



## Legislation Text

File #: 24-696, Version: 1

### Memorandum

**Date:** June 18, 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 Lease Agreement between County of Lake and Sheila Sada for the property located at 926 S. Forbes in Lakeport, in the amount of \$86,932.68 per fiscal year from July 1, 2024 to June 30, 2027, and authorize the Chair to sign.

### Executive Summary:

The current Lease agreement for the Child Welfare Services (CWS) office at 926 S. Forbes in Lakeport will expire on June 30, 2023. The Department of Social Services (DSS) has negotiated a new three year Lease with the building owner, Sheila Sada. 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. DSS has rented the space at this location since 2002. This new Lease will extend occupation for 3 more years and increase the monthly rent by \$305.61, bringing the new total monthly rent due to \$7,550.00.

### If not budgeted, fill in the blanks below only:

Estimated Cost: \$271,800 Amount Budgeted: \$271,800 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\\_S2-38EXCOB1](https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOB1)>- and/or Consultant Selection Policy <[http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+26+Procedures+Manual/Ch4\\_2021v2.pdf](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\\_S2-38EXCOB1](https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOB1)> 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):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Not applicable              |  |
| <input type="checkbox"/> Economic Development    | <input type="checkbox"/> Public Safety               | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input type="checkbox"/> Community Collaboration | <input checked="" type="checkbox"/> Infrastructure   | <input type="checkbox"/> County Workforce                            |
|  | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> 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 Lease Agreement between County of Lake and Sheila Sada for the property located at 926 S. Forbes in Lakeport, in the amount of \$86,932.68 per fiscal year from July 1, 2024 to June 30, 2027, and authorize the Chair to sign.**