



**General Services Agency
Property Management
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

KUYLER CROCKER
District One
PETE VANDER POEL
District Two
AMY SHUKLIAN
District Three
EDDIE VALERO
District Four
DENNIS TOWNSEND
District Five

AGENDA DATE: August 20, 2019 - **REVISED**

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
CONTACT PERSON: Maria Benavides PHONE: 205-1124				

SUBJECT: Real Estate Brokerage Services Agreement with MD Graham and Associates, Inc.

REQUEST(S):

That the Board of Supervisors:

1. Approve an Agreement with MD Graham and Associates, Inc., to provide real estate brokerage services to the County retroactive to July 1, 2019 through June 30, 2020. This agreement is retroactive due to inadvertent delays in processing this Agreement.
2. Find that the Board had authority to enter into the proposed Agreement as of July 1, 2019 and that it was in the County's best interest to enter into the Agreement on that date.
3. Authorize the Chairman to sign the Agreement.

SUMMARY:

In December 2017, the Board authorized General Services Agency (GSA) staff to retain a commercial real estate listing agent for approximately 20,000 square feet of vacant office space at the Tulare-Akers Professional Center, located at 5300 W. Tulare, Visalia, CA. This direction was given as part of a larger County initiative to find a higher and better use of underutilized County properties.

In May 2018, GSA requested written proposals from real estate brokerage firms with the experience and capacity to assist the County with specific assignments related to brokerage services, representing the County's interest in marketing and negotiating leases and sales, and other real estate consultation services as requested by the GSA Property Management Division.

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Proposals were submitted by four firms. After consideration by a staff review team, MD Graham and Associates, Inc. received the highest overall score based upon the Best Value procurement practice.

In August 2018, the Board approved Tulare County Agreement No. 28804 with MD Graham and Associates, Inc. for a period of one (1) year, effective September 1, 2018 through June 30, 2019. The contract also stipulated two (2), one-year options for renewal by written consent of either party.

Agreement No. 28804 expired before the first renewal options could be exercised as an amendment due to administrative oversight. However, both parties wish to extend their contract for a period of one (1) year effective July 1, 2019 through June 30, 2020. The new proposed agreement includes a one (1) year term for the aforementioned period and one (1), one (1) year renewal period subject to an amendment of the agreement. All other terms and conditions of Tulare County Agreement No. 28804 will continue with the proposed agreement.

FISCAL IMPACT/FINANCING:

There is no net County cost to the General Fund. Real estate brokerage services will be paid as a percentage commission related to various real estate activities requested by the County, as listed in Exhibit B of the proposed agreement.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's Strategic Business Plan includes the Organizational Performance initiative. The Board's approval of the real estate brokerage services agreement helps fulfill this Initiative by broadening the County's capacity to maximize the value of underutilized County properties.

ADMINISTRATIVE SIGN-OFF:



Laura Silva
General Services Manager

cc: County Administrative Office

Attachment(s)

Agreement with MD Graham and Associates, Inc.

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF REAL ESTATE)
BROKERAGE SERVICES AGREEMENT) Resolution No. _____
WITH MD GRAHAM AND ASSOCIATES,) Agreement No. _____
INC.)

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: JASON T. BRITT
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

* * * * *

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3. Authorized the Chairman to sign the Agreement.