

## OMB Contract Review

|                      |  |                   |                         |
|----------------------|--|-------------------|-------------------------|
| <b>Contract Name</b> | Second Amendment with Mainstream Partners IV, LLC, additional space leased located at 7200 114 <sup>th</sup> Ave., North Largo, FL 33773 |                   |                         |
| <b>GRANICUS</b>      | 18-1546A   | <b>Contract #</b> | <b>Date:</b> 09/10/2018 |

**Mark all Applicable Boxes:**

| Type of Contract |  |              |  |              |   |                |   |                |  |
|------------------|--|--------------|--|--------------|---|----------------|---|----------------|--|
| <b>CIP</b>       |  | <b>Grant</b> |  | <b>Other</b> | x | <b>Revenue</b> | x | <b>Project</b> |  |

**Contract information:**

|                           |           |   |                           |
|---------------------------|-----------|---|---------------------------|
| <b>New Contract (Y/N)</b> | N         | <b>Original Contract Amount</b>             |                           |
| <b>Fund(s)</b>            | 0001      | <b>Amount of Change</b>                     | \$26,400.00 add'l sq. ft. |
| <b>Cost Center(s)</b>     | 361410    | <b>Contract Amount</b>                      | \$254,496.00 Annually     |
| <b>Program(s)</b>         | 1902      | <b>Amount Available</b>                     | <b>Total:</b>             |
| <b>Account(s)</b>         | 05440001  | <b>Included in Applicable Budget? (Y/N)</b> | Y                         |
| <b>Fiscal Year(s)</b>     | FY19-FY23 |   |                           |

**Description & Comments**

(What is it, any issues found, is there a financial impact to current/next FY, does this contract vary from previous FY, etc.)

The county would like to re-locate county records in order to meet required space needs. The current warehouse location where records are stored, no longer meets the needs of the stakeholder. The building is a 38 year old metal building that has experienced previous roof leaks, site flooding, and an ongoing issue with vagrancy. Failure of this structure in a weather event would have catastrophic implications to the stored records.

The relocation allows the County to terminate the 25,288 rentable square feet (RSF) of leased space at the current warehouse at 5300 Ulmerton Road and relocate to the Mainstream Business Park, which is occupied by Real Estate Management (REM) operating as the Surplus Warehouse and the Sheriff's Office for storage of Special Operations Vehicles. The Records Warehouse will add an additional 26,400 RSF to the Mainstream Business Park Agreement for a total of 57,600 RSF.

The Mainstream Business Park base rent payment will increase by \$21,208.00 monthly, however, will be offset by a reduction of \$22,013.68 per month as a result of the termination of leased property/space located at 5300 Ulmerton Rd where the county records are currently stored. The annual base rent includes improvements in the amount of \$365,591.40 that will be paid by the owner. Additionally, the owner will pay the amount of \$95,966 towards moving expenses for the county. There are one-time costs associated with extending security cabling to the expansion space with an estimated cost of \$11,000 in which the source of funding for the cabling is within the REM FY19 Operating Budget.

Fiscal Impact: **There is a minimal savings in annual rent due to the elimination of the 5300 Ulmerton location and movement into the Mainstream facility. There is an estimated savings of \$10,140 in lease costs. There is a onetime cabling cost in amount of \$11,000 that is withing the FY19 REM Operating Budget.**

Analyst: **Lisa Burley**

Ok to Sign:

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#### **Instructions/Checklist**

1. Upon receipt of a contract and notification in Granicus, review the Agenda and Contract for language and accuracy. Make sure there are available funds, the dept. is not overextending itself, was it planned, etc.
2. Complete the form above using the contract document and the County accounting & budgeting systems.
3. Use the Staff Report section to give a brief summary of the contract and include your thoughts and pertinent information.
4. Upload to Granicus as a numbered attachment.
5. Upload a copy of the contract review into the appropriate contract review SharePoint folder. (OMB/OMB Document Library/Contract.RVW/)