



EL PASO COUNTY

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EL PASO BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Date: Tuesday, April 25, 2023 Item No. 5.1.3.

To: Board of County Commissioners

From: Traci Gorman, Division Manager - Contracts and Procurement

Agenda Wording: Approval of an Award of a Change Order to Netreit UTC LLC for Additional Common Area Maintenance (CAM) Expenses at the Union Town Center for the Office of the Clerk and Recorder at a cost not to exceed \$22,121.52 (Netreit UTC LCC Lease Agreement).

SUMMARY (including information on budgeted matters)

This item is to request the Approval of an Award of a Change Order to Netreit UTC LLC for Additional Common Area Maintenance (CAM) Expenses at the Union Town Center for the Office of the Clerk and Recorder at a cost not to exceed \$22,121.52 (Netreit UTC LCC Lease Agreement).

BACKGROUND (including information on budgeted matters)

El Paso County entered into a lease agreement with Netreit UTC LCC on January 30, 2020 to lease space at the Union Tower Center for the Office of the Clerk and Recorder. The Office of the Clerk and Recorder was notified the CAM expenses were increasing for 2023. The CAM expenses are paid by all tenants of the Union Town Center building for common area maintenance and operating expenses.

Lease expenses are exempt from procurement requirements under the Contracts and Procurement Policy Manual.

Netreit UTC LCC is located in San Diego, California.

Backup information for this item is available for review in the Contracts & Procurement Division.

Revenue/Funding Sources:	General Budget
Revenue/Funding Amount:	\$22,121.52
Is there a TABOR Impact:	No
Increase to Original Budget:	Yes
Net Cost to El Paso County:	\$22,121.52
Total Project Cost:	\$232,266.28

ESTIMATED TIME FOR PRESENTATION

5 minutes/hours

ATTACHMENTS