



**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: May 5, 2020 - **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: Amendment to Agreement No. 29350 with MD Graham and Associates, Inc.

REQUEST(S):

That the Board of Supervisors:

1. Approve an Amendment to Agreement No. 29350 with MD Graham and Associates, Inc., to provide real estate brokerage services to the County effective July 1, 2020 through June 30, 2021.
2. Authorize the Chair 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 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 encourage full utilization of 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. Ideal brokerage firms would represent the County's interest in marketing and negotiating leases and sales as well as other real estate consultation services requested by the GSA Property Management Division.

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

On August 28, 2018, the Board approved Tulare County Agreement No. 28804 with

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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.

On August 20, 2019, the Board approved Tulare County Agreement No. 29350 with MD Graham and Associates for a period of one (1) year effective July 1, 2019 through June 30, 2020. The 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.

Pricing for real estate brokerage and consultation services provided by MD Graham and Associates range from 4% to 6% for procuring buyers and/or tenants. There is no charge for consultation services.

Pursuant to the terms of Agreement No. 29350, the parties request the Board approve an Amendment to the Agreement for a new term effective July 1, 2020 through June 30, 2021 with no renewal options. The original Agreement, Tulare County Agreement No. 29350, was approved as to form by County Counsel on August 6, 2019 and was approved by the Board on August 20, 2019. There were no substantive deviations from the standard County boilerplate in the original Agreement. The proposed Amendment to the Agreement does not include any deviations from the standard County boilerplate.

The only changes to the original agreement, as amended to date, are a change in time period of the 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 and there is no charge for consultation services.

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

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Inc.

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cc: County Administrative Office

Attachment(s): Amendment to Agreement No. 29350

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

IN THE MATTER OF AMENDMENT)
TO AGREEMENT NO 29350 WITH) Resolution No. _____
MD GRAHAM AND ASSOCIATES, INC.) Agreement No. _____
)

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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