

ATTACHMENT "A"

Board Policy 7520

The School Board of Miami-Dade County

Bylaws & Policies

Unless a specific policy has been amended and the date the policy was revised is noted at the bottom of that policy, the Bylaws and Policies of the Miami-Dade County Public Schools were adopted on May 11, 2011 and were in effect beginning July 1, 2011.

7520 - LEASING OF SCHOOL BOARD-OWNED PROPERTY

Leasing School Board-Owned Parking Areas to Commercial Enterprises:

- A. When deemed appropriate by staff, notice will be sent to all interested commercial enterprises regarding the District's intent to receive bids for the leasing of Board-owned parking facilities. This notice shall contain:
 - 1. relevant information regarding the parking facility in question;
 - 2. a copy of the proposed lease agreement containing required terms and conditions;
 - 3. specific criteria upon which selection will be recommended;
 - 4. date, time and location of a pre-bid conference for interested vendors to discuss specific selection criteria and procedures;
 - 5. date, time and location for submittal of bids;
 - 6. date, time and location of openings of bids.
- B. A conference shall be held for all interested commercial enterprises prior to accepting bids for a specific parking facility, which all interested commercial enterprises may attend at their option. The purpose of this conference shall be to inform interested vendors of the procedures and specific selection criteria which will be used to recommend leasing to a particular enterprise and to address any questions such vendors may have.
- C. Specific criteria upon which selection will be recommended shall be as follows:
 - 1. acknowledged agreement to terms and conditions contained in the proposed lease agreement;
 - 2. minimum of three (3) years recent and verifiable experience in area for which the parking facility will be leased (e.g., operating a self-park lot);
 - 3. three (3) signed original verifiable existing references, not more than six (6) months old, in the specific field being leased; and
 - 4. annual rental amount offered.
- D. Bids shall be opened in a public forum, which all interested commercial enterprises may attend. The Board shall consider bids from all responsive and responsible bidders who meet the requirements outlined in items C1-3 above, and who have proffered an annual rental amount. All such responsive and responsible bids meeting criteria C1-3 will be deemed qualified and will be ranked based solely on the rental amount offered.
- E. References and experience of the highest responsive and responsible bidder shall be verified. If references and/or experience are not acceptable or not verifiable, the highest responsive and responsible bidder shall be deemed non-responsive, and the verification process shall be re-initiated for the next highest responsive and responsible bidder. This process shall continue until an appropriate vendor is determined or the list of qualified bids has been exhausted. Notwithstanding, the Board reserves the right to reject any or all bids, to waive irregularities or technicalities, or to request rebids.
- F. Any person or entity, which at time of bid submittal, is in arrears or default regarding any obligation to the Board, shall be ineligible for award.

Interim Use of School Facilities

School facilities which are currently unused or under-utilized for educational purposes may be made available for use by government agencies or qualified nonprofit community organizations engaged in providing social services. These facilities shall

be available for short term interim use only, pending their final disposition.

Short term interim use of such school facilities shall be through a lease agreement with the Board. The terms and conditions of the lease agreement shall comply with terms and conditions acceptable to the Board. Where applicable, the lease agreement shall assure that all maintenance, utility and other operating expenses are the responsibility of the entity using the facility.

- A. Upon written approval of the Superintendent, the tenant may assign space within the facility to other governmental or qualified nonprofit organizations who shall be subject to the terms and conditions of the underlying lease agreement. Any such assignment document shall also be subject to review by the Board Attorney's Office.
- B. Upon written approval of the Chief Facilities Officer, Office of School Facilities or designee, the tenant may make alterations to the facility at the tenant's expense, provided the plans for such alterations comply with School District design criteria and have been approved in writing by the Chief Facilities Officer, Office of School Facilities or designee.