wipe and polish bright metal
 - j. Remove dust from louvers/grills
 - k. Clean and polish mirrors
 - l. Replace air fresheners as needed
2. Weekly
 - a. Damp mop and spray buff resilient floors.
 - b. Sweep to remove spray buff debris.
 - c. Damp mop ceramic and other pre-finish tile and polish with soft bristle brush.
 - d. Sweep to remove mop strings and related debris.
 - e. Wood and vinyl baseboards shall be clean and free of accumulations of old wax and mopping solutions. Ceramic baseboards should be cleaned and be free of old wax and mopping solutions. In addition, there should be no discoloration of ceramic as the tile rises above the floor surface up the wall.
 - f. Wash full surface area of all stall partitions and doors with solution of water and disinfectant.
 - g. High dust vents, frames and sills
3. Monthly
 - a. Clean ceramic tile surfaces so that tile and grout have a uniform color.
 - b. Machine scrub hard surface areas.
4. Quarterly
 - a. Machine scrub hard surface flooring
 - b. Damp wipe full surface area of stall partitions, doors, window frames and sills with solution of water and disinfectant.

- c. Spray and wet wipe waste receptacles with solution of water and disinfectant/deodorizer.
- d. Thoroughly clean and polish all bright metal.
- e. Thoroughly clean all porcelain surfaces to remove all stains.
- f. Clean, scrub and disinfect baths and shower stalls.
- g. Wash full surface area of all window frames and sills with solution of water and disinfectant

B. Room Cleaning

1. Daily

- a. Empty trash receptacles, damp wipe trash receptacles daily, replace plastic liners in receptacles daily if necessary.
- b. Clean/wash basins (do not clean if dishes are left in the sink)
- c. Fill dispensers
- d. Solid waste collected from facilities shall be placed in the designated container
- e. Mirrors shall be cleaned/polished
- f. Clean edges of carpeting near baseboards and in areas not reached by vacuum. (Corn or synthetic bristle brooms are permitted)
- g. Spot clean carpeting
- h. Dust file cabinets and other fixtures
- i. Dust all horizontal surfaces, including wall moldings.
- j. Dust, vacuum and/or clean louvers, grills, etc.
- k. Dust mop hard surface flooring with treated medium. Clean corners and edges carefully so as to remove accumulations of dust and debris.
- l. Damp mop hard surface flooring in kitchen's and/or break rooms, leaving no streaking or mop debris.
- m. Clean and sanitize kitchen/lounge sinks and counter areas.
- n. Damp mop marble floor and other "pre-finished" hard surface flooring.
- o. Dust benches and chairs in all common areas.

2. Weekly

- a. Spray buff or mop buff hard surface flooring
- b. All chairs and vinyl furniture shall be vacuumed once a week.
- c. Janitorial closets must be kept odor free. Keep mop sinks drains open at all times.
- d. Dust office fixtures desks, credenzas, tables, chairs, etc., with treated material. If surface is a plastic laminate (Formica), utilize dust cloth. Do not move papers. Dust around office machines and communications equipment. Do not move equipment.
- e. High dust door frames, windowsills, ledges, fixtures, etc.
- f. Low dust chair and table bases, and baseboards.
- g. Dust blinds.
- h. Spot clean walls, doors, frames, and light switches.
- i. Pile brush all corridors, hallways and high density "open" carpeted areas with "Certified" pile brush.
- j. Thoroughly vacuum carpeted areas.

3. Monthly

- a. Spot clean wall surfaces.
- b. Clean storage closets.

- c. Spot clean carpeting. Report loose seams, strings and bubbles to the Property Manager.
 - d. Wash all base boards.
 - e. Machine scrub hard surface areas.
 - f. Dust or vacuum HVAC registers.
- 4. Semi-annually
 - a. Vacuum blinds or drapes.
 - 5. Annually
 - a. Clean all light fixture diffusers and dust light bulbs.

C. Common Areas

- 1. Daily
 - a. Wipe glass doors
 - b. Clean/wipe wood/ metal frames and remove accumulations of residue.
 - c. Damp mop, buff or spray buff resilient floors. Remove service debris.
 - d. Dust/vacuum louvers/grills.
 - e. Clean, vacuum elevator tracks and (door) foot plates.
 - f. Vacuum and clean edges of carpet.
 - g. Wipe, clean light plates and push plates using a soft cloth and mild soap.
 - h. Dust horizontal surfaces, including stairwell surfaces.
 - i. Sweep, dust mop or vacuum stairwells.
 - j. Dust mop resilient flooring. Clean corners and/or edges.
 - k. Remove dust/cobwebs, etc., from light fixtures within reach.
 - l. Report physical deficiencies to Authority.
 - m. Clean/dust elevators. Remove accumulations of residue, gum, etc. Wipe metal and remove smudges.
 - n. Clean, sanitize and polish drinking fountains
- 2. Weekly
 - a. Maintain ALL “pre-finished hard surface” floors using approved materials and methods. These materials and methods shall be of a quality that conforms to industry standards and cause no damage to property.
- 3. Quarterly
 - a. Damp wipe/polish marble wall surfaces, wainscoting and base boards.

D. Exteriors

- 1. Daily
 - a. Sweep entrances, and landings to building. Remove gum and other materials from entry areas. If day porter services are procured, day porter shall check during daytime to insure entrances are always clean.
 - b. Empty and clean all cigarette urns.
 - c. Empty and damp wipe all ashtrays.
 - d. Keep parking lot and surrounding grass areas free of trash.

E. Glass

- 1. Daily
 - a. Damp wipe/clean glass entrance doors and glass panels, partitions, bookcase glass and other office fixture glass.

2. Monthly
 - a. Wash (squeegee) both sides of entrance glass and adjacent glass paneling.
3. Quarterly
 - a. Wash (squeegee) all interior glass, including window glass, mirrors, vertical and horizontal panels, clocks, classroom glass and panels.

F. Horizontal/Vertical Blinds

1. Weekly
 - a. Dust with wool or feather duster. (If dusting does not clean, wash with general purpose cleaner.)
2. Quarterly
 - a. Thoroughly vacuum or dust with wool or feather duster.
 - b. Clean sills with dust cloth, wool, feather duster or vacuum.
3. Semi-Annually
 - a. Wash Venetian blinds. Clean cords and tapes.

G. Stairwells (if applicable)

1. Daily
 - a. Remove accumulated trash
 - b. Spot sweep as required
2. Weekly
 - a. Sweep
 - b. Dust mop to remove stains
 - c. Dust handrails, ledges, etc.
 - d. Spot clean walls and doors
3. Other various maintenance projects as assigned by management

H. Carpet Cleaning (upon written request)

1. Baseboards should be cleaned and free of spotting, streaking and debris, etc.
2. Extract all carpeting with warm water. Pre and post spotting if necessary. Cut all runners, strings and other loose carpet fiber.
3. Report poor seams to Authority.

J. Floor Refinishing (upon written request)

1. Strip, rinse and refinish resilient floor surfaces. (use minimum of two coats of floor finish)
2. Burnish or spray buff within seven days. Sweep/dust mop to remove debris.
3. Strip and rinse ceramic and other pre-finished bathroom tile.
4. Baseboards should be cleaned and free of spotting, streaking and debris, etc.
5. Strip, rinse and finish (use minimum of three coats of floor finish) all hard resilient flooring.
6. Buff or spray buff within seven days. Sweep and/or dust mop to remove debris, strings, etc.

**EXHIBIT B
COMPENSATION**

PRICE SCHEDULE

The Contractor shall be paid at the price per square feet rate(s) below. The cleanable square feet and total costs shall be adjusted in accordance with the scope of work in Exhibit A as necessary. All payments are subject to performance of the scope of work outlined in Exhibit A, and other terms of the agreement specified herein.

COST OF BASIC SERVICES

	PROPERTY NAME	PROPERTY ADDRESS	PRICE PER SQUARE FEET/MONTH	CLEAN-ABLE SQUARE FEET (AS OF 6/1/18)	TOTAL COST PER MONTH	TOTAL COST PER YEAR
1	Morgan	2035 E Paul Dirac Dr	\$ 0.00	10,438	\$	\$
2	Johnson	2035 E Paul Dirac Dr	\$ 0.00	27,294	\$	\$
3	Collins	2051 E Paul Dirac Dr	\$ 0.00	4,269	\$	\$
4	Knight	1736 W Paul Dirac Dr	\$ 0.00	2,700	\$	\$
Total			\$ 0.00	44,701	\$	\$

Annual % increase for additional option years 2 & 3: %

Carpet cleaning and resilient floor refinishing shall be quoted at the time service is requested, and the Authority may elect to contract with another provider for these services.

EXHIBIT C INSURANCE

- a. **CONTRACTOR'S INSURANCE.** Contractor shall, at its sole cost, maintain limits no less than the following throughout the Term:
- i. **General Liability.** \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage with a \$2,000,000 annual aggregate. Contractor's insurance shall include Authority as an additional insured as provided herein below.
 - ii. **Automobile Liability:** \$1,000,000 combined single limit per accident for bodily injury and property damage for non-owned, hired automobile. Contractor's insurance shall include Authority as an additional insured as provided herein below. The requirements of this provision may be waived upon submission by Contractor of a written statement that no automobiles are used to conduct business.
 - iii. **Worker's Compensation and Employers Liability:** Insurance covering all employees meeting statutory requirements in compliance with the applicable state and federal laws. In lieu of naming Authority as an additional insured, Contractor shall provide to Authority a waiver of all rights of subrogation against Authority with respect to losses payable under such workers' compensation policy(ies).
- b. **AMENDED INSURANCE REQUIREMENTS.** Authority reserves the right to reasonably amend the insurance requirements to standards reasonable and customary for the size and type of business being conducted by Contractor by the issuance of a notice in writing to Contractor. The Contractor shall provide any other insurance or security reasonably required by Authority.
- c. **DEDUCTIBLES AND SELF-INSURED RETENTIONS.** Any deductibles or self-insured retentions applicable to any of Contractor's policies required above shall be declared to and approved by Authority. Thereafter, at the request of Authority, Contractor shall cause its insurer to reduce or eliminate such deductibles or self-insured retentions as they may apply to Authority, its agents, officers, officials, employees and volunteers or, in lieu of such reductions or eliminations, Contractor shall procure a bond guaranteeing payment of losses and related investigations, claims administration, and defense expenses.
- d. **AUTHORITY AS ADDITIONAL INSURED.** Authority, its agents, officers, officials, employees, and volunteers are to be named and covered as additional insureds, with no limitations on the scope of protection afforded, in all of Contractor's insurance policies, other than workers' compensation policies, that include coverage for the following:
- i. liability arising from, or in connection with, activities performed by, or on behalf of, Contractor;
 - ii. products and completed operations of Contractor;
 - iii. premises owned, occupied, or used by Contractor; or
 - iv. automobiles owned, leased, hired, or borrowed by Contractor.

- e. **CONTRACTOR'S INSURANCE AS PRIMARY.** With regard to claims for injuries to persons or damages to property which may arise from, or in connection with, the performance by Contractor, its agents, representatives, employees, and/or subcontractors of the rights, duties and responsibilities pursuant to this Agreement, Contractor's insurance coverage shall be primary insurance with respect to Authority, its agents, officers, officials, employees, and volunteers. As such, any insurance or self-insurance maintained by Authority, its agents, officers, officials, employees, or volunteers shall be excess of Contractor's insurance and shall not contribute with it. In such instances when Contractor's insurance coverage is primary, Contractor hereby waives all rights of subrogation against Authority with respect to losses payable under such insurance coverage.
- f. **CERTIFICATES OF INSURANCE.** Contractor shall furnish Authority with certificates of insurance and with any original endorsements evidencing the coverages described above. Such certificates shall be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by Authority prior to the commencement of Contractor's services under this Agreement. Authority reserves the right to require complete, certified copies of all Contractor's required insurance policies at any time. Each of Contractor's required insurance policies shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, or reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to Authority. All of Contractor's required insurance policies shall be placed with insurers with a Best's rating of no less than A:VII and which are licensed in the state of Florida.
- g. **OTHER ENDORSEMENTS REQUIREMENTS FOR CONTRACTOR'S INSURANCE.** Each of Contractor's required insurance policies shall contain endorsements for, or otherwise provide, the following:
- i. that any failure to comply with the reporting provisions of the policies shall not affect coverage provided to Authority, its agents, officers, officials, employees, or volunteers;
 - ii. that, to the extent of insurer's limits of liability, Contractor's insurance coverage shall apply separately to each insured against whom claims are made or suit is brought; and
 - iii. that the companies issuing the insurance policy(ies) shall have no recourse against Authority for payment of premiums or assessments for any deductibles which are the sole responsibility and risk of Contractor.

FIFTH AMENDMENT TO CONTRACT FOR LEGAL SERVICES

The **CONTRACT FOR LEGAL SERVICES** dated October 1, 2014, as subsequently amended, (the "Contract"), by and between **LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY** and **NELSON MULLINS BROAD AND CASSEL**, successor by merger to **BROAD AND CASSEL, LLP**, successor to Clark, Partington, Hart, Larry, Bond & Stackhouse, P.A., by partial assignment is hereby further amended to provide that the Termination Date shall be September 30, 2020.

Except as stated herein, all other terms and provisions of the Contract are confirmed and remain in full force and effect.

**LEON COUNTY RESEARCH AND DEVELOPMENT
AUTHORITY**

By: _____, 2019
David B. Ramsay, Chair

NELSON MULLINS BROAD AND CASSEL

By: _____, 2019
Melissa VanSickle

**Leon County Research and Development Authority
Disposal of Fixed Assets Form**

Disposition:

Date disposed: 4.12.19 Asset Number: 0024/LCRDA020530

Description: Copier/Fax

Mfg: Lanier Model: 5020MFD Serial #: _____

• If set out for **garbage** explain why and give details (i.e. broken leg, lost in water dig out,): _____
This 1997 copier had not been in use and was fully depreciated. Documentation related to the purchase of a replacement identified that it was no longer useful.

• If item was **obsolete** a letter from a vendor stating obsolete or cost more to fix than the value of the asset (letter must be attached to this form):

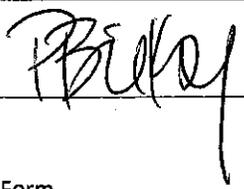
• If **sold** or **donated** to whom and for how much. (If selling a fixed asset, be sure that you are complying with Chapter 274 Florida Statutes).

Name: _____

Address: _____ Amount received (if any): _____

Signature of employee removing an asset and their supervisor's signature:

Employee Name: Peggy Bielby Supervisor Name: Ron Miller

Employee Signature:  Supervisor Signature: 

Leon County Research and Development Authority
Disposal of Fixed Assets Form

Disposition:

Date disposed: 4.12.19 Asset Number: 0023/LCRDA020630

Description: Ricoh/Lanier Copier

Mfg: Ricoh/Lanier Model: 10032C Serial #: 30,800,462

- If set out for **garbage** explain why and give details (i.e. broken leg, lost in water dig out,): _____
This 2003 copier had not been in use and was fully depreciated. Documentation related to the purchase of a replacement identified that it was no longer useful.

- If item was **obsolete** a letter from a vendor stating obsolete or cost more to fix than the value of the asset (letter must be attached to this form):

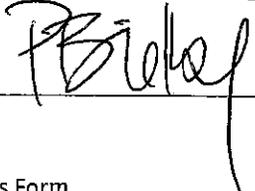
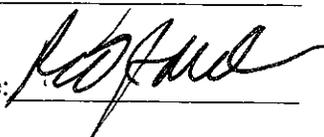
- If **sold** or **donated** to whom and for how much. (If selling a fixed asset, be sure that you are complying with Chapter 274 Florida Statutes).

Name: _____

Address: _____ Amount received (if any): _____

Signature of employee removing an asset and their supervisor's signature:

Employee Name: Peggy Bielby Supervisor Name: Ron Miller

Employee Signature:  Supervisor Signature: 

MARPAN RECYCLING LLC

Trans# 498389 Acct# < 1277 >

Acct:NAI TALCOR

SIGNATURE COPY

Ref#

Truck# _CASH

Loop: talcor

---DATE--- --TIME--- Site: S3

IN: 4/12/2019 10:54:45 ADIR: IN

OUT:4/12/2019 11:00:33 ANMID: WVN

Transac: 1 01 - SALES TIP FEES

Payment: 1 Invoice

Vehicle: 9 Pickup Truck

Origin: 1 3 - Leon County

Material:18 Class III by TN

Destin: 1 1 - Marpan CD

	<u>Pounds</u>	<u>Tare</u>	
Gross Wt	5,640	2.82	Manual WT
Tare Wt	5,100	2.55	B Scale
Net Wt	540	.27	

CY: 0

#11=4

Rate \$ 48.00 / TN

Tip \$ 12.42

Spec \$ 60.00

Tax \$ 0.00

Fee \$ 72.42

AmtTend \$ 0.00 Change \$ 0.00

Temo: talcor

SIGN: _____

Msg:

REF NO. 4 fax machines

On April 12, 2019 at the direction of the staff of the Leon County Research and Development Authority I transported two copiers from Innovation Park to Marpan Recycling, 6020 Woodville Hwy, Tallahassee, FL 32305, for disposal. The Marpan Recycling receipt incorrectly states that the items were "4 fax machines".

The two copiers disposed of are:

1997 Lanier model number 5020MFD
(Asset # 0024/LCRDA020530)

2003 Ricoh Lanier model number 10032C, serial number 30,800,462
(Asset # 0023/LCRDA020630)



Benjamin R. DeWitt Jr

Signed / Print Name

4/19/19

Date

Leon County Research and Development Authority

Disposal of Fixed Assets Form

Disposition:

Date disposed: 05-2019

Asset Number: 0022/LCRDA012870

Description: Copier

Mfg: Copy Star Model: C4035E Serial #: PRA8828903

• If set out for **garbage** explain why and give details (i.e. broken leg, lost in water dig out,): _____
This copier had not been in use - , and was fully depreciated. The attached documentation related to the purchase of a replacement identified that it was no longer useful. See also attached affirmation of disposal.

• If item was **obsolete** a letter from a vendor stating obsolete or cost more to fix than the value of the asset (letter must be attached to this form):

• If **sold** or **donated** to whom and for how much. (If selling a fixed asset, be sure that you are complying with Chapter 274 Florida Statutes).

Name: _____

Address: _____ Amount received (if any): _____

Signature of employee removing an asset and their supervisor's signature:

Employee Name: Ronald J. Miller Supervisor Name: Ronald J. Miller

Employee Signature: [Signature] Supervisor Signature: [Signature]

FIXED ASSET DISPOSAL AFFIRMATION

On or about February 1, 2014 the staff of the Leon County Research and Development Authority (the Authority) disposed of a fully depreciated obsolete Copystar copier. The employee who oversaw the copier transfer left employment with the Authority shortly thereafter without properly documenting the disposal. Upon investigation our copier vendor ABS confirmed it picked up a copier, but the model number was different from the Copystar. The model ABS referenced that they picked up was not on the Authority's asset listing. The copier was fully depreciated, obsolete and had no for further use as documented in the attached April 18, 2011 Operations Committee Meeting Minutes. As the asset was fully depreciated, its disposal had no impact on the financial statement of the Authority. Accordingly, I affirm to the best of my knowledge and belief, the Copystar copier listed below has been duly disposed of and should be removed from the Authority's fixed asset listing.

The copier disposed of is:

Copystar model number C4035E
(Asset # 0022/LCRDA012870)

 / Ronald J. Miller
Signed / Print Name

5/29/19
Date

Report to the Leon County Research and Development Authority

Operations Committee

April 18, 2011

Title: Copier/Printer at the Knight Administrative Centre, Innovation Park

Staff: Kathleen Hampton, Office Manager

Summary:

This report includes a summary of the research conducted in search of a copier that would meet our current copy and printing needs. Our current Copystar was purchased in 2008 and used frequently by up to seven individuals residing in the Administrative Centre. A maintenance agreement was included in the purchase, which includes no cost for parts and labor, plus a monthly charge of \$75 for printing up to 7,000 pages with overages at \$0.0099 for b/w copies and \$0.05 for color pages. After researching how much we actually produce on an average per month, we average approximately 1,300 copies per month. The vendor is charging this office more than what we historically have produced. Additionally, the copier doesn't produce three-hole punched or double-sided pages. We've tried to have the double-sided feature repaired, but it only works intermittently. In summary, the current copier does not meet our needs and the monthly maintenance cost is too high for what we produce.

With this in mind, I contacted three vendors requesting a quote on copiers that would meet our needs now as well as looking to the future. Prior to contacting vendors I consulted with Dr. Kunst to list all of the features the office would need to produce quality products in a more efficient manner. Most of the copiers sold today include standard features, such as three-hole punch, double side, scan, staple, etc. We were interested in a copier that included the standard features as well as increased speed, particularly after scanning and the time it takes to reach our pc or email address; and copy a high volume of copies in-house in preparation for monthly Board of Governors and committee meetings.

I met with three vendors: Advanced Business Systems, Tallahassee Technical Group, and Southeast Digital Networks (current provider), and discussed what we needed and what products they had that would meet our needs. After receiving three quotes, I visited Advanced Business Systems and Tallahassee Technical Group for a demonstration on four of the copiers they recommended. Attached is a spreadsheet with the detailed information for review and comparison.

In summary, after careful consideration, including comparing various features; speed; maintenance and service; monthly cost of copies; and the cost of purchasing versus leasing; I respectfully submit my recommendation to the Operations Committee for the purchase of the Toshiba 3530c from Advanced Business Systems at a total cost of \$6,080. Thank you

A five year forecast will be presented to the board, but below are some of the major variables to consider for the next five years

Major known lease issues/assumptions(incorporated in the attached lease schedule)

FSU IT Services Morgan Lease ending--\$183k loss in revenue from 2019

Phipps lease reduces \$100k per year for 5 years effective 10/1/22

Collins lease revenue additions assumed 25% in year 1, and 80% in year 2 going forward

Assumed NPS Johnson lease renewed 2/2020 for 5 years

Assumed FSU Anthropology Johnson lease options exercised thru 7/2021, then loss of \$183k in lease revenue from 2019

Assumed FSU Morgan leases for NWRDC, ISPA, and CBTR continue

Ongoing operations:

Lease Revenue: Wrong Assumptions, New Opportunities with OEV

Major Repairs: Elevators (\$150k), parking lots(\$100k), HVAC (?), Johnson carpet (NPS contract ~\$23k)

Painting exterior of buildings

Trail maintenance

Interest income: rates, declining principal balance

Strategic Plan Related:

Use of \$1.8 million reserves for incubator matching funds

Incubator startup/program costs, net of increased revenue

Building Renovation: Morgan, & Collins (additional) carpet, paint, ceiling tiles

Façade Upgrades

Land use planning, geotech, pad-ready site development/certification

Knight repurposing

New development: Spec building, conference facility, housing, Knight pavilion

Expanded marketing

Expanded events

		Sep-19			Sep-20			Sep-21			Sep-22			Sep-23			Sep-24						
Building	Tenant	Expires	Renewal Years	Renewal Rate	Annual Increase	Sf	Rate	Rent	Sf	Rate	Rent	Sf	Rate	Rent	Sf	Rate	Rent	Sf	Rate	Rent			
Knight	LCRDA					772		\$ -			\$ -			\$ -			\$ -			\$ -			
Knight	NhuEnergy	7/31/2019	?		1.0%	486	\$ 16.13	7,852	486	\$ 16.29	7,931	486	\$ 16.45	8,010	486	\$ 16.61	8,090	486	\$ 16.78	8,171	486	\$ 16.95	8,253
Knight	Nanostrata	8/31/2019	?		0.0%	254	\$ 16.86	4,282	254	\$ 16.86	4,282	254	\$ 16.86	4,282	254	\$ 16.86	4,282	254	\$ 16.86	4,282	254	\$ 16.86	4,282
Knight	Vacant					-		-	772		-	772		-	772		-	772		-	772		-
Collins	FDACS	6/30/2022	Assumes Renewal	\$ 17.10	0.0%	1,926	\$ 16.60	31,972	1,926	\$ 16.60	31,972	1,926	\$ 16.60	31,972	1,926	\$ 16.60	31,972	1,926	\$ 16.60	31,972	1,926	\$ 16.60	31,972
Collins	LCRDA								924	\$ -	-	924	\$ -	-	924	\$ -	-	924	\$ -	-	924	\$ -	-
Collins	Incubator				Avg 25% occupied year 1 then 80%*				497	\$ 15.00	7,451	1,590	\$ 15.00	23,844	1,590	\$ 15.00	23,844	1,590	\$ 15.00	23,844	1,590	\$ 15.00	23,844
Collins	Lab				Avg 25% occupied year 1 then 80%*				563	\$ 16.60	9,338	1,800	\$ 16.60	29,880	1,800	\$ 16.60	29,880	1,800	\$ 16.60	29,880	1,800	\$ 16.60	29,880
Collins	Vacant					17,038		-	15,055	\$ -	-	12,724	\$ -	-	12,724	\$ -	-	12,724	\$ -	-	12,724	\$ -	-
Johnson	NPS-SEAC	2/18/2020	5	\$ 16.96		17,306	\$ 15.47	267,724	17,306	\$ 15.47	283,653	17,306	\$ 15.47	293,564	17,306	\$ 15.47	293,564	17,306	\$ 15.47	293,564	17,306	\$ 15.47	293,564
Johnson	FSU-Anthropoli	7/31/2019	2	\$ 16.50		11,079	\$ 16.50	182,804	11,079	\$ 16.50	182,804	9,233	\$ 16.50	152,336	-	\$ -	-	-	\$ -	-	-	\$ -	-
Johnson	Vacant					-		-	-	\$ -	-	1,847	\$ -	-	11,079	\$ -	-	11,079	\$ -	-	11,079	\$ -	-
Morgan	FSU-CBTR	6/30/2020	YTY		3.0%	3,000	\$ 14.50	43,500	3,000	\$ 14.50	43,826	3,000	\$ 14.50	44,155	3,000	\$ 14.50	44,486	3,000	\$ 14.50	44,820	3,000	\$ 14.50	45,156
Morgan	FSU-ISPA	4/30/2020	YTY		3.0%	130	\$ 16.92	2,200	130	\$ 16.92	2,216	130	\$ 16.92	2,233	130	\$ 16.92	2,249	130	\$ 16.92	2,266	130	\$ 16.92	2,283
Morgan	FSU-IT Services	7/31/2019	n/a			13,269	\$ 16.60	183,555	-	\$ -	-	-	\$ -	-	-	\$ -	-	-	\$ -	-	-	\$ -	-
Morgan	FSU-NWRDC	4/30/2020	2		3.0%	4,003	\$ 14.50	58,044	4,003	\$ 14.94	58,479	4,003	\$ 15.39	58,917	4,003	\$ 15.85	59,359	4,003	\$ 16.33	59,805	4,003	\$ 16.82	60,253
Morgan	Axion Technolo	1/31/2020	YTY		3.0%	534	\$ 15.60	5,554	534	\$ 15.60	8,497	534	\$ 15.60	8,667	534	\$ 15.60	8,840	534	\$ 15.60	9,017	534	\$ 15.60	9,197
Morgan	Danfoss	1/31/2020	n/a			1,000	\$ 16.60	6,917	1,000	\$ 16.60	5,533	-	\$ 16.60	-	-	\$ 16.60	-	-	\$ 16.60	-	-	\$ 16.60	-
Morgan	Vacant					-		-	13,269	\$ -	-	14,269	\$ -	-	14,269	\$ -	-	14,269	\$ -	-	14,269	\$ -	-
Phipps	FDOT	9/30/2022	5	\$ 2.00	0.0%	14,661	\$ 8.77	128,640	14,661	\$ 8.77	128,640	14,661	\$ 8.77	128,640	14,661	\$ 8.77	128,640	14,661	\$ 2.00	29,322	14,661	\$ 2.00	29,322
Total						85,458	\$ 923,041	85,458	\$ 774,622	85,458	\$ 786,500	85,458	\$ 635,207	85,458	\$ 536,943	85,458	\$ 538,007						

* SF are annualized (eg., 1000sf for 9 months = 1000/12*9=750)

Rent Summary:		Total SF	Occupied SF	Vacant SF	Rent	Occupied SF	Vacant SF	Rent	Occupied SF	Vacant SF	Rent	Occupied SF	Vacant SF	Rent	Occupied SF	Vacant SF	Rent	Occupied SF	Vacant SF	Rent										
Knight		1,512	1,512	-	\$ 12,134	740	772	\$ 12,213	740	772	\$ 12,292	740	772	\$ 12,372	740	772	\$ 12,453	740	772	\$ 12,535										
Collins		18,964	1,926	17,038	31,972	3,909	15,055	48,761	6,240	12,724	85,696	6,240	12,724	85,696	6,240	12,724	85,696	6,240	12,724	85,696										
Johnson		28,385	28,385	-	450,527	28,385	-	466,457	26,539	1,847	445,900	17,306	11,079	293,564	17,306	11,079	293,564	17,306	11,079	293,564										
Morgan		21,936	21,936	-	299,768	8,667	13,269	118,552	7,667	14,269	113,972	7,667	14,269	114,935	7,667	14,269	115,908	7,667	14,269	116,890										
Phipps		14,661	14,661	-	128,640	14,661	-	128,640	14,661	-	128,640	14,661	-	128,640	14,661	-	29,322	14,661	-	29,322										
Total		85,458	68,420	17,038	\$ 923,041	56,362	29,096	\$ 774,622	55,846	29,612	\$ 786,500	46,614	38,844	\$ 635,207	46,614	38,844	\$ 536,943	46,614	38,844	\$ 538,007										
Change in rent from 2019					\$ -	\$ (148,419)					\$ (136,541)					\$ (287,834)					\$ (386,099)					\$ (385,035)				
Other Rents:																														
Knight	NhuEnergy	Internet	30.00			360			360			360			360			360			360									
Knight	Nanostrata	Internet	21.00			252			252			252			252			252			252									
						612			612			612			612			612			612									

Priorities	2019				2020				2021			
	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
Incubator development												
Collins renovation/move												
Develop resource assessment plan												
Develop renovation plan												
Assess new facility needs												
Develop future land use plan												
Streamline development process & requirements												
Identify and develop services & amenities												
Develop marketing plan												
Partner with OEV to recruit private companies												
Develop collaboration plan with airport												
Assess other collaboration possibilities												

Strategy	Status
1) Goal: Construct and equip the incubator by December 31, 2020 and have 50% occupied by December 31, 2021	
a) Construct, equip and open the incubator	
i) Obtain EDA grant and secure partner matching funds	<ul style="list-style-type: none"> Grant was not awarded; expecting another Federal Funding Opportunity soon; disaster supplement approved by Senate 5/22/19, pending approval by Senate and signature of President. Received EDA feedback to improve application. Worked with OEV to re-write "disaster nexus" statement and currently working on updating feasibility study metrics with intent to submit grant application as soon as released and accepting applications. Partner matching funds still committed to this point SHPO reported following investigation no archeological issues impacting the site; letter for EDA is forthcoming; verbally communicated results to EDA.
ii) Hire architect to manage Design-Bid-Build	<ul style="list-style-type: none"> Working on Collins renovation for offices/temporary incubation space/programs; occupy Collins expected Sept 1, 2019.

Strategy	Status
iii) Create non-profit to solicit additional needed funds and manage incubator	<ul style="list-style-type: none"> • Non-profit incorporation, bylaws, loan agreement completed • EIN received, bank resolution approved, insurance applied for • 501(c)(3) application in process
iv) Equip the incubator	<ul style="list-style-type: none"> • MT working on sourcing, but need a place to put equipment
b) Create new/restructured programs	<ul style="list-style-type: none"> • MT presented SBIR/STTR Accelerator Plan to Board 4/19; will initiate the program as soon as Collins is ready.
i) Collaborate with partner/community programs that can feed the incubator	<ul style="list-style-type: none"> • Community is experiencing excess supply of entrepreneurial education opportunities
ii) Provide a technology company focused pre-incubation education component	<ul style="list-style-type: none"> • Communicated with EEP supporters regarding status of the program • Working with community partners to see where EEP can continue to serve small business startups while transitioning our program to technology focus • Intent is to build pipeline of tech-focused startup ready for incubation
iii) Restructure Tech Grant Program to provide funding to feed companies into incubation program	<ul style="list-style-type: none"> • Will transition to this as incubation program established
iv) Develop jointly with university partners a front door for private sector access to university assets	
2) Goal: Asset Maximization & Readiness	
a) Maximize the value of park assets	
i) Develop a renovation plan for the park	
	<ul style="list-style-type: none"> • Facilitate and oversee Collins Renovation-complete in August 2019 <ul style="list-style-type: none"> ○ Contract executed ○ Architectural drawings reviewed and approved ○ Met with existing tenant to ensure they are informed about changes and minimize disturbance to their operation ○ Permits issued ○ Pre-construction meetings held ○ Talcor working on lighting/hvac repairs ○ Data/Telecom capabilities researched/identified ○ Demolition/Construction to begin 6/5/19
	<ul style="list-style-type: none"> • Trail permitting completed. Bid requests to be posted week of May 26, bid opening June 24, Contracts executed July 1, Groundbreaking July 15, Completion August 31.

Strategy	Status
ii) Assess new facility needs within the park	
iii) Develop plan for future land use including identifying any Geotech issues	<ul style="list-style-type: none"> • Discussed need for this with OEV, and possibility of OEV providing funding • Contacted firm to estimate budget number for OEV
b) Get park assets ready to market	
i) Streamline development process and requirements	<ul style="list-style-type: none"> • Met with FSU re: aligning its master plan with Park PUD/C&R • Met with Growth Management 4/5 and identified needed PUD amendments • Reviewing draft C&R documents working with Kristin Dozier and General Counsel on changes
ii) Identify and develop more service offerings and amenities	
3) Goal: Attract at least 3 new targeted private companies to expand/relocate to Innovation Park by December 31, 2021.	
a) Develop a marketing plan for the park with novel approaches and improved information about park assets	<ul style="list-style-type: none"> • DB has a draft plan. Will identify gaps and opportunities and offer for discussion
b) Partner with OEV to recruit private companies to the park	<ul style="list-style-type: none"> • 5/20 Met with Cristina Paredes and Steve Evans to brief them on the strategic plan; setup quarterly meeting to continue to work with them as we advance our plan. Discussed need to establish/ communicate process for difference prospect scenarios. Discussed potential prospect needs for space (5-7 people, 5000sf) including office and basic lab space. Will provide more details.
4) Goal: Develop new partnerships and collaborations and strengthen current partner relationships	
a) Develop a collaboration plan jointly with the Tallahassee Airport Authority board and senior leaders	<ul style="list-style-type: none"> • Provided airport director with collaboration talking points for presentation to City Commission • Worked with airport on their advertisement which included reference to Innovation Park and Mag Lab
b) Assess other collaboration possibilities	
5) Goal: Develop a resource assessment plan	<ul style="list-style-type: none"> • Presenting 5-year forecast and draft assessment for June Board of Governor's meeting discussion
a) Identify new revenues/opportunities and consider future impact of lost revenues	

Strategy	Status
b) Determine other options/issues affecting resources—current and potential	

Other Activities

- Meeting with Florida DEO Director Ken Lawson regarding Governor support for FAST grant and future visit
- Dr. McLendon, TCC Alternate Designee Briefing
- Tech Grant Elevator Pitch Night/Support
- Development Review Committee meeting: FSU IRCB variance process/hearing
- Meeting with Leon County Public works re: Trail
- Invited to join and attended Chamber of Commerce Grow Business Committee
- Attended Tech Day at the Capitol Legislative Reception
- Hosted Jim Moran School of Entrepreneurship Class for Innovation Park Briefing
- Sponsored and attended with staff Small Business Week Luncheon
- Tallahassee 100 speaking engagement
- Sponsored and spoke at Junior Achievement Shark Bowl
- Compensation Committee: 2 Meetings, data gathering and assembling
- Worked with Danfoss to lease temporary space in Morgan during Danfoss expansion project
- Worked with Staff to investigate RTP First Flight Program
- Worked with Staff to survey interest in SBIR/STTR programs
- Meeting with Scott Balog-TCC regarding entrepreneurship programs
- Fulfilled Annual Financial Report Requirements
- Slip & Fall Claim Closeout (Talcor carrier settled the claim with no cost to the Authority)
- Meeting with trailing spouse entrepreneur interesting in engaging in the community
- Meetings with Talcor regarding maintenance and tenants
- Performed staff member annual evaluation
- Worked on General Counsel contract extension
- Worked with Talcor to arrange central pond dock demolition
- Drafted RFP 19-03 for Janitorial Services

Coming Up

- EDA Grant Application
- Collins Building Renovation oversight
- Trail construction oversight
- Compensation Committee Meeting/Recommendations
- Continue Resource Assessment Plan Development
- Work with County Staff/nominating committee to fill Board vacancy
- 2019-2020 Officer Planning/Meetings
- C&R and PUD Amendments
- 501(c)3 Application
- Further Investigate Land Planning/Geotech/Pad Ready site process to present to Board
- Visit Research Triangle Park First Flight Program/Facility with Michael
- Setup Ken Lawson Tour of Innovation Park
- RFP 19-03 Execution
- Vacation!

Director of Entrepreneurship Report – May 2019

- SBIR/STTR
 - Completed a third seminar on proposal writing - full capacity participation and a waiting list was needed for a planned forth seminar
 - Completed SBA Certification for SBIR/STTR training
 - Working with FAMU on a second \$15,000 grant under the REACH program to deliver SBIR training for FY20
- Mentor database is nearing completion with ecosystem collaborators
- Named to Mag Task Force – orientation and 1st meeting completed
- CAPS grant participation – assisted with defining entrepreneurial ecosystem, stakeholders, and affected areas
- FAST grant
 - The U.S. Small Business Administration (SBA) announced the 2019 [FAST Partnership Program](#). **The application period will close June 28, 2019**
 - Pre application webinar will be on **June 4, 2019** from 3:00-4:00 p.m. EDT
 - Web portion: <https://meet.lync.com/sba123/blsickle/1CZD904Q>
 - Audio: dial 202-765-1264 with code 43143843#
 - Call notes will be posted on Grants.gov
- GAFC grant
 - The SBA and the Office of Innovation and Technology is pleased to announce the fifth round of the **Growth Accelerator Fund Competition**. This Competition will recognize the nation’s most innovative accelerators and incubators with cash prizes.
 - For 2019, SBA will award up to 60 prizes of **\$50,000** each.
 - Geared towards **Growth Accelerators** that provide assistance to technology focused entrepreneurs to help build the pipeline for new SBIR and STTR applicants. The prizes can fund operations costs associated with traditional accelerator activities.
 - Applicants **must have been in operation for at least two years and must target at least 60 percent of the effort** under this funding opportunity to entrepreneurs that are Women; Socially and economically disadvantaged individuals; Businesses that are located in *and* operate out of states that are underrepresented by SBIR/STTR awardees; or Businesses that are located in *and* operate out of Opportunity Zones.
 - Prize competition applications consist of a brief twelve slide presentation and an optional two-minute video.
 - Applications submission starting **June 10, 2019** and close **June 20, 2019**.

Director of Programs and Communications Report- BOG 6.6.19

TechGrant

1. ~91 attendees (lower than previous years but Big Bend Hospice Spring Fling ended up being the same night which may have impacted numbers)
2. Raised \$8,750 in Sponsorships/ Budget
3. 5 Communications Agencies Helping this year:
 - a. Fiore Communications
 - b. Bowstern
 - c. Salter Mitchell PR
 - d. Sachs Media
 - e. RB Oppenheim
4. Event took place on May 16th at Goodwood Museum and Gardens Carriage House
5. Event programs were developed
6. New marketing materials included 2019 Sponsor Banner and Poster of current and future park projects
7. 3 news videos- Diotech Update, Information on SBIR/STTR, and brief Innovation Park promo video for TechGrant. Can be used for additional marketing
8. Event Survey Results are attached- 34 collected
 - a. Survey Highlights
 - i. 40% were new attendees for this event
 - ii. 15% plan to apply to TechGrant in the future
 - iii. There were mixed responses regarding having videos between- potentially look at shortening them in the future (1-1:30 minutes)
 - iv. We did not receive any- not likely to attend the event/ recommend in the future

TechTopics

1. The Next TechTopics will be taking place in late August/Early September. Final date, location and speakers to be announced in the summer

Website

1. Continuing to work on SEO
2. Updated current projects page to include CAPS expansion

Entrepreneurship Programs Support

1. Planning an E-Club event for this summer. The Current Agency is open to hosting it at their facility and providing the educational presentation component. Working with them on a date and time
2. Coordinating with Michael and his programs
 - a. Sending out information via E-blasts, Chamber
 - b. Posting information on Website
 - c. Posting on social media

Director of Programs and Communications Report- BOG 6.6.19

Newsletter and Social Updates

1. April Newsletter- 25% Open Rate/ 12% click rate. Sent to 1,121 (1,111 successful deliveries)
2. May Newsletter- 19% Open rate/ 11% Click Rate. Sent to 1,113 (1,088 successful deliveries)
3. Facebook/Twitter, and weekly posting on Instagram and LinkedIn.
4. Social Media Stats (changes since April meeting): Facebook- 237 likes (+13) , Twitter- 453 (+13), Instagram- 382 (+25), LinkedIn- 33 (+1)

Other Activities

1. Met with the Current Agency- looking at collaborating in the future
2. Created a full page ad for the Small Business Week Luncheon where Innovation Park was a sponsor
3. INaturalist Event with WFSU- Group of 5 people attended. Looking at doing another event in the future but at different time to see if we can get more participants (looking at doing it when the new trail opens)
4. Will be developing content for UrbanTallahassee to provide awareness about the projects taking place in the Park. (Talcot owns this)

Director of Programs and Communications Report- BOG 6.6.19

2019 TechGrant Event Survey Results

How did You Hear About this Event?	
Business Network	7
Friend	7
Internet	2
Invitation	12
Newsletter	5
(blank)	1

True or False: This was your First Time Attending this event	
FALSE	19
TRUE	13
(blank)	2

Favorite Part of the Event	
All	
Bar	
Beers & listening	
Food + drink	
How they can impact our community	
Learning about innovation in Tally	
Look back on previous winners	
Overall program - keep Larry as MC	
Pitch	
Pitches	
Presentations	
Presentations & local connections	
Presentations by presenters	
Presenters	
The actual presentations	
The contestant/technology	
The MC	
The presentations	
The questions and answers from the judges panel	
Utilization of past grant money	

True or False: I plan to apply for a TechGrant in the future	
FALSE	22
TRUE	5
(blank)	7
Grand Total	34

Why did you attend the event tonight? (Check All that Apply)	
Interested In Commercialization	16
I know the Organizer or Participants	16
To support participants	17
Networking	10
My company is a sponsor	5
Investments,	
PR Coach	
FSU-OC	
Interested in local startups	
Other	Close friend of Sponsor

Least Favorite Part of Event	
0	
0 enough time for participants - more time	
Competition	
Food	
Food. Poor explanations of products. More attendees.	
Inserting "ads" between each pitch. Dragged event.	
N/A	
Nothing	
Sponsor speeches	
The jokes :)	
The MC's jokes	
Time constraints of participants. Speeches are said too fast.	
Videos between presentations	

Director of Programs and Communications Report- BOG 6.6.19

How Likely are you to attend this event in the future?	
Likely	25
Neutral	1
Somewhat Likely	1
(blank)	7

How likely are you to recommend this event to others?	
Likely	22
Somewhat Likely	4
(blank)	8

Other Suggestions

Allow more time to meet with the presenters
 Anything to speed up event / electronic voting?
 Better direction to building; people guiding to Event building
 Better food
 Coach the presenters on how to present so we can judge on the merits of the idea and not the presenter skill
 Diversity judges
 Fact check presentations
 Have a session on fund raising and capitalization - few know how to raise private money
 Lavalier mics. It seems each presenter really wanted to move (show judges examples, etc.) but couldn't without moving away from mic.
 N/A
 No
 Please let the speakers speak for 10 to 15 minutes each. The english words were rushed and like a speeding contest. I could not understand the first speaker about blockchain.
 Presenters spike to already informed judges, not attendees. I had no tdea what any of these products actually was.
 Remove "ads," longer time to network, better food
 (blank)

**NAI Talcor Property Manager's Report to the
Leon County R&D Authority Board of Governors
3/28/2019-5/31/2019**

Occupancy:

Building	Leasable Square Feet	Vacant Square Feet	% Vacant
Phipps	14,661	0	0%
Morgan	21,936	0	0%
Johnson	28,385	0	0%
Collins	24,900	22,974	92%
Knight	740	0	0%
Total	90,622	23,959	26%

Non-Routine Repairs & Maintenance:

Building	Completed Since Last Report	In Process	Deferred/To Do
Phipps	<ul style="list-style-type: none"> • Painting of the building is complete. • Installed new door closer. 	<ul style="list-style-type: none"> • In the process of adjusting various door closers. 	<ul style="list-style-type: none"> • The irrigation system is not connected and has no backflow.
Morgan	<ul style="list-style-type: none"> • Repaired walls and touch up paint as needed. • Replace one light fixture. 	<ul style="list-style-type: none"> • Maintenance continues to balance the HVAC for the building. 	<ul style="list-style-type: none"> • Common areas - Carpet cleaning and the interior of entrance ways.
Johnson	<ul style="list-style-type: none"> • Change out ceiling tiles. • Paint wall. • Cleaned out light lenses. • Cleaned rusted vents. 	<ul style="list-style-type: none"> • GSA requested items from recent inspection with the exception of repairing drinking fountain in first floor lobby. • Fan in elevator. • Paint one wall in lobby area. 	<ul style="list-style-type: none"> • Missing up light on right side of Johnson building.
Collins	<ul style="list-style-type: none"> • Change out two exterior light fixtures. • Replaced lights • Cleaning vents 	<ul style="list-style-type: none"> • Maintenance continues to balance the HVAC in the building. • Brace sink in womens restroom. • Cleaning, priming and painting metal vents. • Install "Reserved and Collins Only Parking" signs in the front parking lot. • Renovation project 	<ul style="list-style-type: none"> • One full HVAC complete system change out.

**NAI Talcro Property Manager's Report to the
Leon County R&D Authority Board of Governors
3/28/2019-5/31/2019**

Building	Completed Since Last Report		
	Completed Since Last Report	In Process	Deferred/To Do
Knight	<ul style="list-style-type: none"> Repaired window. 	<ul style="list-style-type: none"> All screens in need of replacement. 	<ul style="list-style-type: none"> Back deck in need of repair. Wood rot is visible and deck needs paint. Exterior paint Interior paint of common areas.
Fuqua	<ul style="list-style-type: none"> EXIT light on first floor. Motion sensor on elevator has been replaced. 	<ul style="list-style-type: none"> Cleaning, sanding and priming exterior doors. Replace light fixture in elevator. 	<ul style="list-style-type: none"> Irrigation repair to the flower beds in the atrium areas. Planting of flowers in flower beds to be planted once irrigation repairs have been completed in the spring.
Common	<ul style="list-style-type: none"> Clean all signs in the park. 	<ul style="list-style-type: none"> Maintenance continues to straighten and clean all signs. Some signs are being hit by trucks or busses causing them to lean, bending the metal sign posts. Replace damaged backflow covers. Maintenance is taking inventory of all covers that need to be replaced. Manager will get quotes and submit to the Executive Director. 	<ul style="list-style-type: none"> Irrigation repairs around entrance monument signs. Plants and flowers around entrance monument signs.

**NAI Talcro Property Manager's Report to the
Leon County R&D Authority Board of Governors
3/28/2019-5/31/2019**

Accounts Receivable Past Due as of Report Date (30+days):

Tenant	Invoice Date	Invoice Amount	Last Contact Date	Tenant Response/Date to be Paid/Comments
None at this time.				

Tenant Issues Encountered, Status of Other Outstanding Issues, Contract Procurements, Projects, Accounting issues, etc.:

1. The wooden deck located at the central pond has been removed.
2. The main pipe drain to the central pond was clogged and has now been cleared.
3. All carpet has been replaced in the space leased by National Park Service in the Johnson building.
4. Painting of the Phipps building is complete.

Management is working on the following projects:

1. HVAC unit 19 in the Collins building is in need of replacement. Manager is in the process of acquiring bids for the replacement.
2. The Don Fuqua Center and common area monument signs will be soft washed in June.
3. Trees surrounding the Knight, Morgan, Phipps, Johnson, and Collins buildings will be trimmed in the month of June.
4. NAI TALCOR maintenance is in the process of performing small maintenance items in the Collins building before the build out begins in order to save costs.