

..Title

Authorize the Deputy Purchasing Agent for Natividad Medical Center (NMC) to execute Renewal and Amendment No.1 to the Agreement (A-12061/MYA197) with Manco Abbott Inc. for Property Management Services at NMC, extending the Agreement to April 30, 2017 and adding \$195,000 for a revised total Agreement amount not to exceed \$420,000 in the aggregate.

..Report

RECOMMENDATION:

It is recommended the Board of Supervisors authorize the Deputy Purchasing Agent for Natividad Medical Center (NMC) to execute Renewal and Amendment No.1 to the Agreement (A-12061/MYA197) with Manco Abbott Inc. for Property Management Services at NMC, extending the Agreement to April 30, 2017 and adding \$195,000 for a revised total Agreement amount not to exceed \$420,000 in the aggregate

SUMMARY/DISCUSSION:

Manco Abbott provides property management services to several medical and non-medical office buildings, including the Medical Office Building (Building 400), around NMC's campus. Manco Abbott negotiates leases on behalf of the County utilizing specific lease templates approved by County Counsel. The agreement permits Manco to enforce the term and conditions of leases with tenants of the County's property and to initiate legal action subject to County Counsel approval. Any leases or amendments require Board approval. Under the agreement Manco Abbott provides oversight in the maintenance of the buildings.

An imprest checking account was established in previous years for the purpose of paying for monthly utilities and repairs expenditures. The imprest account continues to be used.

Mr. George Salcido of the Monterey County Property department has participated in meetings and activities in the past relating to their management of these properties.

The agreement expired on April 30, 2014. In May and June 2014, respectively, the NMC Finance Committee and NMC Board of Trustees approved an extension to the agreement to April 30, 2017. Since April 30, 2014; Manco Abbott has continued to provide property management services to the County, despite the lack of an approved amendment to the parties' agreement.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed and approved this Renewal and Amendment No.1 as to legal form and risk provisions. Auditor-Controller has reviewed and approved this Renewal and Amendment No.1 as to fiscal provisions. The Renewal and Amendment No.1 has also been reviewed and approved by Natividad Medical Center's Finance Committee 5.22.14 and Board of Trustees 6.6.2014.

FINANCING:

The cost for this Renewal and Amendment No. 1 is \$195,000 of which \$60,000 which is included in the Fiscal Year 2014-15 Adopted Budget. Amounts for remaining years of the

Agreement will be included in those budgets as appropriate. There is no impact to the General Fund.

Prepared by: Daniel Leon, Chief Financial Officer 755-2561

Approved by: Dr. Kelly O'Keefe, Interim Chief Executive Officer, 783-2553

Attachments: Renewal and Amendment No.1, Original Agreement, and Spend Sheet.

Attachments on file with the Clerk to the Boards Office