

**FLORIDA BOARD OF GOVERNORS  
NOTICE OF PROPOSED NEW REGULATION**

**DATE:** February 2, 2009

**REGULATION TITLE AND NUMBER:** Lease Authority 17.001

**SUMMARY:** Chapter 17, Administration of Leasing Program, contains numerous out-of-date references, and refers to administrative practices discontinued for over twenty (20) years, when leases were centrally administered by the former Board of Regents. The State University System central office has no involvement in university leasing of space, contrary to the current regulation, which requires the Chancellor to approve all leases. Additionally several sections were previously repealed, but the remaining sections were not renumbered.

The proposed revision renumbers and consolidates existing critical sections, conveys required lease authority to the Boards of Trustees, eliminates seven (7) unneeded or duplicative sections of regulation, and incorporates recent changes in law, including the Board of Governors Debt Management Guidelines.

The proposed language was developed in conjunction with university staff, including most institutions general counsel's office. No adverse impact has been identified by adoption of these regulations.

**FULL TEXT OF THE REGULATION:** The full text of the proposed regulation is posted on Board of Governor's Web site at [www.flbog.edu](http://www.flbog.edu). In addition, the full text of the regulation is available upon request to the Office of the Chancellor, at (850) 245-0466.

**AUTHORITY TO PROPOSE REGULATION(S):** Section 7(d), Art. IX, Fla. Const.; BOG Regulation Development Procedure dated March 23, 2006.

**THE BOARD OF GOVERNORS' OFFICIAL INITIATING REPEAL OF THE REGULATION(S):** Chris Kinsley, Director, Finance & Facilities

**COMMENTS REGARDING THE REPEAL OF THE REGULATION(S) SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW.** The comments must identify the regulation(s) on which you are commenting:

Chris Kinsley, Director, Finance & Facilities, Board of Governors, State  
University System, 325 W. Gaines Street, Suite 1652, Tallahassee, Florida 32399,  
(850) 245-9677 (phone), (850) 245-9685 (fax), or [Chris.Kinsley@flbog.edu](mailto:Chris.Kinsley@flbog.edu)

### **17.001 Lease Authority**

(1) The Board of Trustees or designee may enter into leases for space in a building or any part of a building for use by a university or university direct-support organization, including those leases in a research and development park with which the university is affiliated. Leases subject to s. 1010.62 F.S. must be approved by the Board of Governors, in accordance with the Board of Governors Debt Management Guidelines.

(2) No university shall enter into a lease for 5,000 square feet or more of space in a privately owned building, 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 as provided in the original lease.
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 5,000 square feet or more space, if the extension is determined to be in the best interest of the University and the total of the extension does not exceed 11 months.
5. Competitive bids shall not be required when leasing educational facilities in a research and development park with which the university is affiliated. The university board of trustees or designee must certify in writing that the leasing of such educational facilities is in the best interests of the university and that the exemption from competitive bid requirements is not detrimental to the state, pursuant to s. 1013.17, F.S.

(3) The measurement of leased space shall be based on the method of measurement used by the State University System for gross square feet as described in the current Physical Facilities Space File. A copy of this document is incorporated in this regulation by reference.

*Specific Authority 240.209(1), (3)(p), (r), 240.225 FS. Law Implemented 240.205(6), 240.209(1), (3)(p), 255.249(2)(c) FS. History—New 12-30-79, Amended 5-19-80, 8-11-85, Formerly 6C-17.12, Amended 6-5-96*