

CONSENT ITEM

Board of Governors Meeting, March 27, 2019

CONTRACT ID:	Tampa Office Space Lease – Common Area Maintenance (CAM) charges DMS Lease # 900:0001 VENDOR: INLAND CONTINENTAL PROPERTY MANAGEMENT CORP
BUDGETED	Yes, this is budgeted annually.
CONTRACT AMOUNT	The Board approved the Tampa Office lease with renewals for \$5,610,000 in 2013 for the period of November 2014 to October 2019. To date, Common Area Maintenance (CAM) charges have been budgeted, incurred and paid. However, the CAM expenditures previously approved by the Board were insufficient for the entire contract term.
CONTRACT HISTORY	This contract for the existing Tampa Office lease was renewed and approved by the Board on September 20, 2013 and expires on October 31, 2019.
CONTRACT TERM(S)	November 1, 2014 through October 31, 2019
PURPOSE/SCOPE	The purpose of this consent item is to seek Board approval for aggregate CAM expenditures from November 2014 and ending on October 2019. The total projected spend for non-approved CAM charges is \$458,000. When the Action Item for the renewal period was presented in September 2013, the projected monthly CAM charges were not calculated into the contract amount, only the base rental rate. The CAM charges are estimated and paid monthly, and reconciled annually. Based on the final projected spend through the end of the lease, this consent is being presented to disclose the omission of this CAM expense that was not calculated in the previous action item but was budgeted. Examples of charges include ad valorem taxes, hazard and liability premiums, HVAC repairs, exterior building maintenance, property management fees, light bulb replacements, etc.
PROCUREMENT METHOD	This is an existing office space lease with no renewals remaining. The renewal was subject to and received DMS review and approval. The renewal contained terms and costs which were more beneficial to Citizens than the original contract.
RECOMMENDATION	It is recommended that Citizens' Board: <ul style="list-style-type: none">a) Approve additional Tampa office space common area maintenance expenditures in the amount of \$458,000 for the period of November 2014 to October 2019 which were not approved in the prior Action Item, as allowed within the contract with Inland Commercial Real Estate Services LLC, as set forth in this Consent Item; andb) Authorize staff to take any appropriate or necessary action consistent with this Consent Item.
CONTACTS	Kelly Booten, Chief of Systems & Operations Cherri Linn, Director of Facilities Management