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2 An act relating to state-owned or state-leased space; 3 amending s. 216.0152, F.S.; revising provisions 4 relating to the update of an inventory of certain 5 facilities needing repairs or innovation maintained by 6 the Department of Management Services; revising 7 provisions relating to a report detailing an inventory 8 of state-owned facilities; amending s. 253.031, F.S.; 9 clarifying that deeds may be signed by agents of the Board of Trustees of the Internal Improvement Trust 10 11 Fund; amending s. 253.034, F.S.; revising provisions 12 relating to decisions by the board to surplus lands; revising the valuation of lands that are subject to 13 certain requirements; requiring a state agency to 14 15 submit a plan if a building or parcel is offered for use to the agency; requiring the board of trustees to 16 17 adopt rules; amending s. 255.248, F.S.; defining the terms "managing agency" and "tenant broker"; amending 18 19 s. 255.249, F.S.; revising the responsibilities of the Department of Management Services with respect to 20 state-owned buildings; prohibiting a state agency from 21 22 leasing space in a private building under certain 23 circumstances; requiring an agency to notify the 24 department of an early termination of a lease within a 25 certain timeframe; authorizing the department to 26 direct state agencies to occupy space in a state-owned 27 building; revising the contents of the master leasing 28 report; authorizing state agencies to use the services

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29	of a tenant broker to provide certain information to
30	the department; requiring the title entity or managing
31	agency to report any vacant or underutilized space to
32	the department; amending s. 255.25, F.S.; revising
33	requirements for the construction or lease of certain
34	building space; revising an exemption that allows
35	certain agencies to negotiate a replacement lease
36	under certain circumstances; amending s. 255.252,
37	F.S.; specifying that a vendor for certain energy
38	efficiency contracts must be selected in accordance
39	with state procurement requirements; amending s.
40	255.254, F.S.; revising provisions relating to
41	requirements for energy performance analysis for
42	certain buildings; amending 255.257, F.S.; requiring
43	all state-owned facilities to report energy
44	consumption and cost data; amending ss. 110.171 and
45	985.682, F.S.; conforming cross-references; providing
46	effective dates.
47	
48	Be It Enacted by the Legislature of the State of Florida:
49	
50	Section 1. Section 216.0152, Florida Statutes, is amended
51	to read:
52	216.0152 Inventory of state-owned facilities or state-
53	occupied facilities
54	(1) The Department of Management Services shall develop
55	and maintain an automated inventory of all facilities owned,
56	leased, rented, or otherwise occupied or maintained by <u>a state</u>
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57 any agency of the state, the judicial branch, or the water 58 management districts. The inventory data shall be provided 59 annually by July 1 by the owning or operating agency in a format 60 prescribed by the department and must shall include the location, occupying agency, ownership, size, condition 61 62 assessment, valuations, operating costs, maintenance record, age, parking and employee facilities, building uses, full-time 63 64 equivalent occupancy, known restrictions or historic designations, leases or subleases, associated revenues, and 65 other information as required by in a rule adopted by the 66 department. The department shall use this data for determining 67 68 maintenance needs, conducting strategic analyses, including, but 69 not limited to, analyzing and identifying candidates for 70 surplus, valuation, and disposition, and life-cycle cost 71 evaluations of the facility. Inventory data shall be provided to 72 the department on or before July 1 of each year by the owning or 73 operating agency in a format prescribed by the department. The inventory need not include a condition assessment or maintenance 74 75 record of facilities not owned by a state agency, the judicial 76 branch, or a water management district. The term "facility," as 77 used in this section, means buildings, structures, and building 78 systems, but does not include transportation facilities of the 79 state transportation system.

80 (a) For reporting purposes, the Department of
81 Transportation shall develop and maintain an inventory of <u>the</u>
82 transportation facilities of the state transportation system.
83 The Department of Transportation shall also identify and dispose
84 of surplus property pursuant to ss. 337.25 and 339.04.

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85 The Board of Governors of the State University System (b) 86 and the Department of Education, respectively, shall develop and 87 maintain an inventory, in the manner prescribed by the Department of Management Services, of all state university and 88 89 community college facilities and, by July 1 of each year, 90 provide this inventory shall make the data available in a format 91 acceptable to the Department of Management Services. By March 92 15, 2011, the department shall adopt rules pursuant to ss. 120.536 and 120.54 to administer this section. 93 94 (2) For the purpose of assessing needed repairs and 95 renovations of facilities, the Department of Management Services 96 shall update its inventory with condition information for 97 facilities of 3,000 square feet or more and cause to be updated 98 the other inventories required by subsection (1) at least once 99 every 5 years, but the inventories shall record acquisitions of 100 new facilities and significant changes in existing facilities as 101 they occur. The Department of Management Services shall provide each agency and the judicial branch with the most recent 102 103 inventory applicable to that agency or to the judicial branch. 104 Each agency and the judicial branch shall, in the manner 105 prescribed by the Department of Management Services, report 106 significant changes in the inventory as they occur. Items

107 relating to the condition and life-cycle cost of a facility

108 shall be updated at least every 5 years.

109 <u>(2)(3)</u> The Department of Management Services <u>and the</u> 110 <u>Department of Environmental Protection</u> shall, by October 1 of 111 <u>each year</u>, every 3 years, publish a complete report detailing 112 the this inventory of all state-owned facilities, including the

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113	inventories of the Board of Governors of the State University
114	System, the Department of Education, and the Department of
115	Transportation, excluding the transportation facilities of the
116	state transportation system. The annual report of state-owned
117	real property recommended for disposition required under s.
118	216.0153 must be included in this report and shall publish an
119	annual update of the report. The department shall furnish the
120	updated report to the Executive Office of the Governor and the
121	Legislature no later than September 15 of each year.
122	(3) The Department of Management Services shall adopt
123	rules to administer this section.
124	Section 2. Subsection (8) of section 253.031, Florida
125	Statutes, is amended to read:
126	253.031 Land office; custody of documents concerning land;
127	moneys; plats
128	(8) The board shall keep a suitable seal of office. An
129	impression of this seal shall be made upon the deeds conveying
130	lands sold by the state, by the Board of Education, and by the
131	Board of Trustees of the Internal Improvement Trust Fund of this
132	state; and all such deeds shall be <del>personally</del> signed by the
133	<del>officers or</del> trustees <u>or their agents as authorized under s.</u>
134	253.431, making the same and impressed with the said seal and
135	are shall be operative and valid without witnesses to the
136	execution thereof; and the impression of such seal on any such
137	deeds <u>entitles</u> <del>shall entitle</del> the same to record and to be
138	received in evidence in all courts.
139	Section 3. Subsections (6) and (15) of section 253.034,
140	Florida Statutes, are amended to read:
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141

253.034 State-owned lands; uses.-

142 The Board of Trustees of the Internal Improvement (6) 143 Trust Fund shall determine which lands, the title to which is 144 vested in the board, may be surplused. For conservation lands, 145 the board shall determine whether make a determination that the 146 lands are no longer needed for conservation purposes and may dispose of them by an affirmative vote of at least three 147 members. In the case of a land exchange involving the 148 149 disposition of conservation lands, the board must determine by 150 an affirmative vote of at least three members that the exchange 151 will result in a net positive conservation benefit. For all 152 other lands, the board shall determine whether make a 153 determination that the lands are no longer needed and may 154 dispose of them by an affirmative vote of at least three 155 members.

156 For the purposes of this subsection, all lands (a) 157 acquired by the state before prior to July 1, 1999, using 158 proceeds from the Preservation 2000 bonds, the Conservation and 159 Recreation Lands Trust Fund, the Water Management Lands Trust 160 Fund, Environmentally Endangered Lands Program, and the Save Our 161 Coast Program and titled to the board, which lands are 162 identified as core parcels or within original project boundaries 163 are, shall be deemed to have been acquired for conservation 164 purposes.

(b) For any lands purchased by the state on or after July
166

1, 1999, <u>before</u> a determination shall be made by the board prior
to acquisition, the board must determine which as to those

168 parcels <u>must</u> that shall be designated as having been acquired

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169 for conservation purposes. No Lands acquired for use by the 170 Department of Corrections, the Department of Management Services 171 for use as state offices, the Department of Transportation, 172 except those specifically managed for conservation or recreation 173 purposes, or the State University System or the Florida 174 Community College System <u>may not</u> shall be designated as having 175 been purchased for conservation purposes.

176 (C) At least every 10 years, as a component of each land 177 management plan or land use plan and in a form and manner 178 prescribed by rule by the board, each manager shall evaluate and 179 indicate to the board those lands that are not being used for 180 the purpose for which they were originally leased. For 181 conservation lands, the council shall review and shall recommend 182 to the board whether such lands should be retained in public 183 ownership or disposed of by the board. For nonconservation 184 lands, the division shall review such lands and shall recommend 185 to the board whether such lands should be retained in public ownership or disposed of by the board. 186

(d) Lands owned by the board which are not actively managed by any state agency or for which a land management plan has not been completed pursuant to subsection (5) <u>must shall</u> be reviewed by the council or its successor for its recommendation as to whether such lands should be disposed of by the board.

(e) <u>Before</u> Prior to any decision by the board to surplus lands, the Acquisition and Restoration Council shall review and make recommendations to the board concerning the request for surplusing. The council shall determine whether the request for surplusing is compatible with the resource values of and

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197 management objectives for such lands.

198 In reviewing lands owned by the board, the council (f) 199 shall consider whether such lands would be more appropriately 200 owned or managed by the county or other unit of local government 201 in which the land is located. The council shall recommend to the 202 board whether a sale, lease, or other conveyance to a local government would be in the best interests of the state and local 203 government. The provisions of this paragraph in no way limit the 204 205 provisions of ss. 253.111 and 253.115. Such lands shall be 206 offered to the state, county, or local government for a period 207 of 45 days. Permittable uses for such surplus lands may include 208 public schools; public libraries; fire or law enforcement 209 substations; governmental, judicial, or recreational centers; 210 and affordable housing meeting the criteria of s. 420.0004(3). 211 County or local government requests for surplus lands shall be 212 expedited throughout the surplusing process. If the county or 213 local government does not elect to purchase such lands in accordance with s. 253.111, then any surplusing determination 214 involving other governmental agencies shall be made when upon 215 216 the board decides deciding the best public use of the lands. 217 Surplus properties in which governmental agencies have expressed 218 no interest must shall then be available for sale on the private 219 market.

(g)1. The sale price of lands determined to be surplus pursuant to this subsection and s. 253.82 shall be determined by the division, which shall consider and shall take into consideration an appraisal of the property, or, <u>if</u> when the estimated value of the land is <u>\$500,000 or</u> less than \$100,000, a

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225 comparable sales analysis or a broker's opinion of value. If the 226 appraisal referenced in this paragraph yields a value equal to 227 or greater than \$1 million, The division, in its sole 228 discretion, may require a second appraisal. The individual or 229 entity that requests requesting to purchase the surplus parcel 230 shall pay all appraisal costs associated with determining the 231 property's value, if any.

232 <u>1.2.a.</u> A written valuation of land determined to be 233 surplus pursuant to this subsection and s. 253.82, and related 234 documents used to form the valuation or which pertain to the 235 valuation, are confidential and exempt from s. 119.07(1) and s. 236 24(a), Art. I of the State Constitution.

<u>a.b.</u> The exemption expires 2 weeks before the contract or
 agreement regarding the purchase, exchange, or disposal of the
 surplus land is first considered for approval by the board.

240 <u>b.c.</u> <u>Before</u> <del>Prior to</del> expiration of the exemption, the 241 division may disclose confidential and exempt appraisals, 242 valuations, or valuation information regarding surplus land:

(I) During negotiations for the sale or exchange of theland.

(II) During the marketing effort or bidding process
associated with the sale, disposal, or exchange of the land to
facilitate closure of such effort or process.

(III) When the passage of time has made the conclusions of value invalid.

250 (IV) When negotiations or marketing efforts concerning the 251 land are concluded.

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2.3. A unit of government that acquires title to lands

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hereunder for less than appraised value may not sell or transfer title to all or any portion of the lands to any private owner for a period of 10 years. Any unit of government seeking to transfer or sell lands pursuant to this paragraph <u>must shall</u> first allow the board of trustees to reacquire such lands for the price at which the board sold such lands.

259 (h) Parcels with a market value over \$500,000 must be 260 initially offered for sale by competitive bid. The division may 261 use agents, as authorized by s. 253.431, for this process. Any 262 parcels unsuccessfully offered for sale by competitive bid, and 263 parcels with a market value of \$500,000 or less, may be sold by 264 any reasonable means, including procuring real estate services, 265 open or exclusive listings, competitive bid, auction, negotiated 266 direct sales, or other appropriate services, to facilitate the 267 sale.

268 (i) (h) After reviewing the recommendations of the council, the board shall determine whether lands identified for surplus 269 270 are to be held for other public purposes or whether such lands are no longer needed. The board may require an agency to release 271 272 its interest in such lands. A state For an agency, county, or 273 local government that has requested the use of a property that 274 was to be declared as surplus, said agency must secure have the 275 property under lease within 90 days after being notified that it 276 may use such property 6 months of the date of expiration of the 277 notice provisions required under this subsection and s. 253.111.

278 <u>(j)(i)</u> Requests for surplusing may be made by any public 279 or private entity or person. All requests shall be submitted to 280 the lead managing agency for review and recommendation to the

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281 council or its successor. Lead managing agencies shall have 90 282 days to review such requests and make recommendations. Any 283 surplusing requests that have not been acted upon within the 90-284 day time period shall be immediately scheduled for hearing at 285 the next regularly scheduled meeting of the council or its 286 successor. Requests for surplusing pursuant to this paragraph 287 are shall not be required to be offered to local or state 288 governments as provided in paragraph (f).

289  $(k) \rightarrow (j)$  Proceeds from any sale of surplus lands pursuant to 290 this subsection shall be deposited into the fund from which such 291 lands were acquired. However, if the fund from which the lands 292 were originally acquired no longer exists, such proceeds shall 293 be deposited into an appropriate account to be used for land 294 management by the lead managing agency assigned the lands before 295 prior to the lands were being declared surplus. Funds received 296 from the sale of surplus nonconservation lands, or lands that 297 were acquired by gift, by donation, or for no consideration, 298 shall be deposited into the Internal Improvement Trust Fund.

299 <u>(1)(k)</u> Notwithstanding the provisions of this subsection, 300 no such disposition of land <u>may not shall</u> be made if <u>it such</u> 301 disposition would have the effect of causing all or any portion 302 of the interest on any revenue bonds issued to lose the 303 exclusion from gross income for federal income tax purposes.

304 <u>(m)(1)</u> The sale of filled, formerly submerged land that 305 does not exceed 5 acres in area is not subject to review by the 306 council or its successor.

307 <u>(n) (m)</u> The board may adopt rules to <u>administer</u> implement 308 the provisions of this section, which may include procedures for

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309 administering surplus land requests and criteria for when the 310 division may approve requests to surplus nonconservation lands 311 on behalf of the board.

312 Before a building or parcel of land is offered for (15)313 lease, sublease, or sale to a local or federal unit of 314 government or a private party, it shall first be offered for lease to state agencies, state universities, and Florida College 315 316 System institutions community colleges, with priority 317 consideration given to state universities and Florida College 318 System institutions community colleges. Within 60 days after the 319 offer for lease of a surplus building or parcel, a state 320 university or Florida College System institution that requests 321 the lease community college must submit a plan for review and 322 approval by the Board of Trustees of the Internal Improvement 323 Trust Fund regarding the intended use, including future use, of 324 the building or parcel of land before approval of a lease. 325 Within 60 days after the offer for lease of a surplus building 326 or parcel, a state agency that requests the lease of such facility or parcel must submit a plan for review and approval by 327 328 the board of trustees regarding the intended use. The state 329 agency plan must, at a minimum, include the proposed use of the 330 facility or parcel, the estimated cost of renovation, a capital 331 improvement plan for the building, evidence that the building or 332 parcel meets an existing need that cannot otherwise be met, and 333 other criteria developed by rule by the board of trustees. The 334 board or its designee shall compare the estimated value of the 335 building or parcel to any submitted business plan to determine 336 if the lease or sale is in the best interest of the state. The

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FLORIDA HOUSE OF REPRESENTATIVE	F	L	0	R	I	D	А		Н	0	U	S	Е	0	F	R	E	Р	R	Е	S	Е	Ν	Т	Α	Т		V	Е	S
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337	board of trustees shall adopt rules pursuant to chapter 120 for
338	the implementation of this section.
339	Section 4. Section 255.248, Florida Statutes, is amended
340	to read:
341	255.248 Definitions <del>; ss. 255.249 and 255.25</del> As used in
342	this section and ss. <u>255.249-255.25</u> <del>255.249 and 255.25</del> , the
343	term:
344	(1) "Best leasing value" means the highest overall value
345	to the state based on objective factors that include, but are
346	not limited to, rental rate, renewal rate, operational and
347	maintenance costs, tenant-improvement allowance, location, lease
348	term, condition of facility, landlord responsibility, amenities,
349	and parking.
350	(2) "Competitive solicitation" means an invitation to bid,
351	a request for proposals, or an invitation to negotiate.
352	(3) "Department" means the Department of Management
353	Services.
354	(4) "Managing agency" means an agency that serves as the
355	title entity or that leases property from the Board of Trustees
356	of the Internal Improvement Trust Fund for the operation and
357	maintenance of a state-owned office building.
358	(5)(4) "Privately owned building" means any building not
359	owned by a governmental agency.
360	<u>(6)</u> (5) "Responsible lessor" means a lessor <u>that</u> <del>who</del> has
361	the capability in all respects to fully perform the contract
362	requirements and the integrity and reliability that will assure
363	good faith performance.
364	(7) (6) "Responsive bid," "responsive proposal," or

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365 "responsive reply" means a bid or proposal, or reply submitted 366 by a responsive and responsible lessor, which conforms in all 367 material respects to the solicitation.

368 <u>(8)(7)</u> "Responsive lessor" means a lessor that has 369 submitted a bid, proposal, or reply that conforms in all 370 material respects to the solicitation.

371 <u>(9)(8)</u> "State-owned office building" means any building 372 <u>whose</u> title to which is vested in the state and which is used by 373 one or more executive agencies predominantly for administrative 374 direction and support functions. <u>The This</u> term excludes:

(a) District or area offices established for field
operations where law enforcement, military, inspections, road
operations, or tourist welcoming functions are performed.

378 (b) All educational facilities and institutions under the379 supervision of the Department of Education.

380 (c) All custodial facilities and institutions used 381 primarily for the care, custody, or treatment of wards of the 382 state.

(d) Buildings or spaces used for legislative activities.

384 (e) Buildings purchased or constructed from agricultural385 or citrus trust funds.

386 (10) "Tenant broker" means a private real estate broker or 387 brokerage firm licensed to do business in this state and under 388 contract with the department to provide real estate transaction, 389 portfolio management, and strategic planning services for state 390 agencies.

391 Section 5. Section 255.249, Florida Statutes, is amended 392 to read:

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393 255.249 Department of Management Services; responsibility; 394 department rules.-

(1) The department shall have responsibility and authority for the <u>operation</u>, custodial <u>care</u>, <del>and</del> preventive maintenance, repair, <u>alteration</u>, <u>modification</u>, and allocation of space <u>for</u> <del>of</del> all buildings in the Florida Facilities Pool and <u>adjacent</u> <del>the</del> grounds <del>located</del> <del>adjacent</del> thereto.

400 (2) A state agency may not lease space in a private
 401 building that is to be constructed for state use without first
 402 obtaining prior approval of the architectural design and
 403 preliminary construction from the department.

404 <u>(3)(2)</u> The department shall require <u>a</u> any state agency 405 planning to terminate a lease for the purpose of occupying space 406 in a new state-owned office building<del>, the funds for which are</del> 407 <del>appropriated after June 30, 2000,</del> to state why the proposed 408 relocation is in the best interest of the state.

409 (4) (3) (a) An agency that intends to terminate a lease of 410 privately owned space before the expiration of its base term, 411 must notify the department 90 days before the termination. The 412 department shall, to the extent feasible, coordinate the 413 vacation of privately owned leased space with the expiration of 414 the lease on that space and, when a lease is terminated before expiration of its base term, will make a reasonable effort to 415 416 place another state agency in the space vacated. A Any state 417 agency may lease the space in any building that was subject to a 418 lease terminated by a state agency for a period of time equal to 419 the remainder of the base term without the requirement of 420 competitive solicitation.

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421	(5) The department may direct a state agency to occupy, or
422	relocate to, space in any state-owned office building, including
423	all state-owned space identified in the Florida State-Owned
424	Lands and Records Information System managed by the Department
425	of Environmental Protection. The Department of Legal Affairs,
426	the Department of Agriculture and Consumer Services, and the
427	Department of Financial Services are excluded from this
428	subsection. However, the Department of Legal Affairs, the
429	Department of Agriculture and Consumer Services, and the
430	Department of Financial Services may elect to comply with the
431	provisions of this subsection in whole or in part. Any
432	relocation of an agency at the direction of the department shall
433	be implemented within existing appropriations of the agency and
434	shall not require a transfer of any funds pursuant to chapter
435	216.
436	(6)(b) The department shall develop and implement a

437 strategic leasing plan. The strategic leasing plan <u>must</u> shall 438 forecast space needs for all state agencies and identify 439 opportunities for reducing costs through consolidation, 440 relocation, reconfiguration, capital investment, and the 441 <u>renovation</u>, building, or acquisition of state-owned space.

442 <u>(7) (c)</u> The department shall annually publish a master 443 leasing report <u>that includes the strategic leasing plan created</u> 444 <u>under subsection (6)</u>. The department shall <u>annually submit</u> 445 <del>furnish</del> the master leasing report to the Executive Office of the 446 Governor and the Legislature by <u>October 1. The report must</u> 447 <u>provide</u> September 15 of each year which provides the following 448 <del>information</del>:

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449 (a) 1. A list, by agency and by geographic market, of all
450 leases that are due to expire within 24 months.

451 (b)2. Details of each lease, including location, size, 452 cost per leased square foot, lease-expiration date, and a 453 determination of whether sufficient state-owned office space 454 will be available at the expiration of the lease to accommodate 455 affected employees.

456 <u>(c)</u><sup>3.</sup> A list of amendments and supplements to and waivers 457 of terms and conditions in lease agreements that have been 458 approved pursuant to s. 255.25(2) <del>(a)</del> during the previous 12 459 months and an associated comprehensive analysis, including 460 financial implications, showing that any amendment, supplement, 461 or waiver is in the state's long-term best interest.

462 (d) 4. Financial impacts to the <u>Florida Facilities</u> Pool
463 rental rate due to the sale, removal, acquisition, or
464 construction of pool facilities.

(e) 5. Changes in occupancy rate, maintenance costs, and efficiency costs of leases in the state portfolio. Changes to occupancy costs in leased space by market and changes to space consumption by agency and by market.

469 <u>(f)</u> An analysis of portfolio supply and demand. (g) 7. Cost-benefit analyses of acquisition, build, and consolidation opportunities, recommendations for strategic consolidation, and strategic recommendations for disposition, acquisition, and building.

474 (h) Recommendations for using capital improvement funds to
 475 implement the consolidation of state agencies into state-owned
 476 office buildings.

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477 478 (i)8. The updated plan required by s. 255.25(4)(c).
(8)(d) Annually, by June 30: of each year,

479 Each state agency shall annually provide to the (a) 480 department all information regarding agency programs affecting 481 the need for or use of space by that agency, reviews of lease-482 expiration schedules for each geographic area, active and 483 planned full-time equivalent data, business case analyses 484 related to consolidation plans by an agency, a telework program 485 under s. 110.171, and current occupancy and relocation costs, 486 inclusive of furnishings, fixtures and equipment, data, and 487 communications. State agencies may use the services of a tenant 488 broker in preparing this information.

489 The title entity or managing agency shall report to (b) 490 the department any vacant or underutilized space for all state-491 owned office buildings and any restrictions that apply to any 492 other agency occupying the vacant or underutilized space. The 493 title entity or managing agency shall also notify the department 494 of any significant changes to its occupancy for the coming 495 fiscal year. The Department of Legal Affairs, the Department of 496 Agriculture and Consumer Services, and the Department of 497 Financial Services are excluded from this subsection. However, 498 the Department of Legal Affairs, the Department of Agriculture 499 and Consumer Services, and the Department of Financial Services 500 may elect to comply with the provisions of this subsection in 501 whole or in part. 502 (9) (4) The department shall adopt rules <del>pursuant to</del> 503 chapter 120 providing:

504

(a) Methods for accomplishing the duties outlined in

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505 subsection (1).

Procedures for soliciting and accepting competitive 506 (b) solicitations for leased space of 5,000 square feet or more in 507 508 privately owned buildings, for evaluating the proposals 509 received, for exemption from competitive solicitations requirements of any lease for the purpose of which is the 510 511 provision of care and living space for persons or emergency space needs as provided in s. 255.25(10), and for the securing 512 513 of at least three documented quotes for a lease that is not 514 required to be competitively solicited.

(c) A standard method for determining square footage or any other measurement used as the basis for lease payments or other charges.

(d) Methods of allocating space in both state-owned office
buildings and privately owned buildings leased by the state
based on use, personnel, and office equipment.

521 (e)1. Acceptable terms and conditions for inclusion in
522 lease agreements.

523 2. <u>At a minimum</u>, such terms and conditions <u>must</u> <del>shall</del> 524 include, at a minimum</u>, the following clauses, which may not be 525 amended, supplemented, or waived:

526 <u>1.a.</u> As provided in s. 255.2502, "The State of Florida's 527 performance and obligation to pay under this contract is 528 contingent upon an annual appropriation by the Legislature."

529 <u>2.b.</u> "The lessee <u>has</u> <del>shall have</del> the right to terminate 530 <u>this lease</u>, without penalty, <u>if</u> <del>this lease in the event</del> a state-531 owned building becomes available to the lessee for occupancy <u>and</u> 532 the lessee has given <del>upon giving</del> 6 months' advance written

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533 notice to the lessor by certified mail, return receipt 534 requested."

535 (f) Maximum rental rates, by geographic areas or by 536 county, for leasing privately owned space.

537 <u>(f)(g)</u> A standard method for the assessment of rent to 538 state agencies and other authorized occupants of state-owned 539 office space, notwithstanding the source of funds.

(g) (h) For full disclosure of the names and the extent of 540 541 interest of the owners holding a 4 percent 4-percent or more 542 interest in any privately owned property leased to the state or 543 in the entity holding title to the property, for exemption from 544 such disclosure of any beneficial interest that which is 545 represented by stock in a any corporation registered with the Securities and Exchange Commission or registered pursuant to 546 547 chapter 517 $_{\overline{r}}$  which stock is for sale to the general public, and 548 for exemption from such disclosure of any leasehold interest in 549 property located outside the territorial boundaries of the 550 United States.

(h) (i) For full disclosure of the names of all public 551 552 officials, agents, or employees holding any interest in any 553 privately owned property leased to the state or in the entity 554 holding title to the property, and the nature and extent of 555 their interest, for exemption from such disclosure of any 556 beneficial interest that which is represented by stock in any 557 corporation registered with the Securities and Exchange 558 Commission or registered pursuant to chapter  $517_{\tau}$  which stock is 559 for sale to the general public, and for exemption from such 560 disclosure of any leasehold interest in property located outside

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561 the territorial boundaries of the United States.

562 <u>(i)(j)</u> A method for reporting leases for nominal or no 563 consideration.

564 <u>(j)(k)</u> For a lease of less than 5,000 square feet, a 565 method for certification by the agency head or the agency head's 566 designated representative that all criteria for leasing have 567 been fully complied with and for the filing of a copy of such 568 lease and all supporting documents with the department for its 569 review and approval as to technical sufficiency and whether it 570 is in the best interests of the state.

571 (k) (l) A standardized format for state agency reporting of 572 the information required by paragraph (8) (a) (3) (d).

573 <u>(10)</u>(5) The department shall prepare a form listing all 574 conditions and requirements adopted pursuant to this chapter 575 which must be met by any state agency leasing any building or 576 part thereof. Before executing any lease, this form <u>must shall</u> 577 be certified by the agency head or the agency head's designated 578 representative and submitted to the department.

579 (11) (6) The department may contract for real estate 580 consulting or tenant brokerage services in order to carry out 581 its duties relating to the strategic leasing plan under 582 subsection (6). The contract must shall be procured pursuant to 583 s. 287.057. The vendor that is awarded the contract shall be 584 compensated by the department, subject to the provisions of the 585 contract, and such compensation is subject to appropriation by 586 the Legislature. A The real estate consultant or tenant broker 587 may not receive compensation directly from a lessor for services 588 that are rendered pursuant to the contract. Moneys paid by a

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589 lessor to the department under a facility-leasing arrangement 590 are not subject to the charges imposed under s. 215.20.

591 Section 6. Paragraphs (a), (b), (c), (d), and (f) of 592 subsection (3) and subsections (1), (2), (5), (6), (7), (9), 593 (10), and (11) of section 255.25, Florida Statutes, are amended 594 to read:

595 255.25 Approval required <u>before</u> <del>prior to</del> construction or 596 lease of buildings.-

597 (1) (a) A state agency may not lease space in a private
598 building that is to be constructed for state use unless prior
599 approval of the architectural design and preliminary
600 construction plans is first obtained from the department.

601 (b) During the term of existing leases, each agency shall 602 consult with the department regarding opportunities for 603 consolidation, use of state-owned space, build-to-suit space, 604 and potential acquisitions; shall monitor market conditions; and 605 shall initiate a competitive solicitation or, if appropriate, lease-renewal negotiations for each lease held in the private 606 sector to effect the best overall lease terms reasonably 607 608 available to that agency.

609 (a) Amendments to leases may be permitted to modify any
 610 lease provisions or any other terms or conditions <u>unless</u>, except
 611 to the extent specifically prohibited <u>under by</u> this chapter.

612 (b) The department shall serve as a mediator in lease-613 renewal negotiations if the agency and the lessor are unable to 614 reach a compromise within 6 months after renegotiation and if 615 either the agency or lessor requests intervention by the 616 department.

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(c) <u>If When specifically</u> authorized by the <u>General</u> Appropriations Act, and in accordance with s. 255.2501, if applicable, the department may approve a lease-purchase, saleleaseback, or tax-exempt leveraged lease contract or other financing technique for the acquisition, renovation, or construction of a state fixed capital outlay project <u>if</u> when it is in the best interest of the state.

624 (2) (a) Except as provided in ss. 255.249 and s. 255.2501, 625 a state agency may not lease a building or any part thereof 626 unless prior approval of the lease conditions and of the need 627 for the lease therefor is first obtained from the department. An 628 Any approved lease may include an option to purchase or an 629 option to renew the lease, or both, upon such terms and 630 conditions as are established by the department, subject to 631 final approval by the head of the department of Management 632 Services and s. 255.2502.

633 (a) (b) For the lease of less than 5,000 square feet of 634 space, including space leased for nominal or no consideration, a 635 state agency must notify the department at least 90 30 days 636 before the execution of the lease. The department shall review 637 the lease and determine whether suitable space is available in a 638 state-owned or state-leased building located in the same 639 geographic region. If the department determines that space is 640 not available, the department shall determine whether the state 641 agency lease is in the best interests of the state. If the 642 department determines that the execution of the lease is not in 643 the best interests of the state, the department shall notify the 644 agency proposing the lease, the Governor, the President of the

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645 <u>Senate, and the Speaker of the House of Representatives</u> and the 646 presiding officers of each house of the Legislature of such 647 finding in writing. A lease that is for a term extending beyond 648 the end of a fiscal year is subject to the provisions of ss. 649 216.311, 255.2502, and 255.2503.

650 <u>(b)(c)</u> The department shall adopt as a rule uniform 651 leasing procedures <u>by rule</u> for use by each state agency <del>other</del> 652 than the Department of Transportation. Each state agency shall 653 ensure that the leasing practices of that agency are in 654 substantial compliance with the uniform leasing rules adopted 655 under this section and ss. 255.249, 255.2502, and 255.2503.

656 (c) (d) Notwithstanding paragraph (a) and except as 657 provided in ss. 255.249 and 255.2501, a state agency may not 658 lease a building or any part thereof unless prior approval of 659 the lease terms and conditions and of the need therefor is first 660 obtained from the department. The department may not approve any 661 term or condition in a lease agreement which has been amended, 662 supplemented, or waived unless a comprehensive analysis, 663 including financial implications, demonstrates that such 664 amendment, supplement, or waiver is in the state's long-term 665 best interest. An Any approved lease may include an option to 666 purchase or an option to renew the lease, or both, upon such 667 terms and conditions as are established by the department, 668 subject to final approval by the head of the department, of Management Services and the provisions of s. 255.2502. 669

(3) (a) Except as provided in subsection (10), a state
agency may not enter into a lease as lessee for the use of 5,000
square feet or more of space in a privately owned building

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673 except upon advertisement for and receipt of competitive674 solicitations.

675 1.a. An invitation to bid must shall be made available 676 simultaneously to all lessors and must include a detailed 677 description of the space sought; the time and date for the 678 receipt of bids and of the public opening; and all contractual 679 terms and conditions applicable to the procurement, including 680 the criteria to be used in determining the acceptability of the 681 bid. If the agency contemplates renewing renewal of the 682 contract, that fact must be stated in the invitation to bid. The 683 bid must include the price for each year for which the contract 684 may be renewed. Evaluation of bids must shall include 685 consideration of the total cost for each year as submitted by 686 the lessor. Criteria that were not set forth in the invitation 687 to bid may not be used in determining the acceptability of the 688 bid.

b. The contract shall be awarded with reasonable
promptness by written notice to the responsible and responsive
lessor that submits the lowest responsive bid. <u>The contract file</u>
<u>must contain a written determination that the bid meets</u> <u>This bid</u>
must be determined in writing to meet the requirements and
criteria set forth in the invitation to bid.

695 2.a. If an agency determines in writing that the use of an 696 invitation to bid is not practicable, leased space shall be 697 procured by competitive sealed proposals. A request for 698 proposals shall be made available simultaneously to all lessors 699 and must include a statement of the space sought; the time and 697 date for the receipt of proposals and of the public opening; and

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701 all contractual terms and conditions applicable to the 702 procurement, including the criteria, which must include, but 703 need not be limited to, price, to be used in determining the 704 acceptability of the proposal. The relative importance of price 705 and other evaluation criteria must shall be indicated. If the 706 agency contemplates renewing renewal of the contract, that fact 707 must be stated in the request for proposals. The proposal must 708 include the price for each year for which the contract may be 709 renewed. Evaluation of proposals must shall include 710 consideration of the total cost for each year as submitted by 711 the lessor.

b. The contract shall be awarded to the responsible and responsive lessor whose proposal is determined in writing to be the most advantageous to the state, taking into consideration the price and the other criteria set forth in the request for proposals. The contract file must contain documentation supporting the basis on which the award is made.

If the agency determines in writing that the use of 718 3.a. 719 an invitation to bid or a request for proposals will not result 720 in the best leasing value to the state, the agency may procure 721 leased space by competitive sealed replies. The agency's written 722 determination must specify reasons that explain why negotiation 723 may be necessary in order for the state to achieve the best 724 leasing value and must be approved in writing by the agency head 725 or his or her designee before prior to the advertisement of an 726 invitation to negotiate. Cost savings related to the agency 727 procurement process are not sufficient justification for using 728 an invitation to negotiate. An invitation to negotiate shall be

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729 made available to all lessors simultaneously and must include a 730 statement of the space sought; the time and date for the receipt 731 of replies and of the public opening; and all terms and 732 conditions applicable to the procurement, including the criteria 733 to be used in determining the acceptability of the reply. If the 734 agency contemplates renewing renewal of the contract, that fact 735 must be stated in the invitation to negotiate. The reply must 736 include the price for each year for which the contract may be renewed. 737

The agency shall evaluate and rank responsive replies 738 b. 739 against all evaluation criteria set forth in the invitation to 740 negotiate and shall select, based on the ranking, one or more 741 lessors with which to commence negotiations. After negotiations 742 are conducted, the agency shall award the contract to the 743 responsible and responsive lessor that the agency determines 744 will provide the best leasing value to the state. The contract 745 file must contain a short, plain statement that explains the 746 basis for lessor selection and sets forth the lessor's 747 deliverables and price pursuant to the contract, and an 748 explanation of how these deliverables and price provide the best 749 leasing value to the state.

(b) The department of Management Services shall have the authority to approve a lease for 5,000 square feet or more of space which that covers more than <u>12 consecutive months</u> <del>1 fiscal</del> <del>year</del>, subject to the provisions of</del> ss. 216.311, 255.2501, 255.2502, and 255.2503, if such lease is, in the judgment of the department, in the best interests of the state. In determining best interest, the department shall consider availability of

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757 state-owned space and analyses of build-to-suit and acquisition 758 opportunities. This paragraph does not apply to buildings or 759 facilities of any size leased for the purpose of providing care 760 and living space to individuals for persons.

761 The department may approve extensions of an existing (C) 762 lease of 5,000 square feet or more of space if such extensions 763 are determined to be in the best interests of the state; 764 however, but in no case shall the total of such extensions may 765 not exceed 11 months. If at the end of the 11th month an agency 766 still needs that space, it must shall be procured by competitive 767 bid in accordance with s. 255.249(9)(b) 255.249(4)(b). However, 768 if the Department of Agriculture and Consumer Services, the 769 Department of Financial Services, or the Department of Legal 770 Affairs an agency that determines that it is in its best 771 interest to remain in the space it currently occupies, it may 772 negotiate a replacement lease with the lessor if an independent 773 comparative market analysis demonstrates that the rates offered 774 are within market rates for the space and the cost of the new 775 lease does not exceed the cost of a comparable lease plus 776 documented moving costs. A present-value analysis and the 777 consumer price index shall be used in the calculation of lease 778 costs. The term of the replacement lease may not exceed the base 779 term of the expiring lease. For those agencies for which the 780 department may approve lease actions, the department may approve 781 a replacement lease with a lessor for an agency to remain in the 782 space it currently occupies if such lease is, in the judgment of 783 the department, in the best interests of the state. In 784 determining best interest, the department shall consider

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785 <u>availability of state-owned space and analyses of build-to-suit</u> 786 <u>and acquisition opportunities. The term of the replacement lease</u> 787 <u>may not exceed the base term of the expiring lease. Any</u> 788 <u>relocation of an agency at the direction of the department shall</u> 789 <u>be within existing appropriations and shall not require a</u> 790 <u>transfer of any funds pursuant to chapter 216.</u>

791 Any person who files an action protesting a decision (d) 792 or intended decision pertaining to a competitive solicitation 793 for space to be leased by the agency pursuant to s. 120.57(3)(b)794 shall post with the state agency at the time of filing the 795 formal written protest a bond payable to the agency in an amount 796 equal to 1 percent of the estimated total rental of the basic 797 lease period or \$5,000, whichever is greater, which bond is 798 shall be conditioned on upon the payment of all costs that may 799 be adjudged against him or her in the administrative hearing in 800 which the action is brought and in any subsequent appellate 801 court proceeding. If the agency prevails after completion of the administrative hearing process and any appellate court 802 803 proceedings, it shall recover all costs and charges, which must 804 shall be included in the final order or judgment, excluding 805 attorney attorney's fees. Upon payment of such costs and charges 806 by the person protesting the award, the bond shall be returned 807 to him or her. If the person protesting the award prevails, the 808 bond shall be returned to that person and he or she shall 809 recover from the agency all costs and charges, which must shall 810 be included in the final order of judgment, excluding attorney 811 attorney's fees.

812

(f) The unamortized portion of tenant improvements, if

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813 appropriated, shall be paid in equal monthly installments over 814 the remaining term of the lease. If any portion of the original 815 leased premises is occupied after termination but during the 816 original term by a tenant who that does not require material 817 changes to the premises, the repayment of the cost of tenant improvements applicable to the occupied but unchanged portion 818 819 shall be abated during occupancy. The portion of the repayment 820 to be abated must shall be based on the ratio of leased space to 821 unleased space.

822 (5) Before construction or renovation of any state-owned 823 building or state-leased space is commenced, the department of 824 Management Services shall determine ascertain, through the by 825 submission of proposed plans to the Division of State Fire 826 Marshal for review, whether that the proposed construction or 827 renovation plan complies with the uniform firesafety standards 828 required by the division of State Fire Marshal. The review of 829 construction or renovation plans for state-leased space must shall be completed within 10 calendar days after of receipt of 830 the plans by the division of State Fire Marshal. The review of 831 832 construction or renovation plans for a state-owned building must 833 shall be completed within 30 calendar days after of receipt of 834 the plans by the division of State Fire Marshal. The 835 responsibility for submission and retrieval of the plans may 836 called for in this subsection shall not be imposed on the design 837 architect or engineer, but is shall be the responsibility of the 838 two agencies. If Whenever the division of State Fire Marshal 839 determines that a construction or renovation plan is not in 840 compliance with such uniform firesafety standards, the division

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841 of State Fire Marshal may issue an order to cease all 842 construction or renovation activities until compliance is 843 obtained, except those activities required to achieve such 844 compliance. The lessor shall provide the department with of 845 Management Services documentation certifying that the facility 846 meets all of shall withhold approval of any proposed lease until 847 the construction or renovation plan complies with the uniform 848 firesafety standards of the Division of State Fire Marshal. The 849 cost of all modifications or renovations made for the purpose of 850 bringing leased property into compliance with the uniform 851 firesafety standards are shall be borne by the lessor. The state 852 may not take occupancy without the division's final approval.

853 Before construction or substantial improvement of any (6) 854 state-owned building is commenced, the department of Management 855 Services must determine ascertain that the proposed construction 856 or substantial improvement complies with the flood plain 857 management criteria for mitigation of flood hazards, as 858 prescribed in the October 1, 1986, rules and regulations of the 859 Federal Emergency Management Agency, and the department shall 860 monitor the project to assure compliance with the criteria. In 861 accordance with chapter 120, The department of Management 862 Services shall adopt rules any necessary rules to ensure that 863 all such proposed state construction and substantial improvement 864 of state buildings in designated flood-prone areas complies with 865 the flood plain management criteria. If Whenever the department 866 determines that a construction or substantial improvement 867 project is not in compliance with such with the established 868 flood plain management criteria, the department may issue an

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869 order to cease all construction or improvement activities until 870 compliance is obtained, except those activities required to 871 achieve such compliance.

(7) This section does not apply to any lease having a term
of less than 120 consecutive days for the purpose of securing
the one-time special use of the leased property. This section
does not apply to any lease for nominal or no consideration.

876 (9) Specialized educational facilities, excluding 877 classrooms, are shall be exempt from the competitive bid 878 requirements for leasing pursuant to this section if the 879 executive head of a any state agency certifies in writing that 880 the said facility is available from a single source and that the 881 competitive bid requirements would be detrimental to the state. 882 Such certification must shall include documentation of evidence 883 of steps taken to determine sole-source status.

884 The department of Management Services may approve (10)885 emergency acquisition of space without competitive bids if 886 existing state-owned or state-leased space is destroyed or 887 rendered uninhabitable by an act of God, fire, malicious 888 destruction, or structural failure, or by legal action, or if 889 the agency head certifies in writing that there is an immediate 890 danger to the public health, safety, or welfare, or if other 891 substantial loss to the state requires emergency action and if 892 the chief administrator of the state agency or the chief 893 administrator's designated representative certifies in writing 894 that no other agency-controlled space is available to meet this 895 emergency need; however, but in no case shall the lease for such 896 space may not exceed 11 months. If the lessor elects not to

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897 replace or renovate the destroyed or uninhabitable facility, the 898 agency shall procure the needed space by competitive bid in 899 accordance with s. 255.249(9)(b) <del>255.249(4)(b)</del>. If the lessor 900 elects to replace or renovate the destroyed or uninhabitable 901 facility and the construction or renovations will not be 902 complete at the end of the 11-month lease, the agency may modify 903 the lease to extend it on a month-to-month basis for up to an 904 additional 6 months to allow completion of such construction or 905 renovations.

906 (11) In any leasing of space <u>which occurs</u> that is 907 accomplished without competition, the individuals taking part in 908 the development or selection of criteria for evaluation, in the 909 evaluation, and in the award processes <u>must</u> shall attest in 910 writing that they are independent of, and have no conflict of 911 interest in, the entities evaluated and selected.

912 Section 7. Subsection (4) of section 255.252, Florida 913 Statutes, is amended to read:

914

255.252 Findings and intent.-

In addition to designing and constructing new 915 (4) 916 buildings to be energy-efficient, it is the policy of the state 917 to operate and maintain state facilities in a manner that 918 minimizes energy consumption and maximizes building 919 sustainability and to operate facilities leased by the state so 920 as to minimize energy use. It is further the policy of the state that the renovation of existing state facilities be in 921 922 accordance with a sustainable building rating or a national 923 model green building code. State agencies are encouraged to 924 consider shared savings financing of energy-efficiency and

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925 conservation projects, using contracts that split the resulting 926 savings for a specified period of time between the state agency 927 and the private firm or cogeneration contracts and that 928 otherwise permit the state to lower its net energy costs. Such 929 energy contracts may be funded from the operating budget. <u>The</u> 930 <u>vendor for such energy contracts may be selected in accordance</u> 931 with s. 287.055.

932 Section 8. Effective July 1, 2014, subsection (1) of 933 section 255.254, Florida Statutes, is amended to read:

934 255.254 No facility constructed or leased without life-935 cycle costs.-

936 (1)A No state agency may not shall lease, construct, or 937 have constructed, within limits prescribed in this section, a 938 facility without having secured from the department an 939 evaluation of life-cycle costs based on sustainable building 940 ratings. Furthermore, Construction shall proceed only upon 941 disclosing to the department, for the facility chosen, the lifecycle costs as determined in s. 255.255, the facility's 942 sustainable building rating goal, and the capitalization of the 943 944 initial construction costs of the building. The life-cycle costs 945 and the sustainable building rating goal shall be primary 946 considerations in the selection of a building design. For leased 947 facilities larger buildings more than 2,000 5,000 square feet in 948 area within a given building boundary, an energy performance 949 analysis that calculates consisting of a projection of the total 950 annual energy consumption and energy costs in dollars per square 951 foot of major energy-consuming equipment and systems based on 952 actual expenses from the last 3 years and projected forward for

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953 the term of the proposed lease shall be performed. The analysis 954 must also compare the energy performance of the proposed lease 955 to lease shall only be made where there is a showing that the 956 energy costs incurred by the state are minimal compared to available like facilities. A lease may not be finalized until 957 958 the energy performance analysis has been approved by the 959 department. A lease agreement for any building leased by the 960 state from a private sector entity shall include provisions for 961 monthly energy use data to be collected and submitted monthly to 962 the department by the owner of the building.

963 Section 9. Effective July 1, 2014, subsection (1) of 964 section 255.257, Florida Statutes, is amended to read:

965 255.257 Energy management; buildings occupied by state 966 agencies.-

967 (1)ENERGY CONSUMPTION AND COST DATA. - Each state agency 968 shall collect data on energy consumption and cost for all. The 969 data gathered shall be on state-owned facilities and metered 970 state-leased facilities of 5,000 net square feet or more. These 971 data will be used in the computation of the effectiveness of the 972 state energy management plan and the effectiveness of the energy 973 management program of each of the state agencies. Collected data 974 shall be reported annually to the department in a format 975 prescribed by the department.

976 Section 10. Subsection (7) of section 110.171, Florida 977 Statutes, is amended to read:

978 110.171 State employee telework program.-

979 (7) Agencies that have a telework program shall establish980 and track performance measures that support telework program

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981 analysis and report data annually to the department in 982 accordance with s.  $255.249(8) \frac{255.249(3)(d)}{d}$ . Such measures must 983 include, but need not be limited to, those that quantify 984 financial impacts associated with changes in office space 985 requirements resulting from the telework program. Agencies operating in office space owned or managed by the department 986 987 shall consult the department to ensure consistency with the 988 strategic leasing plan required under s. 255.249(6) 989 <del>255.249(3)(b)</del>. 990 Section 11. Paragraph (b) of subsection (15) of section 991 985.682, Florida Statutes, is amended to read: 992 985.682 Siting of facilities; study; criteria.-993 (15)994 Notwithstanding s. 255.25(1) (b), the department may (b) 995 enter into lease-purchase agreements to provide juvenile justice 996 facilities for the housing of committed youths, contingent upon available funds. The facilities provided through such agreements 997 998 must shall meet the program plan and specifications of the 999 department. The department may enter into such lease agreements 1000 with private corporations and other governmental entities. 1001 However, notwithstanding the provisions of s. 255.25(3)(a), a no 1002 such lease agreement may not be entered into except upon 1003 advertisement for the receipt of competitive bids and award to 1004 the lowest and best bidder except if when contracting with other 1005 governmental entities. 1006 Section 12. Except as otherwise expressly provided in this 1007 act, this act shall take effect July 1, 2013.

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