

April 18, 2013

13-085

DELEGATE AUTHORITY TO DISTRICT PRESIDENT  
TO NEGOTIATE LEASE FOR CENTRAL  
DISTRIBUTION SERVICES WAREHOUSE

PREPARED BY: Kathy Kiaunis, Bond Finance Manager

FINANCIAL  
RESPONSIBILITY: James Langstraat, Associate Vice President of Finance

APPROVED BY: Wing-Kit Chung, Vice President, Administrative Services  
Randy McEwen, District Vice President  
Dr. Preston Pulliams, District President

REPORT: The College's Central Distribution Services (CDS) function is currently housed in Building 1 at Rock Creek Campus. As part of the 2008 Bond planning for the Rock Creek Campus, it was determined that a more central location for CDS relative to the college district would be a benefit, and that Building 1 could be re-deployed for Rock Creek Campus facilities management, security services and campus storage. Moving these services to Building 1 assists with the planning for the renovation of Building 5, and helps reduce its square footage needs and cost projections. A leased space for CDS is being pursued at this time, because it will allow flexibility to determine the longer-term location and configuration of the service delivery method for CDS. College purchasing policies require that any lease that may exceed \$150,000 receive board approval.

At this time, the College would like to engage in negotiations for a lease for the Central Distribution Services warehouse, with the assistance of College Counsel and a real estate broker, and is requesting that the Board delegate authority to the District President or his designee to negotiate the lease agreement.

RECOMMENDATION: That the Board delegate authority to the District President or his designee to negotiate the lease agreement for the Central Distribution Services warehouse, subject to the prior concurrence of College Counsel.