

## CHAPTER 6C-17 PROCEDURES FOR ADMINISTRATION OF DELEGATED AUTHORITY FOR LEASING PROGRAM

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### 6C-17.003 Approval.

The Chancellor or Chancellor's designee shall approve the need to lease space before a building or any part of a building is leased. Prior approval is not required for leases of less than 120 consecutive days and those for nominal or no consideration.

*Specific Authority 240.209(1), (3)(p), (r) FS. Law Implemented 240.205(6), 240.209(1), (3)(p), 255.25 FS. History—New 12-30-79, Amended 8-11-85, Formerly 6C-17.03, Amended 6-5-96.*

### 6C-17.004 Standard Lease Agreement Form.

(1) The Board of Regents Standard Lease Agreement form (incorporated herein by reference) shall be used to execute a lease for any space.

(2) A lease may contain an option to renew.

*Specific Authority 240.209(1), (3)(p), (r), 255 FS. Law Implemented 240.205(6), 240.209(1), (3)(p), 255.249(3) FS. History—New 12-30-79, Amended 8-11-85, Formerly 6C-17.04, Amended 6-5-96.*

### 6C-17.009 Leases of 3,000 Square Feet or More.

(1) The Board Office shall not enter into a lease for 3,000 square feet or more of space in a privately owned building, within any 12 month period, except upon advertisement for and receipt of competitive bids. The award shall be made to the lowest responsive bidder meeting specifications and shall include the terms and conditions of the bid as submitted.

(a) Exceptions to Competitive Bid Requirements:

1. Competitive bids shall not be required for renewal of leases.

2. Competitive bids shall not be required for any lease having a term of less than 120 consecutive days which is for the purpose of securing a one-time special use of the leased property.

3. Competitive bids shall not be required for any lease which is for nominal or no consideration.

4. Competitive bids shall not be required to extend an existing lease of 3,000 square feet or more space, if the extension is determined to be in the best interest of the State and the total of the extension does not exceed 11 months.

(2) Negotiations following a bid shall not include the authority to alter or amend its provisions.

(3) The Board Office shall not enter into a lease agreement for space of 3,000 square feet or more in a privately owned building when suitable space is available in a state-owned building or publicly owned building located in the same geographic region unless the Chancellor or the Chancellor's designee determines that the space is required in order to fulfill the Board's statutory duties.

(4) Public Notice

(a) The Board Office shall give public notice of its need for space in excess of 3,000 square feet.

(b) Public notice shall include, at least, the following:

1. Approximate square footage;

2. General location;

3. Availability date;

4. Board Office contact person and address for specifications; and

5. Public opening date.

(5) Specifications

