

REQUEST FOR PROPOSAL FOR: Leased Office Space

RFP # 2025-001

ISSUED ON April 16, 2025

INTENT TO AWARD TO BE ISSUED NO LATER THAN May 5, 2025.

RESPONSES DUE BY: April 30, 2025.

NO LATER THAN 5:00 P.M. EASTERN STANDARD TIME

Please direct all questions and inquiries to

ATTN: Procuraient RE: RFP # 2025-001

Email: fiscal-invoices@elcalachua.org

Please mail sealed Proposals to:

Early Learning Coalition of Alachua County

ATTN: Procurement RE: RFP # 2025-001

Address: 4424 NW 13th Street, Ste A5

Gainesville FL, 32609

Phone: 325-375-4110 Fax: 352-663-9748

Website: elcalachua.org

ANY ALTERATION OF THE LANGUAGE OF THIS RFP OR ANY REPRESENTATION OF MODIFIED LANGUAGE AS THE OFFICIALLY RELEASED RFP WILL NOT BE PERMITTED AND WILL BE SUFFICIENT CAUSE FOR REJECTION OF A PROPOSAL. IN CASE OF ANY DISPUTE CONCERNING THE TERMS OR LANGUAGE IN THIS DOCUMENT, THE COALITION PRINTED FILE COPY OF THIS RFP WILL PREVAIL

SCHEDULE OF EVENTS AND DEADLINES *

ACTIVITY	DATE	TIME	ADDRESS/METHOD
Request for Proposal Advertised	April 16, 2025	12:00 PM EST	elcalachua.org gainesvillesun.com
Written inquiries must be received by the Coalition	April 21, 2025	5:00 PM EST	4424 NW 13 th Street Ste A5 Gainesville FL, 32609 Or email: fiscal-invoices@elcalachua.org
Coalition issues written responses to inquiries	April 23, 2025	9:00 AM EST	elcalachua.org
Sealed Proposals must be received by Coalition	April 30, 2025	5:00 PM EST	4424 NW 13 th Street Ste A5 Gainesville FL, 32609
Meeting of Evaluation Committee	TBD	TBD	4424 NW 13 th Street Ste A5 Gainesville FL, 32609
Posting of Intent to Award / Protest Period	Within 24 hours after decision is reached	For 72 hours	elcalachua.org
Approval by Board of Directors / Executive Committee	TBD	TBD	4424 NW 13 th Street Ste A5 Gainesville FL, 32609

* Times and locations are subject to change. Changes will be posted at the Coalition's website elcalachua.org

Point of Contact:

The point of contact for the purpose of this RFP is:

Dante Johnson

Fiscal Coordinator

Email: Fiscal-Invoices@elcalachua.org

INFORMATION WILL NOT BE PROVIDED BY TELEPHONE. Any information received through oral communication shall not be binding on the Coalition and shall not be relied upon by any respondent.

**Early Learning Coalition of Alachua County
Request for Proposal (RFP) to provide
Leased Office Space**

I. Introduction

The EARLY LEARNING COALITION OF ALACHUA COUNTY (Coalition) located at 4424 NW 13th Street, Ste A5, Gainesville, FL 32609 is seeking will accept Proposals from qualified property owners or representative to provide leased office space within Alachua County, Florida. This space will serve as the Coalition's headquarters and operational offices. The requirements and specifications for the proposed space are detailed in the Scope of Work attached hereto as Exhibit A.

The Coalition is a not-for-profit corporation organized under the laws of the State of Florida and has been determined exempt by the Internal Revenue Service under the provision of IRS Code, Section 501(c)(3). The Florida Office of Early Learning has certified the Coalition as a local early learning coalition for the purposes of implementing programs authorized by Florida Statute Chapter 1002. Our principal function is the provision of oversight, and policy guidance to the early childhood School Readiness and Voluntary Prekindergarten Education systems in Alachua County, Florida.

II. Statement of Work

I. General Information

The Coalition requires leased office space within Alachua County, Florida, to serve as its headquarters. The space should be between 9,000 and 11,000 rentable square feet, capable of supporting at least 50 staff members simultaneously, and must include a meeting room(s) for up to 50 people at minimum. The location must be accessible via public transportation, in proximity to major roads, and offer at least 50 parking spaces.

The office layout should include a reception area, break room, conference rooms, and a lobby capable of accommodating 5 to 10 families. The space must comply with ADA requirements and be wired for high-speed internet and adequate IT infrastructure. The building should be in good condition, ready for immediate occupancy, and include necessary amenities.

The landlord is responsible for obtaining all necessary permits and approvals to ensure the space is operational for the Coalition's needs. The selected space should support the Coalition's mission and provide a professional, welcoming environment for both staff and clients.

III. Bidding Instructions

3.1 Interest.

Companies who intend to respond to this RFP are requested to notify the Coalition by sending an email to djohnson@elcalachua.org with the RFP number and name in the subject line. Please include the name, address, telephone, fax, and email address of the company and the contact person. This notification is requested to assist in the management of the RFP process.

3.2 Submission Instructions:

Proposals may be submitted electronically as one PDF document to Dante Johnson at djohnson@elcalachua.org. Proposals are due by April 30, 2025. Late submissions will not be considered.

3.3 Mandatory Documents:

Proposals must include the following elements:

- **Proposal Cover Page:** Include the address of the property and the name of the owner.
- **Proposal Abstract and Statement of Work:** Provide detailed information on the property that will allow the Coalition to make an informed decision. This should include, but is not limited to, details about the location, size, amenities, compliance with ADA standards, and accessibility to public transportation.
- **Proposed Lease:** Submit the proposed lease agreement, outlining the terms, conditions, rental rates, and any other relevant details.

3.4 Mandatory Attachments:

Complete and include the following mandatory attachments:

- **Exhibit A:** Statement of Work
- **Exhibit B:** Statement of No Involvement and Authorization
- **Exhibit C:** Sworn Statement Pursuant to Section 287.133(3)(A), Florida Statutes on Public Entity Crimes
- **Exhibit D:** Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions
- **Exhibit E:** Conflict of Interest Statement

3.5 Evaluation Process

The Vendor Selection Committee, consisting of Coalition staff and Board Members, will evaluate the proposals and prepare recommendations of the vendor(s) selected for this RFP. All proposals

received will be reviewed in accordance with the criteria listed in this RFP. The Coalition may request a presentation from any or all proposers to clarify details of the proposed property and lease terms as part of the evaluation process. Additionally, the Coalition may pose further questions to ensure a comprehensive understanding of the submitted proposal(s).

The Executive Director will make the final decision, and once the selection has been made, contract negotiations will begin. If a contract agreement cannot be reached with the most successful company, negotiations with that company will be formally terminated. The Coalition would then negotiate with the next most suitable proposer until an agreement is reached. The Coalition may choose to modify the choice of its selection if the Coalition determines that such a change is in its best interest.

The Coalition reserves the right to reject all proposals submitted. The Coalition further reserves the right to inspect the facilities and organization, and review evidence of the financial condition of any proposer to assess their ability to perform the contract before awarding a contract.

Multiple bids may be selected in order to best provide the goods and services and to meet the goals outlined in the Scope of Work for this RFP.

3.6 Evaluation Criteria

Each proposal will be evaluated based on the following criteria:

- Alignment with RFP Scope of Work
- Proposal timeliness, Professionalism, and Conciseness
- Expertise/Experience
- Availability of Resources (based on time requirement)
- Value of Product/Services

IV. – Terms, Conditions and Other Requirements

4.1 Federal and State Tax

The Coalition is exempt from federal taxes; in addition, the Coalition is exempt from State and County tangible private property taxes, sales taxes, and intangible taxes. The proposer doing business with the Coalition will not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the Coalition. In addition, the successful company will not be authorized to use the Coalition's tax exemption number in securing such materials.

4.2 Legal Requirements

It shall be the responsibility of the provider to be knowledgeable of all federal, state, county and local laws, ordinances, rules and regulations that in any manner affect the items covered herein. Lack of knowledge by the company will in no way be a cause for relief from responsibility. Companies doing business with the Coalition will be required to attest to compliance with the following federal and state rules and regulations:

- Equal Employment Opportunity (EO 11246 as amended by EO 11375 and supplemented by regulation 41 CFR part 60)
- Copeland “Anti-Kickback” Act (18 USC 874 and 40 USA 276c)
- Contract Work Hours and Safety Standards Act (40 USC 327-333)
- Rights to Inventions Made Under a Contract or Agreement (37 CFR part 401)
- Clean Air Act (42 USC 7401 et seq) and Federal Water Pollution Control Act (33 USC 1251 et seq), as amended
- Debarment and Suspension (EO 12549 and EO 12689)

4.3 Agreement

A professional services agreement will be negotiated for any property selected as a result of this RFP. The RFP, the proposal, and the finalized lease agreement will constitute the complete agreement between the company and the Coalition. This RFP alone is in no way an agreement, obligation, or contract and in no way is the Coalition responsible for the cost of preparing the proposal. One copy of the proposal will be retained for official files and become a public record.

4.4 Trade Secret and Confidential Materials

If the proposal includes material which is deemed a trade secret (as defined by Section 812.081, FS) or other confidential material exempt from the provisions of Chapter 119, FS, which the proposer does not wish to become public record, the following statement should be included in the application:

“Trade Secrets as defined by Section 812.081, Florida Statutes, or other confidential materials contained on applicable pages of this application shall not be used or disclosed, except for evaluation purposes. However, if a contract is awarded to this offer or as a result in connection with the submission of this program, the Coalition shall have the right to use or disclose the information designated as trade secrets or confidential to the extent provided in the contract. This restriction does not limit the Coalition’s right to use or disclose the information designated as trade secrets or designated as confidential which is obtained from another source.”

Any exemption claimed will be limited to the pertinent documents and must be supported by a statutory exemption. Notwithstanding anything to the contrary, nothing contained in the application shall be deemed or interpreted to restrict or prevent the Coalition from complying with the disclosure requirements of Chapter 119, Florida Statutes, when material is incorrectly identified as a trade secret or confidential information. By submitting an application, the applicant covenants not to sue the Coalition and waives any claim against the Coalition arising under Chapter 119, Florida Statutes or in connection with or as a result of any disclosures by the Coalition in connection herewith.

RFP EVALUATION CRITERIA

RFP#2025-001

This form has been designed to guide the RFP vendor selection committee on how to choose the most qualified vendor to fulfill the request. Please rate the vendor by assigning a point value to the areas listed below.

		Vendor 1	Vendor 2	Vendor 3
	Point Value			
Was the proposal submitted by deadline?	5			
Does the proposed space meet the needs of the Coalition	15			
Was the proposal submitted clear and concise?	10			
Was the proposal responsive to the scope of work?	25			
Does the vendor have relative experience in the market?	10			
Is the estimate/cost the best value for the Coalition?	15			
Does the vendor have the capacity to fulfill the request?	15			
Certified Minority Business?	5			
TOTAL:	100			

There is an allowable 100 pts max. per vendor, the vendor with the highest point value will be selected based on scoring.

Selected Vendor: _____

Comments: _____

Evaluator Name: _____

Signature: _____

Date: _____

Exhibit A

Scope of Work

- 9,000–11,000 square feet.
- Near or around Historic Downtown Gainesville
- \$14–17/square foot (including CAM and build out costs).
- Location on a bus route.
- Staff office space for a minimum of 43 staff in the building at the same time.
- Meeting training room(s) for 43 staff minimum.
- Lobby space for 5 to 10 families (with privacy consideration).
- Adequate Bathroom spaces for staff and clients.
- Breakroom and small conference space.
- LANDLORD shall provide TENANT with forty-three (43) parking spaces free of charge for the exclusive use of TENANT's employees
- Information Technology Set up for Space and outlets.
- Maintenance Requirements: The Landlord shall maintain the Premises including HVAC repairs, plumbing, electrical, light bulb replacement and other maintenance needed in the Premises or building. Tenant shall be responsible for all necessary repairs and maintenance which are made necessary by the use or misuse of the Premises or common areas by Tenant or its agents, employees, or customers.
- Utility Requirements if appropriate.
- Timely access: At least fifteen (15) business days prior to the Commencement Date, the ELC and its design/construction team shall be allowed timely access to the leased space for the purpose of installing Furniture Fixtures and Equipment (FF&E), including voice, data, and other telecommunications equipment.
- Rent Concession: Please identify any concessions that the Landlord will offer to attract this tenancy. This may include rental abatement, moving allowances, wiring allowances, FF&E allowances in addition to the Tenant Improvements described herein.
- Operating Expenses should be capped at an increase of 3% a year. Operating expenses shall include utilities, property taxes, building insurance, grounds maintenance, heating and cooling system maintenance, dumpster collection, along with any other maintenance items consistent with office buildings in Alachua County.
- Tenant improvements will be required: Landlord will build out and provide the Premises in "turn-key" condition at its sole cost and expense, inclusive of architectural, engineering,

construction management fees, if any, and signage costs, if any. Landlord will competitively bid, manage, and cause the work to be performed. Such bids with line-item detail shall be made available for ELC to review.

- Furniture will be provided in the leased space.
- Security deposit: None required.
- Parking will be adequate for meetings and events.
- Option to extend: Provide options to extend with the following strongly preferred - Tenant shall have at least two (2) five (5) year options to extend the lease term at ninety percent (90%) of the then prevailing market rates for comparable buildings in the vicinity of the subject building, taking into account all concessions then being offered, including but not limited to rental abatement, parking and tenant improvement allowances. The prevailing market rate shall be determined by agreement or by the three (3) broker methods, considering all concessions then being offered, including, but not limited to rent abatement, parking, and tenant improvement allowances.
- Termination option due to lack of funds: The Landlord should acknowledge that the tenant is a not-for-profit corporation created pursuant to Florida law to carry out early learning function specified by law and federal and state grant agreements. In the event substantially all of the funds to finance the Tenant's operations become unavailable or if all federal or state funds upon which the Tenant is dependent are withdrawn or redirected, and the tenant's grant agreement is terminated as a result, then Tenant may terminate this lease by providing written notice to Landlord. Please describe any cost that may be associated should the Tenant need to exercise this termination option.
- Non-disturbance: Landlord shall obtain non-disturbance agreements from all current and future lenders, investors, ground lessors, landlords and any other party holding a lien on or an interest in the building.
- Access: Tenant shall have access to the building and the premises twenty-four (24) hours per day each day of the year.
- Real estate commissions: It is understood that any and all broker fees shall be paid a market commission by landlord.

THIS SPACE LEFT BLANK INTENTIONALLY

STATEMENTS OF NO INVOLVEMENT and AUTHORIZATION

I, _____, as an authorized
(Name and Title)

representative of _____, certify that no member of this firm nor any person having interest or ownership in this firm has been awarded an Agreement by the Early Learning Coalition of Alachua County, Inc. on a noncompetitive basis to:

1. Develop this Invitation to Negotiate
2. Perform a feasibility study concerning the scope of work contained in this RFP;
or
3. Develop a program similar to what is contained in this RFP.

Signature of Authorized Representative **Date**

Name (Print) **Title (Print)**

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3) (A),
FLORIDA STATUTES ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL
AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted by (name and title _____)

for _____ whose business address is

and (if applicable) its Federal Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

2. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state and federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or Agreement for goods and services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.

3. I understand the “convicted” or “conviction” as defined in Paragraph 287.133(l) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an “affiliate” as defined in Paragraph 287.133(l) (a), Florida Statutes, means:

a. A predecessor or successor of a person convicted of a public entity crime; or

b. An entity under the control of any natural person who is active in the management of the entity who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a “person” as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding agreement and which bids or applies to bid on agreements for the provision of goods and services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate or the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [Attach a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE AGREEMENTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OR THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO AN AGREEMENT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE information CONTAINED IN THIS FORM.

Signature _____

Sworn to and subscribed before me this _____ **day of** _____ **20**_____.

Personally known _____

Or produced identification _____

Name of Notary: _____

Notary Public - State of: _____

My commission expires: _____

**(Printed typed or stamped
Commissioned name of notary public)**

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Proposer’s Responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160 – 19211).

INSTRUCTIONS

1. The prospective primary Proposer, through the duly appointed undersigned representative, certifies to the best of its knowledge and belief, that it and its officers / principals:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any Federal, State, or local governmental department or agency.
- b. Have not, within a three-year period preceding the Agreement, been convicted 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 Agreement 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 government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph 1.b. of this certification.
- d. Have not, within a three-year period preceding the Agreement, had one or more public transactions (Federal, State, local) terminated for cause or default.

2. Where the prospective primary Proposer is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Proposal.

_____	_____
Signature of Authorized Representative	Date

_____	_____
Name (Print)	Title (Print)

CONFLICT OF INTEREST STATEMENT

A related party may include management, vendors, employees, and their immediate families or significant others.

1. Are you or do you have any related parties that are employed by the Coalition?
 No Yes (Please describe below)

2. Are you or do you have any related parties that presently serve as a member of the Board of Directors of the Coalition?
 No Yes (Please describe below)

3. Do you or do you have any related parties that have financial or other interests in the Coalition or any of the Coalition staff?
 No Yes (Please describe below)

4. Have gratuities, favors, or anything of monetary value been offered by you to any Coalition staff?
 No Yes (Please describe below)

5. Have gratuities, favors, or anything of monetary value been offered to you or accepted by you from any of the Coalition staff?
 No Yes (Please describe below)

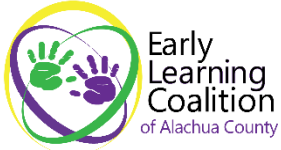
6. Are there any other conditions which may cause a conflict of interest?
 No Yes (Please describe below)

If you answered "yes" to any of the above questions, please describe below or attach to this questionnaire a written explanation of your answer:

I declare all of the above questions are answered truthfully and to the best of my knowledge.

Signature of Authorized Representative **Date**

Name (Print) **Title (Print)**



4424 NW 13th Street
Ste A5
Gainesville, FL 32609
Office: 352-375-4110

PUBLIC LEGAL NOTICE ADVERTISEMENT

**Request for Proposal RFP # 2025-001
Leased Office Space
For Early Learning Coalition of Alachua County**

The Early Learning Coalition of Alachua County (ELCAC) requests written proposals for a qualified firm of certified public accountants to provide yearly audit and tax services. The ELCAC will select a proposer that is qualified to provide the services described in this RFP.

Important Dates:

Date RFP Available:	April 16, 2025, at elcalachua.org/request-for-proposal
Written Inquires Email To:	April 21, 2025, by 5:00 PM EST Fiscal-invoices@elcalachua.org ATTN PROCUREMENT RE: RFP # 2025-001 in subject line
Response to Inquiries	April 23, 2025, by 9:00 AM EST Responses will be posted to website
Proposal Deadline	April 30, 2025, by 5:00 PM EST
Mail or Deliver to:	Attn: Procurement RE: RFP # 2025-001 Early Learning Coalition of Alachua County 4424 NW 13 th St Ste A5 Gainesville, FL 32609