

Solicitation  
for the Purchase of  
JEA's Former Headquarters Campus



Jacksonville, FL  
Solicitation Number: 1411940446

Optional Site Visit Dates and Times:  
March 7 and 12, 2025 at 9:30 a.m. and 12:00 p.m.

Responses are due on April 8, 2025, by 12:00 p.m. ET.

All Responses shall be submitted through JEA's E-Procurement and Contract Management Portal which is provided by Zycus Supplier Network which can be accessed at <https://zsn.zycus.com/guest>. Instructions on how to login to Zycus is provided below in this Solicitation. **LATE RESPONSES MAY BE REJECTED.**

JEA will publicly open all Responses received from qualified Respondents on the Due Date at 2:00 p.m., via Microsoft Teams.

For more information, please contact the JEA Representative.  
(Elaine Selders at [seldel@jea.com](mailto:seldel@jea.com))

### **1.1) Scope of Work**

JEA will accept Responses (“Responses”) for the purchase and development of JEA’s former Headquarters (“Former HQ”). Respondents shall be required to document their experience and success in similar development projects which may include downtown, urban core redevelopment, or adaptive reuse development. Responses may be selected for negotiation and awarded based on the selection criteria described below. The decision to approve a purchase and sale agreement will be made by the JEA Board. JEA staff will negotiate a purchase and sale agreement with the highest ranked respondent based on the recommendation of the evaluation committee. Respondents will be required to coordinate with JEA, the City of Jacksonville (“City”), the City’s Downtown Investment Authority (“DIA”) and other regulatory bodies, as necessary, to develop the Former HQ in a manner that best serves the community’s interests.

Additional information on the Former HQ is set forth in Appendix A – Legal Description and Boundary Survey attached hereto.

### **1.2) Background**

JEA owns, operates, and manages the electric system established by the City in 1895. In June 1997, JEA assumed operation of the water and sewer system previously managed by the City. JEA is located in Jacksonville, Florida, where we proudly serve an estimated 528,050 electric, 402,843 water, 322,553 wastewater and 29,462 reuse water customers in northeast Florida. JEA is Florida’s largest municipal owned utility and the eighth largest municipal owned utility in the United States.

JEA’s former headquarters is in downtown Jacksonville, FL, one block from Jacksonville’s City Hall in the DIA designated NorthCore Neighborhood. The campus served as JEA’s headquarters from the late 1980s through Spring 2023. The campus consists of three structures:

- The Tower – 19 story office building constructed in the early 1960s with approximately 347,811 gross square feet
- The Customer Center – Six-story office building constructed in the early 1960s with approximately 248,220 gross square feet
- The Adair Building – Primarily a parking garage with approximately 513 parking spaces that also includes street level retail space with approximately 20,424 gross square feet
- The tower and customer center share a below grade parking deck with approximately 190 parking spaces.

JEA is committed to having the property contribute to the continued growth and revitalization of Jacksonville’s downtown. The proposal should follow the City of Jacksonville’s guidelines and requirements as set forth in the Comprehensive Plan, the Downtown Master Plan, Zoning Code, the Downtown Zoning Overlay, and all other applicable Ordinance Code provisions.

The land upon which the Former HQ lies consists of approximately 2.47 acres. JEA is offering the Former HQ for sale and development through this RFP as described and depicted in Appendix A – Legal Description and Boundary Survey.

### **1.3) Invitation – Submitting a Response**

Respondents are invited to submit a Response to this Solicitation. A complete copy of this Solicitation, forms, and all other documents referenced in this Solicitation are on JEA’s E-Procurement and Contract Management Portal which is provided by Zycus Supplier Network which can be accessed at <https://zsn.zycus.com/guest/genericRegister/JEA074>. Instructions on how to login to Zycus are provided below in this Solicitation.

All Responses are due at the time indicated on the title page of this Solicitation. Section 1 of this Solicitation are the instructions for submitting a Response for this Solicitation.

JEA will negotiate a Contract with the selected Respondent. The contract will require final approval from JEA’s Board of Directors, and may require approval by the Jacksonville City Council, as required in JEA’s governing documents.

The Contract will incorporate by reference this entire Solicitation and all associated Addenda. A sample of the JEA Standard Purchase and Sale Agreement is attached in Appendix C. JEA may enter into a backup contract with another respondent.

All documentation submitted with a Response must reference the Solicitation Title and Number stated herein. All Responses must be made on the appropriate forms and formats as specified by this Solicitation and uploaded to JEA's procurement platform.

All Responses should be delivered electronically to JEA via the Zycus platform. An automated, detailed auditing system provides sealed Response integrity. Responses remain sealed on the platform until the Close Date & Time (Due Date & Time).

A Respondent shall be solely responsible for timely delivery of its Response to the Zycus Supplier Network. Respondents are strongly encouraged to acquire log in credentials early as possible. Additionally, Respondents are encouraged to submit Responses early to ensure uploading process goes smoothly. If Respondent is not able to submit its Response via Zycus, then please email the Response to the JEA Representative identified on the cover page of this RFP.

Responses are due by the time and on the date stated on the cover page of this Solicitation. **LATE RESPONSES MAY BE REJECTED.**

#### **1.4) Zycus Instructions**

##### **I. How to Log Into Zycus**

###### **A. New Users – Zycus**

1. New Users will need to register to login. Registration will require Company name, address, phone, contact, title, phone and email address. Also, it is recommended users use Google Chrome to access Zycus.
2. Note if the company is already doing business with JEA, you may find the company is already registered in Zycus. To find out if you are registered, try entering your email address in the New User Registration screen. If you receive a message stating "Email ID already registered", log in as an Existing User Log-in". If you don't know your password, enter your email address and click on "Forgot Password".

###### **B. Existing Users or New Users with Previously Registered Emails**

1. Once the user has a login on the sourcing platform select "Existing User Log-in", the user may navigate to the solicitation by selecting the icon for the applicable solicitation.

##### **II. How to Submit a Response Using Zycus**

1. Once logged in, users will see all JEA Sourcing Events, then select the applicable event.
2. Once in the Sourcing Event. The Sourcing Event has prompts for actions required to respond to the solicitation.
3. For the user to proceed to submit a Response to JEA using Zycus, the user will be required to provide its acceptance of the of the Zycus iSource Terms & Conditions associated with the work. Such Terms and Conditions may cover non-disclosure, safety, cyber security, Invitation for Bid contract terms, etc.
4. Once all terms are accepted, additional Solicitation information will be available for viewing and submitting a Response by selecting "Confirm Participation". JEA will then have a record indicating the company intends to submit a Response.

5. A user then can respond to each section of the Solicitation, once completed with each section, select “Save”. Note each section has a red, yellow, green light code. Items will turn green once completed. Yellow and red lights mean there is additional action required. Users may also note under each tab, there are multiple questions to respond to, scroll down the list to ensure all questions are answered.

6. Once the required forms are uploaded and saved, the section light will turn green. Once all sections are completed and green lighted, the User may select “Submit Response”.

7. Once the user selects “Submit Response”, the user will receive a “Success” pop-up when submitted.

8. Once submitted users may recall and modify submitted documentation and submit information until the Response Due Date and Time.

### **1.5) Questions**

All Questions must be submitted in writing to the JEA Representative listed herein at least five business days prior to the opening date. Questions received within five business days prior to the opening date may not be answered.

### **1.6) Site Visits**

JEA shall have optional site visit inspection dates for interested companies.

**For security purposes, the Company shall email the JEA Representative listed on the cover page 48 hours prior to the visit date to confirm their site visit date and time.**

#### **Optional Site Visit Dates and Times:**

**March 7 and 12, 2025 at 9:30 a.m. and 12:00 p.m.**

**21 West Church Street, Customer Care Center Main Entrance**

JEA personnel or security staff will be present during the posted inspection periods. Respondent shall comply with all safety requirements as directed and refrain from any invasive activity or other disturbance while at the Former HQ unless otherwise agreed by JEA in writing in advance of the site visit. By its entry onto the Former HQ for an inspection, Respondent agrees to indemnify and hold harmless JEA (and JEA’s officers, directors, employees, and agents) from and against any liability, claim, loss, damage, cost or expense (“Claim”) arising out of or incidental to the Respondent’s site visit unless such Claim is the result of JEA’s sole negligence.

### **1.7) Opening of Responses**

All Responses received shall be publicly announced and recorded via Microsoft Teams at the date and time indicated on the cover page of this Solicitation.

The details for the meeting will be on the following website: <https://www.jea.com> approximately 48 hours before the Response opening.

At the opening of Responses, a JEA representative will publicly open each Response that was received prior to the Date and Time, except for those Responses that have been properly withdrawn. JEA has the right to waive irregularities or informalities in the Responses to the extent allowable under applicable laws.

### **1.8) Alternate Provisions and Conditions**

In order for JEA to consider any alternate terms and conditions found in Responses that are contrary to requirements found in this Solicitation, including, but not limited to, the draft purchase and sale agreement, the company shall submit an addendum with proposed alternate language. JEA reserves the right to negotiate different terms and conditions and requirements if JEA determines that such terms and conditions and requirements are in the best interest of JEA.

### **1.9) Basis of Award**

JEA intends to Award a Contract to the responsive and responsible Respondent. Final approval will be required from JEA's Board of Directors, and/or the Jacksonville City Council, as required in JEA's governing documents.

Responses will be scored and ranked by a committee of evaluators. Each evaluator will individually score the Responses using the evaluation matrix attached to this Solicitation. Using these scores, each evaluator will rank the Responses using "1" for the Response receiving the highest number of points from the matrix. Responses with an equal number of points will receive the same numerical ranking. JEA will total the numerical rankings for each Response and consider the Response with the lowest total to be the most highly qualified Response. Any tie will be broken using the total of the matrix scores of all evaluators. If a tie persists, the tie will be broken in accordance with the JEA Procurement Operational Procedures.

### **1.10) Evaluation Methodology**

JEA shall appoint an Evaluation Committee to review and score the Responses. Each evaluator will individually score the Responses using the evaluation matrix attached to this Solicitation. The JEA Board may issue an award to the recommended firm or choose to make an award to a different firm based on its own application of the criteria set forth in Section 1.11 of this RFP. The JEA Board reserves the right to approve or disapprove the Contract or suggest additional modifications.

JEA will use the "Selection Criteria" listed below to evaluate the Responses. JEA may make its Award decision based solely upon the information submitted in the Responses. JEA may also choose to have one or more Respondents make presentations to representatives of JEA. It is always in the best interest of the Respondent to provide informative, concise, well-organized technical and business information relative to the Proposal, in both the initial submittal of its Response and in any subsequent submittals.

A copy of the Matrix JEA intends to use to score the Responses is attached as Appendix C – Evaluation Matrix.

### **1.11) Selection Criteria**

The following criteria will be used by JEA to evaluate and rank Responses from Respondents.

#### **1. Purchase Price (10 Points)**

##### **Purchase Price**

Each Response shall contain a cash equivalent lump sum offering price assuming fee simple acquisition.

**Purchase Price \$** \_\_\_\_\_

#### **2. Due Diligence and Conditions Precedent (15 Points)**

- Respondents will provide a proposed due diligence period and a proposed closing time period and will specify the amounts and timing of refundable and non-refundable deposits to be posted.
- The Respondents will include a list of any conditions precedent to closing (e.g. assignment of development rights and development agreement with the Downtown Investment Authority, additional approvals by City Council, etc.)
- *Scoring will be given for Responses based on the following attributes:*
  - Due diligence periods.
  - Closing periods.
  - Conditions precedent to closing.

#### **3. Background on the Respondent and the Entire Development Team (15 Points)**

- Respondents will provide background information on the principals of the responding company as well as the other known members of the development team including architects, engineers, consultants, attorneys, and contractors. Respondents will briefly describe the individuals' experience with successful development projects of similar scope.
- *Scoring will be given for Responses based on the following attributes:*
  - Responses that provide as much detail as reasonably possible on the Respondent and the known members of the redevelopment team and demonstrate a high level of expertise.

#### **4. Financial Information (15 Points)**

- Respondents will provide financial information on the Response firm or firms including two years of audited financial statements, senior unsubordinated debt rating (if any), any investigations by the IRS or SEC of the firm(s), bankruptcies of firms or principals, outstanding litigation, total debt to capitalization of firms, and structure of proposed ownership interest (JEA will seek parent company guarantees and/or other assurances guaranteeing performance during negotiation). The audited financial statements may be included as addenda.
- *Scoring will be given for Responses based on the following attributes:*
  - Responses that provide as much financial information as reasonably possible on the Respondent.
  - Responses that demonstrate the Respondent has adequate financial strength to acquire and redevelop the Former HQ.

#### **5. Experience on Similar Projects (15 Points)**

- Respondents will provide a description of significant projects on which the proposed development team has worked, with emphasis on those projects of similar size and scope and which were in urban or downtown settings and may include adaptive reuse.
- Respondents' descriptions of similar projects will include project name, location, site size, development program mix, public/private elements, project cost, Respondent's equity position, general financing terms and vehicles, stage of completion, sales or marketing success or problems, and a project reference.
- Respondents will describe incorporation of public development elements and public input process on past projects of similar magnitude.
- Respondents should cite examples of track record of closing large scale redevelopment projects.
- Respondents may provide a description of the development team's experience developing in Jacksonville, including working with the City of Jacksonville to obtain all approvals and entitlements needed for development within the City of Jacksonville Downtown Overlay. If Respondent lacks local experience, Respondent may include information with respect to Respondent's experience with a similar development framework in a different jurisdiction.
- *Scoring will be given for Responses based on the following attributes:*
  - Responses that demonstrate that the Respondent has experience with urban, downtown, or adaptive reuse projects.
  - Responses that demonstrate that the Respondent has experience with the incorporation of public development elements and public input process.
  - Responses that demonstrate that the Respondent has experience with permitting past projects of similar magnitude.
  - Responses that demonstrate that the Respondent has local presence and experience with permitting projects within the City of Jacksonville or the Respondent demonstrates experience with a similar framework in a different jurisdiction.

#### **6. Proposed Uses, Design Information and Economic Benefit (15 Points)**

##### Proposed Uses:

- Respondents will provide a detailed plan showing the proposed uses and are encouraged to submit conceptual plans and development program mix.

##### Economic Benefits:

- Respondents will include information and analysis with respect to the projected economic benefit of the project (i.e., capital investment, new job creation, housing units).
- *Scoring will be given for Responses based on the following attributes:*
  - High-quality, well-conceived, detailed development and design plans.
  - Capital investment and other economic benefits.

#### **7. Project Capitalization (15 Points)**

- Respondents will include a description of how they will capitalize each component of the development plan including sources and amounts of funds broken down by the following categories:
  - Equity (commitment letters from equity investors should be provided, if available)
  - Debt (lender quotes should be provided, if available)
  - Federal, State, and Local Public Participation
- *Scoring will be given for Responses based on the following attributes:*
  - A Project that has all capital sources validated with terms sheets, commitment letters, or similar documents.
  - Detailed information with respect to proposed federal, state, and local public participation.

**1.12) Required Forms to be Submitted**

The following forms must be completed and submitted to JEA at the timeframes stated below.

A. The following forms are required to be submitted with the Response:

- I. Response Form - This form can be found in Appendix B of this Solicitation.
- II. Conflict of Interest Form - This form can be found in Appendix B of this Solicitation.
- III. Addendum to the JEA Purchase and Sale Agreement form (the “contract”) if changes to the contract are proposed.

If the above listed forms are not submitted with the Response by the Response Due Time and Date, JEA shall reject the Response.

B. JEA also requests the following documents to be submitted prior to Contract execution. A Response will not be rejected if these forms are not submitted at the Response Due Date and Time. However, failure to submit these documents prior to Contract execution could result in Response rejection.

- I. Evidence of active registration with the State of Florida Division of Corporations ([www.sunbiz.org](http://www.sunbiz.org))

**1.13) Addenda Issuance**

JEA may issue Addenda prior to the opening of Responses to change or clarify the intent of this Solicitation.

The Respondent shall be responsible for ensuring it has received all Addenda prior to submitting its Response and shall acknowledge receipt of all Addenda by completing the Confirmation of Receipt of RFP Addenda. JEA will post Addenda when issued online at JEA.com. Companies must obtain Addenda from the JEA.com website. All Addenda will become part of the RFP and any resulting Contract Documents. It is the responsibility of each Respondent to ensure it has received and incorporated all Addenda into its Response. Failure to acknowledge receipt of Addenda may be grounds for rejection of a Response at JEA's sole discretion.

**1.14) Contract Execution**

Upon the selection of the winning Respondent, Respondent will, in good faith and using commercially reasonable efforts, enter into negotiations with JEA with respect to an agreement for the acquisition and development of the Former HQ or applicable portion thereof (the “Contract”). The Contract shall be consistent with the information submitted in response to Section 1.11 Selection Criteria. If JEA determines in its discretion that negotiations with Respondent are not progressing adequately, JEA may discontinue negotiations, rescind the award of the RFP to Respondent, and elect to pursue negotiations with a different Respondent.

**1.15) No Warranties; AS-IS**

The Former HQ will be sold, if at all, “as is/where is” and with all faults. The information provided and referenced herein is solely for the purpose of providing a starting place for investigation by Respondent and does not constitute any representation or warranty by JEA of any kind. JEA expressly disclaims any such warranty, and any other warranty implied by law, including but not limited to, fitness for any particular use or purpose. By its submission of a bid, each Respondent acknowledges and agrees that it is waiving any right whatsoever to claim damages for breach of any representation or warranty, that it is skilled in the investigation and analysis of real estate such as the Former HQ, and that it has carried out or will carry out such evaluations and investigations as it deems necessary to submit its bid. By acquiring the Former HQ, the winning Respondent assumes all risk, liability, cost, expense, and responsibility with respect to the Former HQ.

### **1.16) Status of Title; Conveyance**

The successful Respondent, if any, will be provided with the title and prior survey information as set forth in the Contract. JEA does not intend to obtain a new survey in connection with the transaction. Respondents are advised that the Former HQ or portions thereof may be subject to various easements and other encumbrances (but not mortgages for money owed) which will not be removed by JEA at the closing, if any. The land will be conveyed by quit-claim deed.

### **1.17) Ex Parte Communication**

Ex Parte Communication is defined as any inappropriate communication concerning a Solicitation between any officers, employees or other representatives of Respondent and a JEA representative during the time in which the Solicitation is being advertised through the time of Award. Examples of inappropriate communications include: private communications concerning the details of the Solicitation in which a company becomes privy to information not available to the other Respondents. Social contact between companies and JEA Representatives should be kept to an absolute minimum during the Solicitation process.

**Ex Parte Communication is strictly prohibited.** Failure to adhere to this policy will disqualify the noncompliant Respondent. Any questions or clarifications concerning this Solicitation must be sent in writing via email to the JEA Representative at least five business days prior to the opening date. If JEA determines that a question should be answered or a requirement should be clarified, JEA will issue an Addendum to the Solicitation.

### **1.18) Certifications and Representations of the Company**

By signing and submitting its Response, the Respondent certifies and represents as follows:

A. That the individual signing the Response is duly authorized to contractually bind the Respondent to the terms and conditions of this Solicitation and the Contract. Respondent shall provide satisfactory evidence of such authority within three days of JEA's request.

B. That, if successful, the Respondent will be registered to conduct business in the State of Florida and in active status with the Florida Division of Corporations at the time of execution of a Contract.

### **1.19) Ethics**

By submitting a Response, the Respondent certifies that its Response is made without any previous understanding, agreement or connection with any other person, firm, or corporation submitting a Response for the same Work other than as a Subcontractor or supplier, and that the Response is made without outside control, collusion, fraud, or other illegal or unethical actions. The Respondent shall comply with all JEA and City of Jacksonville ordinances, policies and procedures regarding ethics.

The Respondent shall submit only one Response to this Solicitation. If JEA has reasonable cause to believe the Respondent has submitted more than one Response for the same Work, other than as a Subcontractor or sub-supplier, JEA shall disqualify the Response and may pursue debarment actions.

The Respondent shall disclose the name(s) of any public officials who have any financial position, directly or indirectly, in Respondent or its Response by completing and submitting the Conflict-of-Interest Certificate Form available at [jea.com](http://jea.com). Failure to fully complete and submit the Conflict-of-Interest Certificate will disqualify the Response. If JEA has reason to believe that collusion exists among the Respondents, JEA shall reject any and all Responses from such Respondents and will proceed to debar the Respondents from future JEA Awards in accordance with the JEA Procurement Code.

JEA is prohibited by its Charter from awarding contracts to JEA board members, officers or employees, and is prohibited from awarding contracts in which a JEA officer or employee has a financial interest. JEA shall reject all Responses from JEA board members, officers or employees, as well as, all Responses in which a JEA officer or employee has a financial interest.



In accordance with Florida Statutes Sec. 287.133, JEA shall reject Responses from any persons or affiliates convicted of a public entity crime as listed on the Convicted Vendor list maintained by the Florida Department of Management Services. JEA shall not make an Award to any officer, director, executive, partner, shareholder, employee, member, or agent active in management of the Respondent listed on the Convicted Vendor list for any transaction exceeding \$35,000 for a period of 36 months from the date of being placed on the Convicted Vendor list.

**1.20) JEA Publications**

Applicable JEA publications are available at [jea.com](http://jea.com).

**1.21) Modification or Withdrawal of Responses**

The Respondent may modify or withdraw its Response at any time prior to the Response Due Date and Time by giving written notice to JEA's Representative by submitting an updated Response. JEA will not accept modifications submitted by telephone, telegraph, email, or facsimile, or those submitted after the Response Due Date and Time. The Respondent may not modify or withdraw its Response for a period of 90 days following the opening of Responses.

**1.22) Notice of Prohibition Against Considering Social, Political, or Ideological Interests**

Pursuant to Section 287.0501, Florida Statutes, JEA may not:

- (i) Request documentation of or consider a vendor's social, political, or ideological interests when determining whether a vendor is a responsible vendor; or
- (ii) Give preference to a vendor based on the vendor's social, political, or ideological interests.

**1.23) Protest of Solicitation and Award Process**

Any protests regarding this Solicitation must be filed in writing and in accordance with the JEA Procurement Code, as amended from time to time. The JEA Procurement Code is available online at [www.jea.com](http://www.jea.com).

**1.24) Availability Of Response After Opening**

In accordance with the Florida Public Records Law, Florida Statutes, Chapter 119, copies of all Responses are available for public inspection thirty (30) days after the opening of Responses or on the date of Award announcement, whichever is earlier. Respondents may review opened Responses once they are available for public inspection by contacting the designated JEA Representative or JEA's Public Records custodian whose contact information can be found at [jea.com](http://jea.com). JEA will post a summary of the Response results immediately after the Response opening.

**1.25) Reservation of Rights of JEA**

This Solicitation provides potential Respondents with information to enable the submission of written offers. This Solicitation is not a contractual offer or commitment by JEA to purchase products or services.

JEA reserves the right to reject all Responses, and to waive informalities if JEA deems such action to be in its best interest. JEA may reject any Responses that it deems incomplete or irregular including, but not limited to, Responses that omit a price on any one or more items for which prices are required, Responses that omit Unit Prices if Unit Prices are required, Responses that offer equal items when the option to do so has not been stated, and Responses that fail to include a Bid Bond, where one is required.

JEA reserves the right to cancel, postpone, modify, reissue, and amend this Solicitation at its discretion.

JEA reserves the right to cancel or change the date and time announced for opening of Responses at any time prior to the time announced for the opening of Responses. JEA may Award the Contract in whole or in part. JEA may award multiple or split Contracts if it is deemed to be in JEA's best interest.

**1.26) Sunshine Law**

Article I, Section 24, Florida Constitution, guarantees every person access to all public records and Chapter 119, Florida Statutes, provides a broad definition of public records. JEA is subject to these laws and related statutes ("Florida's Public Records Laws"). All responses to this Solicitation are public record and available for public inspection unless specifically exempt by law.

If a Respondent believes that any portion of the documents, data or records submitted in response to this Solicitation are exempt from Florida's Public Records Law, Respondent must (1) clearly segregate and mark the specific sections of the document, data or records as "Confidential," (2) cite the specific Florida Statute or other legal authority for the asserted exemption, and (3) provide JEA with a separate redacted copy of its Response (the "Redacted Copy"). The cover of the Redacted Copy shall contain JEA's title and number for this Solicitation and Respondent's name, and shall be clearly labeled "Redacted Copy." Respondent should only redact those portions of records that Respondent claims are specifically exempt from the Florida Public Records Laws. If Respondent fails to submit a redacted copy of information it claims is confidential, JEA is authorized to produce all documents, data and other records submitted to JEA in answer to a public records request for such information.

In the event of a request for public records to which documents that are marked as confidential are responsive, JEA will provide the Redacted Copy to the requestor. If a requestor asserts a right to any redacted information, JEA will notify Respondent that such an assertion has been made. It is Respondent's responsibility to respond to the requestor to assert that the information in question is exempt from disclosure under applicable law. If JEA becomes subject to a demand for discovery or disclosure of Respondent's redacted information under legal process, JEA shall give Respondent prompt notice of the demand prior to releasing the information (unless otherwise prohibited by applicable law.) Respondent shall be responsible for defending its determination that the redacted portions of its response are not subject to disclosure.

By submitting a Response to this Solicitation, Respondent agrees to protect, defend, and indemnify JEA from and against all claims, demands, actions, suits, damages, losses, settlements, costs and expenses (including but not limited to reasonable attorney fees and costs) arising from it relating to Respondent's determination that the redacted portions of its response to this Solicitation are not subject to disclosure.

**IF THE COMPANY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE COMPANY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**JEA**

**Attn: Public Records  
225 North Pearl Street  
Jacksonville, FL 32202  
Ph: 904-665-8606  
publicrecords@jea.com**

**2) Property Documents**

**2.1) Property Documents**

The Property Documents are in Appendix A of this Solicitation.

- Appendix A – Legal Description
- Appendix A - Boundary Survey – 21 West Church Street
- Appendix A - Boundary Survey – Laura Street Garage

**3) Required Forms**

**3.1) Required Forms**

The Required Forms are in Appendix B of this Solicitation.

- Appendix B - Response Form
- Appendix B - Conflict of Interest Form
- Standard Purchase and Sale Agreement including an Addendum if changes to the contract are proposed.

**4) Other Documents**

#### **4.1) Other Documents**

Other Documents are in Appendix C of this Solicitation.

- Appendix C – Evaluation Matrix
- Appendix C – Standard Purchase and Sale Agreement
- Appendix C - Zycus Instructions