

## **Board of County Commissioners Agenda Request**

**Date of Meeting:** December 20, 2016

**Date Submitted:** December 6, 2016

**To:** Honorable Chairperson and Members of the Board

**From:** Robert M. Presnell, County Administrator  
Jeffrey A. Price, Sr. Management and Budget Analyst

**Subject:** Lease of County Property – Bid Award

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### **Statement of Issue:**

This agenda item seeks Board approval to award Bid 16-27 to lease space in the Gadsden Memorial Hospital Building to North Florida Thyroid Center (NFTC), in the amount of \$1.00 annually.

### **Background:**

North Florida Thyroid Center operates an endocrinology clinic that has served the community for more than 20 years. NFTC exists for the purposed of promoting community interest and welfare through the provision of specialty care for diabetes mellitus, hypertension, lipid disorders, obesity, disorders of the thyroid function, thyroid nodules and thyroid cancer, metabolic bone disease, reproductive disorders, parathyroid disease and other disorders of calcium metabolism, and pituitary disorders (“endocrinology services”).

North Florida Thyroid Center would like to extend those services to Gadsden County at least one weekend per month in the proposed vacant space for the lease amount of \$1.00 annually. North Florida Thyroid Center will not assume the costs of utilities, property taxes or building maintenance

### **Analysis:**

There is vacant space to lease at the Gadsden Memorial Hospital Building. This is one of the Board’s goals that was agreed upon at last year’s Retreat. If the Board approves to lease the clinic, the County Attorney will develop a lease agreement for the Board’s approval.

### **Fiscal Impact:**

North Florida Thyroid Center has proposed to pay \$1.00 annually to lease the space.

### **Options:**

1. Award the bid to North Florida Thyroid Center to lease space in the Gadsden Memorial Hospital Center for \$1.00 annually to provide endocrinology services at least one weekend per month and authorize the Chairperson to execute the lease agreements once the County Attorney has prepared.
2. Do not approve.
3. Board direction.

**County Administrator's Recommendation:**

Option 1

**Attachment:**

1. Bid Tabulation Form
2. Bid Report
3. Bid-Contract Proposal

## BID TABULATION FORM

<b>BID TITLE:</b> Lease of County Property <b>BID NUMBER:</b> 16-27 <b>OPENING DATE:</b> 11-18-2016 <b>TIME OF OPENING:</b> 10:00 a.m.	<b>OPENED BY:</b> Jeff Price <b>TABULATED BY:</b> Jeff Price <b>VERIFIED BY:</b> Jeff Price <b>Page 1</b>
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BIDDER LIST	BID AMOUNT	MET SPECS	NOTES
North Florida Thyroid Center Dr. Celeste Hart Tallahassee, FL	\$1.00 per year		
Adjourned @ 10:03 am			

**BID REPORT**  
Bid No. 16-27  
Lease of County Property

DATE: 11-18-2016

TIME: 10:00 am

PRESENT: Jeff Price, OMB  
Dee Jackson, Grant Writer

One bid was submitted:

North Florida Thyroid Center	\$1.00 per Year
Dr. Celeste Hart	
Tallahassee, FL	

The bid will be reviewed and a recommendation for award will be made to the Board. The Board will award this bid to the company that best meets the requirements of the specifications in the bid.

The meeting adjourned at 10:03 a.m.

# BID-CONTRACT PROPOSAL

## AGENCY INFORMATION

Name Gadsden County BOCC  
Address Post Office 1799  
City, State ZIP Quincy, Florida 32353  
Phone (850) 875-8656  
Email rpresnell@gadsdencountyfl.gov

Project name Provide Endocrinology Services to Gadsden County Residents

## CONTRACTOR INFORMATION

Company North Florida Thyroid Center  
Name Dr. Celeste Hart  
Address 1705 South Adams Street  
City, State ZIP Tallahassee, Florida 32301  
Phone (850) 224-1754

## SCOPE OF WORK

We operate an endocrinology clinic that has served the community for more than 20 years and exists for the purposes of promoting community interest and welfare through the provision of specialty care for diabetes mellitus, hypertension, lipid disorders, obesity, disorders of the thyroid function, thyroid nodules and thyroid cancer, metabolic bone disease, reproductive disorders, parathyroid disease and other disorders of calcium metabolism, and pituitary disorders ("endocrinology services"). We would like to extend those services to Gadsden County for at least one weekend per month in the proposed vacant space for the lease amount of \$1 per year. We will not assume the costs of utilities, property taxes or building maintenance.