

July 20, 2023

24-017

AUTHORIZATION TO EXTEND CENTRAL DISTRIBUTION SERVICES WAREHOUSE LEASE TO ICON OWNER POOL 1 WEST, LLC

PREPARED BY: Michael Mathews, Director, Procurement & Contracting

FINANCIAL RESPONSIBILITY: Brad Ortman, Director, Facilities Management Services

APPROVED BY: Eric Blumenthal, Executive Vice President, Administration and Finance
Dr. Adrien L. Bennings, President

STRATEGIC THEME: Delivery: Redefine time, place, and systems of educational delivery to create a more learner-centric ecosystem; Workforce: Respond to community and workforce needs by developing a culture of agility; Enterprise: Cultivate a long-term sustainable college enterprise

REPORT: Central Distribution Services (CDS) supports the College mission and strategic plan through support services that include mail delivery, library book transfers, shipping and receiving, warehousing, public surplus sales, property/asset management, equipment surplus/transfer, and fleet management.

The College has a need to extend the current lease agreement at the Central Distribution Services location. At this time, the College would like to extend the lease for an additional (5) five-year term. The College's Central Distribution Services (CDS) function is currently housed in leased property at The Nelson Business center, located at 6713 SW Bonita Rd, Tigard, OR 97224. In 2013, lease negotiations (BA 13-085) resulted in a 63-month lease agreement (PCC #235-13) which was extended on August 31, 2018 (BA 18-148) for an additional five years.

The costs include recurring charges of base rent and the College's share of operating expenses and real property taxes (estimated based on current charges) plus an additional one-time security deposit. A 4% annual increase has been applied to the recurring charges.

Icon Owner Pool 1West LLC is not registered/certified by COBID or any other entity that provides diverse vendor certification.

RECOMMENDATION: That the Board approve extension of the lease for the CDS Warehouse with Icon Owner Pool 1 West, LLC. Cost over the (5) five-year term will be approximately \$1,281,020.73 including a 10% contingency. Expenditures for this lease will come from the General fund.