

June 21, 2018

18-148

DELEGATE AUTHORITY TO DISTRICT PRESIDENT TO
NEGOTIATE LEASE RENEWAL AND APPROVE
EXTENSION FOR CENTRAL DISTRIBUTION SERVICES
WAREHOUSE

PREPARED BY: Tina Parkvold, Buyer/Contract Specialist, Procurement

FINANCIAL
RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services

APPROVED BY: Jim Langstraat, Vice President, Finance and Administration
Mark Mitsui, College President

REPORT: 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 expires August 31, 2018. The need for a permanent CDS facility is included in future facilities planning for assessment and options.

College purchasing policies require that any lease that exceeds \$150,000 receive board approval.

RECOMMENDATION: That the Board delegate authority to the District President or his designee to negotiate the lease agreement renewal and approve the lease extension. Cost over the (5) five-year term will be approximately \$700,000. Expenditures for this lease will come from the General fund and Capital fund.