

AGENDA DATE: June 6, 2006



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Services

Services

RESOURCE MANAGEMENT AGENCY

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AGENDA ITEM

ITEM NO. _____
District 3

SUBJECT:

Amendment to Lease Agreement No. 16693 between the County of Tulare for the Department of Child Support Services (DCSS) and Guillon Incorporated.

REQUEST(S):

1. Approve the Amendment to Lease Agreement No. 16693 between County of Tulare for the Department of Child Support Services and Guillon Incorporated to allow for a one time prepayment of rent and janitorial services prior to this fiscal year's end on their offices lease at 8040 Doe Avenue in Visalia.
2. Authorize the Chairman to sign the Amendment to Lease Agreement and Memorandum of Lease.

SUMMARY:

Lease Agreement No. 16693 currently provides storage and office space for both the Department of Child Support Services (DCSS) and the Tulare County Health and Human Services Agency (HHSA). DCSS desires to prepay rent and janitorial services for their portion of this facility.

The owner provided documentation from the Janitorial Contractor that reflects an increase from \$4,712.00 to \$4,805.85 per month (a monthly increase of \$93.85). DCSS agrees to pay the increase in janitorial costs, as \$4,805.85 per month is well within the market rate for janitorial services for 39,600 square feet of office space in Visalia.

The Board of Supervisors approved a similar Amendment in 2005 via Amendment 16693-J and has approved similar Amendments to pre-pay rents for 4 consecutive years. HHSA's portion of the rent will be unaffected by this Amendment and will continue to be paid on a monthly basis.

FINANCING:

The total prepayment (rent and janitorial), including a projected 4% CPI increase to rent, is in the amount of \$540,182.36. Average monthly rent is \$45,015.20 per month/ \$1.15 per square foot. A detailed breakdown of monthly rental payments is outlined in “Exhibit K” to the Lease Amendment. The prepayment will be made with four quarterly checks.

HHSA is unaffected by the pre-payment.

Non-General Fund dollars have been budgeted out of the following balance sheet account:

Balance Sheet Account Number: 016-101-2200-2180.

ALTERNATIVES:

Deny this request, forcing DCSS to return the funds to their funding source.

INVOLVEMENT OF OTHER DEPARTMENTS OR AGENCIES:

Department of Child Support Services requested this prepayment.
County Counsel reviewed the Amendment to Lease and Memorandum of Lease.

SIGNATURE REQUIREMENTS:

Chairman of the Board to sign the Amendment to Lease and Memorandum of Lease. County Administrative Officer/Clerk of the Board of Supervisors or authorized Deputy to attest to the Resolution approving the terms.

ADMINISTRATIVE SIGN OFF:**RESOURCE MANAGEMENT AGENCY**

Hal Cypert
Assistant Director-Support Services

Henry Hash, Director

COUNTY OF TULARE, STATE OF CALIFORNIA

UPON MOTION OF SUPERVISOR _____, SECONDED BY SUPERVISOR _____

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