

**INVITATION FOR BIDS
ON LEASE OF COUNTY PROPERTY**

NOTICE is hereby given, pursuant to Section 125.35, Florida Statutes, that Leon County will be receiving sealed Bid Forms at the office of the **Real Estate Management Division, 1907 S. Monroe St., Tallahassee, FL 32301**, for the leasing of one or more suites located at Huntington Oaks Plaza, 3840 N Monroe Street, Tallahassee, FL 32303.

The suites available for lease are identified as follows:

Suite 100:	contains approximately 918 Rentable Square Feet.
Suite 200:	contains approximately 9,000 Rentable Square Feet.
Suite 201:	contains approximately 1,200 Rentable Square Feet.
Suite 202:	contains approximately 1,800 Rentable Square Feet.
Suite 205:	contains approximately 960 Rentable Square Feet.
Suite 300	(portion): contains approximately 18,700 Rentable Square Feet.

THIS INVITATION FOR BIDS SHALL REMAIN OPEN UNTIL THE LEASABLE SPACES ARE FILLED, UNLESS OTHERWISE CANCELLED BY THE COUNTY IN ITS SOLE DISCRETION.

FOLLOWING THE INITIAL BID DEADLINE, SEALED BID FORMS MAY CONTINUE TO BE SUBMITTED TO THE OFFICE OF LEON COUNTY REAL ESTATE MANAGEMENT DIVISION. 1907 S. MONROE ST., TALLAHASSEE, FL 32301, FOR ALL SPACES NOT AWARDED A LEASE PURSUANT TO THE INITIAL INVITATION FOR BIDS.

ONCE A BID FORM IS RECEIVED FOR A SPACE THAT CONTINUES TO BE AVAILABLE, A DEADLINE FOR RECEIPT OF FINAL BIDS FOR SAID SPACE SHALL BE POSTED ON THE COUNTY'S WEBSITE AT <http://www.leoncountyfl.gov/facilities/> WHICH DEADLINE SHALL PROVIDE AT LEAST TWO (2) BUSINESS DAY'S PRIOR NOTICE.

BIDDERS BE ADVISED that Leon County is specifically seeking bids that are based on the following criteria for individual and separate leases:

1. Intended use of the space to be leased.
2. Desired Term of the Lease (minimum of twelve months).
3. Proposed Rental Rate offered by Bidder, including annual escalations.
4. Tenant Improvement Allowance requested by Bidder.
5. Credit Worthiness of Bidder.

Leon County is seeking the highest and best bidder for lease(s) at the Huntington Oaks Plaza. Leon County reserves the right to accept or reject any and/or all Bid Forms in the best interest of the County.

The formal bid package, known as the Instructions to Bidders (ITB), may be obtained from and any inquiries are to be directed to:

Graham Stewart, Real Estate Manager
Real Estate Management Division
Department of Facilities Management
1907 S. Monroe St.
Tallahassee, FL 32301
Phone: (850) 606-5021
FAX: (850) 606-5001
Email: stewartg@leoncountyfl.gov

Via the Internet at <http://www.leoncountyfl.gov/facilities>