

DSS Office Space Lease in Kerman

Presented by

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Overview of County Space Lease Process

- * County Departments contact Internal Services Department (ISD) Lease Services with general space requirements.
- * ISD Lease Services conducts a survey of available properties that meet the Departments' requirements.
- * This includes a search of publicly available listings as well as requests to known broker's agents for space availability.
- * Sites are presented to requesting Department, and Department makes decision based on which space best meets the Department's needs.
- * ISD, Department, Lessor work together to finalize lease terms.
- * Lease is presented to Board of Supervisors for consideration.

Kerman Lease Process

- * November 2015 – ISD Lease Services made contact with Boyd Properties, Manco-Abbott, Bakman Enterprises and Newmark Grubb requesting proposals for available space in Kerman.
- * January 2016 – Proposals from Manco-Abbott and Bakman Enterprises were received by the County.
- * February 2016 – Both proposals were reviewed and ISD Lease Services was tasked with preparing counter proposals.
- * March 2016 – ISD Lease Services supplies counter proposals in the form of Letter of Intent (LOI) to Manco-Abbott and Bakman Enterprises.

Kerman Lease Process

- * April 6 thru 15, 2016 – ISD Lease Services meets with Manco-Abbott and Bakman Enterprises to discuss LOI's and request that each party put forth their best and final offer.
- * April 20, 2016 – DSS makes decision to proceed forward with the Manco-Abbott proposal.
- * DSS decision to proceed with Manco-Abbott proposal was based on this proposal being the lowest overall cost to the County.
- * May 10, 2016 – Final LOI provided to Manco-Abbott

Kerman Lease Process

- * June 17, 2016 – Facilities Planning Committee reviews Kerman proposal with Manco-Abbot and recommends to move the lease to BOS for consideration
- * July & August 2016 – ISD Lease Services and Manco-Abbott discuss draft lease form and items that each side will require to be included within the lease document.
- * September 2016 – April 2017 – County Counsel, Manco-Abbott, ISD-Lease Services and DSS work to finalize specific legal terms and conditions contained in the lease document.