



Charlie Crist
Governor

Ana M. Viamonte Ros, M.D., M.P.H.
State Surgeon General

Interoffice Memorandum

Date: July 31, 2009
To: Parvez Alam, County Administrator
From: Homer Rice RS, M.P.H., Administrator
Leon County Health Department 
Subject: Lease space request for flu response

The Leon County Health Department is requesting that Leon County lease space at 111 Hamilton Park Drive, Tallahassee, for Health Department use in preparation for a mass vaccination campaign in response to the H1N1 flu virus. The Health Department will reimburse Leon County for all expenses for this lease. This will be a short term lease for approximately 6 months.

The Leon County Health Department will be receiving personal protective equipment, syringes, needles, alcohol swabs, H1N1 flu vaccine and other materials in preparation for the response to pandemic influenza in Leon County. In preparation for a mass vaccination campaign we will also be stockpiling forms and educational materials for use in the campaign. The Health Department does not have adequate storage space for this material.

The Department of Health, Office of Emergency Operations, (OEO) currently leases space at 109 Hamilton Park Drive. They store emergency response supplies for the region in that location. The Health Department would like to lease space next to the Office of Emergency Operations to take advantage of their loading equipment and staff on hand to receive our incoming supplies. The Department of Management Services for the State will not allow an agency to have two leases in one location and since the Leon County Health Department is a division of the Department of Health, they will not allow the Health Department to lease this space. When the current OEO lease is up for renewal in January 2010 they will renew their lease to include the space utilized by the Health Department. The Williams Group, the property owners, have agreed that this is acceptable.

Your favorable consideration would be appreciated.