Contra Costa County

To: Board of Supervisors

From: Brian M. Balbas, Public Works Director/Chief Engineer

Date: December 15, 2020

Subject: Approve and Authorize a lease with Seecon Financial & Construction Co., Inc., for the Public Works Print & Mail Division, Concord area.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a lease with Seecon Financial & Construction Co., Inc., for a term of 20 years beginning on December 15, 2020, for approximately 20,452 square feet of office and warehouse space for the Public Works Print & Mail division, located at 4061 Port Chicago Highway, Concord, at an initial annual rent of $29,655 per month with annual increases thereafter and exercise any options to extend the lease term.

FISCAL IMPACT:

100% General Fund.

BACKGROUND:

The Print & Mail operation has leased the building at 2366 Stanwell Circle, Concord for almost 20 years. The lease has been on a month-to-month basis since September 1, 2020. The building was built over 40 years ago and is currently in need of many upgrades and repairs with many more anticipated. The electrical switchgear in the current space is obsolete and tenant improvements are needed to provide air conditioning in work areas that are not currently air conditioned.

☑ APPROVE ☐ OTHER

☑ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **12/15/2020** ☑ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: December 15, 2020

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Margaret Eychner, 925. 957-2463

cc: Auditor Controller

BACKGROUND: (CONT'D)

Undergoing repairs and tenant improvements would be very disruptive and costly to the Print & Mail operations.

The building at 4061 Port Chicago Hwy meets all current and anticipated future requirements for the Print & Mail operation. It is a newer building, built in 2004. Tenant improvements will be constructed and delivered by the landlord all-inclusive in the rent for turnkey premises. Most importantly, the tenant improvements will have no impact to the Print & Mail operations and the annual rent cost will be similar to what is currently being paid for a much smaller footprint and older building.

CONSEQUENCE OF NEGATIVE ACTION:

The Print & Mail division would remain in the building they currently occupy and the County would be responsible for the many anticipated repairs to the building that would be required for the Print & Mail operation to remain and function efficiently.

ATTACHMENTS

DRAFT Lease

DRAFT Exhibit A

DRAFT Work Letter