

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF THE COUNTY OF SAN BERNARDINO
AND RECORD OF ACTION**

June 22, 2021

FROM

TERRY W. THOMPSON, Director, Real Estate Services Department

ANDREW GOLDFRACH, Interim Director, Department of Public Health

SUBJECT

Amendment No. 1 to Lease Agreement with Lock and Leave Storage for Storage Space for the Department of Public Health in San Bernardino

RECOMMENDATION(S)

Approve **Amendment No. 1** to Lease **Agreement No. 20-599** with Lock and Leave Storage to extend the term of the lease by the County's exercise of a one-year option for the period of July 16, 2021 through July 15, 2022, adjust the rent schedule, and update standard lease agreement language for approximately 240 square feet of storage space for the Department of Public Health located at 322 South Waterman Avenue, Unit A039, in San Bernardino in the amount of \$2,580.

(Presenter: Terry W. Thompson, Director, 387-5000)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Provide for the Safety, Health and Social Service Needs of County Residents.

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The total cost of this one-year amendment is \$2,580. Lease payments will be made from the Real Estate Services Department (RESA) Rents budget (7810001000) and reimbursed from the Department of Public Health (DPH) budgets (9300991000 and 9300211000), partially funded with federal CARES Act Coronavirus Relief funds and department indirect cost. Sufficient appropriation is included in the 2021-22 Rents and DPH Recommended Budgets and will be included in future recommended budgets. Annual lease costs are as follows:

<u>Year</u>	<u>Annual Lease Cost</u>
July 16, 2021 – July 15, 2022	<u>\$2,580</u>
Total Cost:	\$2,580

BACKGROUND INFORMATION

The recommended action will amend an existing lease with Lock and Leave Storage to reflect the County extending the term of the lease by the County's exercise of a one-year option for the period of July 16, 2021 through July 15, 2022, adjust the rental schedule, and update standard lease agreement language because of the continuing need to provide DPH storage space for files and supplies related to COVID-19, in close proximity to its administrative offices.

**Amendment No. 1 to Lease Agreement with Lock and Leave Storage
for Storage Space for the Department of Public Health in San
Bernardino
June 22, 2021**

On August 11, 2020 (Item No. 21), the Board of Supervisors (Board) approved a one-year lease agreement, No. 20-599, with one one-year option to extend the term of the lease for approximately 240 square feet of storage space at 322 South Waterman Avenue, Unit A039, in San Bernardino. The original term of the lease was for the period of July 16, 2020 through July 15, 2021.

With a continuing need for DPH storage at this location, DPH requested RESD prepare an amendment to extend the term of the lease one year through the exercise of the County's one-year extension option for the period of July 16, 2021 through July 15, 2022, adjust the rent schedule, and update standard lease agreement language. All other terms and conditions of the lease remain unchanged.

Staff has reviewed the recommended action pursuant to the California Environmental Quality Act (CEQA) and has determined that it does not constitute a project. Accordingly, no further action is required under CEQA.

Summary of Lease Terms

Lessor:	Lock and Leave Storage (Brad E. Willard, Partner)
Location:	322 South Waterman Avenue, Unit A039
Size:	Approximately 240 square feet of storage space
Term:	One year commencing July 16, 2021
Options:	None
Rent:	Cost per sq. ft. per month: \$0.85* full service gross Monthly: \$215 Annual: \$2,580 *Mid-range for comparable storage facilities in the San Bernardino area per the competitive set analysis on file with RESD
Annual Increases:	None
Improvement Costs:	None
Custodial:	Not applicable
Maintenance:	Provided by Lessor
Utilities:	Provided by Lessor
Insurance:	The Certificate of Liability Insurance, as required by the lease, is on file with RESD
Right to Terminate:	County has the right to terminate with 90-days' notice

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Parking: Sufficient for County needs

PROCUREMENT

On August 11, 2020 (Item No. 21), the Board approved a one-year lease agreement, No. 20-599, with one one-year option to extend the term of the lease for approximately 240 square feet of storage space at 322 South Waterman Avenue, Unit A039, in San Bernardino, procured using an alternative process as provided in County Policy 12-02 – Leasing Privately Owned Real Property for County Use (Policy 12-02). The original term of the lease was for the period of July 16, 2020 through July 15, 2021. Amendments of existing leases are exempt from the requirement for a formal Request for Proposals process as provided in Policy 12-02, provided the amendment does not exceed the maximum term (including options) of the lease.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Agnes Cheng, Deputy County Counsel and Adam Ebright, Deputy County Counsel, 387-5455) on May 28, 2021; Department of Public Health (Joshua Dugas, Assistant Director, 387-6222) on April 28, 2021; Purchasing Department (Bruce Cole, Supervising Buyer, 387-2148) on April 30, 2021; Finance (Paul Garcia, Administrative Analyst, 386-8392 and Carl Lofton, Administrative Analyst, 387-5404) on June 7, 2021; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on June 7, 2021.

(PN: 909-677-8321)

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Record of Action of the Board of Supervisors
County of San Bernardino

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Dawn Rowe
Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: June 22, 2021



cc: RESD- Thompson w/agree
Contractor- C/O RESD w/agree
File- w/agree
LA 07/2/2021