

AGENDA



Thursday, July 29, 2010

**Contract and Land Management
RECOMMENDATION FOR COUNCIL ACTION****Item No. 26**

Subject: Authorize the negotiation and execution of a 60-month lease for 4,095 square feet of office space for the Contract and Land Management Department, located at 105 W. Riverside Drive, Suites 205, 215, 210 and 212 from BYWELL I, in an amount not to exceed \$373,464.

Amount and Source of Funding: Funding in the amount of \$5,835.38 is available in the Fiscal Year 2009-2010 Operating Budget of the Contract and Land Management Department. Funding for the remaining contract period is contingent upon available funding in future budgets.

Fiscal Note: There is no unanticipated fiscal impact. A fiscal note is not required.

For More Information: Mike Trimble 974-3442, Dean Harris 974-7061, Sarah Terry 974-7141

Additional leased office space is required for Contract and Land Management Department (CLMD). CLMD has had office and storage space issues at One Texas Center (OTC) since its inception during FY 2007-2008 and continues to be an issue today. During FY 08, the Program Management Division was moved from OTC to leased office space on 105 W. Riverside Dr. Since then, both Contract Procurement and Real Estate Services Division continue to experience issues with space. Both divisions have reconfigured their office space and have maximized their respective square footage leaving no room for any additional office and/or storage space.

The proposed lease of 4,095 rentable square feet is located at 105 W. Riverside Drive, providing easy access to One Texas Center. The lease rate includes all operating expenses such as property taxes, insurance, utilities, janitorial, repairs and maintenance. Minor modifications to the space are also included in the rate. Additional negotiated terms and conditions may provide for future extensions. The annual rate per square foot for years one and two is \$17.10, year three is \$18.60, and years four and five are \$19.20.