



Legislation Text

File #: 24-682, 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 Second Amendment to the Lease Agreement between the County of Lake and Pauline Usher Revocable Trust for the premises located at 9245 Hwy 53 in Lower Lake, in the amount of \$6,078.12 per fiscal year, from July 1, 2024 to June 30, 2027, and authorize the Chair to sign.

Executive Summary:

The Lease Agreement with Pauline Usher Revocable Trust is for storage space located in Lower Lake, which has been utilized by the Department of Social Services since 1998. This Second Amendment will extend the term of the Lease by 3 years for an end date of June 30, 2027. There are no other changes included within this Amendment.

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: 18,234.36 Amount Budgeted: 18,234.36 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.lakecountycalifornia.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

- | | | |
|--|--|--|
| ☐ Well-being of Residents | ☐ Not applicable | |
| ☐ Economic Development | ☐ Public Safety | ☐ Disaster Prevention, Preparedness, Recovery |
| ☐ Community Collaboration | ☒ Infrastructure | ☐ County Workforce |
| | ☐ 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 Second Amendment to the Lease Agreement between the County of Lake and Pauline Usher Revocable Trust for the premises located at 9245 Hwy 53 in Lower Lake, in the amount of \$6,078.12 per fiscal year, from July 1, 2024 to June 30, 2027, and authorize the Chair to sign.