



Legislation Text

File #: 24-693, Version: 1

Memorandum

Date: June 25, 2024

To: The Honorable Lake County Board of Supervisors

From: Rachael Dillman Parsons, Director, Social Services

Subject: a) Waive the Formal Bidding Process Pursuant to County Ordinance 3109 Section 2-38 due to 38.2(3), not in the public interest as competitive bidding would produce no economic benefit to the County; and, b) Approve Third Amendments to the Lease Agreements between County of Lake and Ronn and Montie Westhart for the Warehouse and Office Space located at 15890 Kugelman Street in Lower Lake, from July 1, 2024 to June 30, 2027, and authorize the Chair to sign both Amendments.

Executive Summary:

The Department of Social Services has leased office and storage space at 15890 Kugelman Street in Lower Lake since 2012. This location houses our Facility Maintenance staff and department equipment. The Third Amendment to the Lease Agreement for Unit D is to extend the Lease Term by 3 years and increase the monthly rent by \$292. The Third Amendment to the Lease Agreement for Unit #1 is to extend the Lease Term by 3 years and increase monthly rent by \$410. With these Amendments, the yearly rent cost for Unit #1 will increase to \$19,360.00 and the yearly rent cost for Unit D will increase to \$12,584.00.

The Department of Social Services maintains leases for all buildings it occupies and cannot evaluate purchasing an office location, or relocating as a possible long-term cost saving alternative due to the consequential disruption a relocation would pose for the community, insufficient office space availability in the County, and the projected fiscal impact to the Department. Waiving the formal bidding process provides the community uninterrupted services at a familiar location and financial savings for the Department.

If not budgeted, fill in the blanks below only:

Estimated Cost: \$95,832.00 Amount Budgeted: \$95,832.00 Additional Requested Future Annual Cost:

Purchasing Considerations (check all that apply):

☐ Not applicable

☐ Fully Article X. <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI>- and/or Consultant Selection Policy <http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+26+Procedures+Manual/Ch4_2021v2.pdf>-Compliant (*describe process undertaken in "Executive Summary"*)

☒ Section 2-38 <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI> Exemption from Competitive Bidding (*rationale in "Executive Summary," attach documentation, as needed*)

☐ For Technology Purchases: Vetted and Supported by the Technology Governance Committee <<http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>> ("Yes," if checked)

☐ Other (*Please describe in Executive Summary*)

Consistency with Vision 2028 <<http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

☐ Not applicable

☐ Well-being of Residents

☐ Public Safety

☐ Disaster Prevention, Preparedness, Recovery

☐ Economic Development

☒ Infrastructure

☐ County Workforce

☐ Community Collaboration

☐ Business Process Efficiency

☐ Clear Lake

Recommended Action:

a) Waive the Formal Bidding Process Pursuant to County Ordinance 3109 Section 2-38 due to 38.2 (3), not in the public interest as competitive bidding would produce no economic benefit to the County; and, b) Approve Third Amendments to the Lease Agreements between County of Lake and Ronn and Montie Westhart for the Warehouse and Office Space located at 15890 Kugelman Street in Lower Lake, from July 1, 2024 to June 30, 2027, and authorize the Chair to sign both Amendments.