

# ACTION ITEM

<b>CONTRACT ID:</b>	<b>Tampa Office Space – New Lease (Lease No. 900:0018) HAKEEM INVESTMENTS FLORIDA, LLLP</b>
<b>BUDGETED ITEM</b>	Yes, this is an operating expense item budgeted annually.
<b>CONTRACT AMOUNT</b>	\$812,022.14 for all six (6) years plus Tenant Improvement (TI) contribution: <ul style="list-style-type: none"><li>• \$342,615.18 - Three (3) Year Term</li><li>• \$374,406.96 - Three, One-Year Renewal Terms</li><li>• \$95,000.00 - One-Time Not to Exceed Tenant Improvements</li></ul>
<b>PURPOSE / SCOPE</b>	<p>The current lease is approximately 60,000 sf and the lease expires on 10/31/19. As we continued to focus on the real estate strategy, major contributing factors leading to a decision to significantly downsize the Tampa office footprint included: policy count, initiative to reduce contractor and contingency workforce, implementation of an Alternative Work Arrangement (AWA), and the migration of the Disaster Recovery (DR) site to Winter Haven. A small presence will remain to support agent roundtable meetings, conduct staff training, support other business unit meeting space needs, and AWA staff that need to have in person contact with their supervisor or other Citizens staff or need minor IT support. In addition, it will house three Facilities Management staff that will focus on business continuity, CAT Ops related tasks, systems support used corporate-wide (i.e., access control, CAFM work orders) and setting-up meeting space.</p> <p>Citizens selected the North Park Professional Center at 6800 North Dale Mabry Highway, Suite 220 in Tampa which is a full service lease for approximately 4,434 sf of office space. There will be a cost savings of \$3.1M annually as a result of implementing a smaller office space footprint.</p>
<b>CONTRACT TERM(S)</b>	This is a three (3) year base lease term for the projected period of April 1, 2019 – March 31, 2022 with three, one-year renewal options available.
<b>PROCUREMENT METHOD</b>	As a governmental entity, we are required to engage a State Term Contract real estate broker to procure leased office space as outlined in Chapter 255, F.S. and Chapter 60H-1 Rules for Leasing. The brokerage firm, CBRE, was engaged and it was determined there was no suitable state space available therefore an informal solicitation was conducted. Citizens received three quotes and of those, only two were feasible options. The Department of Management Services has provided pre-approval.
<b>RECOMMENDATION</b>	It is recommended that Citizens' Board: <ul style="list-style-type: none"><li>a) Approve the recommended lease with Hakeem Investments Florida, LLLP as set forth in this Action Item for a three year lease with three, one-year renewals plus \$95,000 in tenant improvements in total not to exceed \$812,022.14; and</li><li>b) Authorize staff to take any appropriate or necessary action consistent with this Action Item.</li></ul>
<b>CONTACTS</b>	Kelly Booten, Chief, Systems and Operations Cherri Linn, Director, Facilities Management