



# County of Monterey

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Board Report

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**File #:** A 17-093, **Version:** 1

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Authorize the Deputy Purchasing Agent for Natividad Medical Center (NMC) or his designee to execute Amendment No. 2 to the agreement (A-12061) with Manco Abbott, Inc. for property management services, extending the agreement an additional two (2) year period (May 1, 2017 through April 30, 2019) for a revised full agreement term of May 1, 2014 through April 30, 2019, and adding \$136,000 for a revised total agreement amount not to exceed \$556,000.

### **RECOMMENDATION:**

#### **It is recommended the Board of Supervisors:**

Authorize the Deputy Purchasing Agent for Natividad Medical Center (NMC) or his designee to execute Amendment No. 2 to the agreement (A-12061) with Manco Abbott, Inc. for property management services, extending the agreement an additional two (2) year period (May 1, 2017 through April 30, 2019) for a revised full agreement term of May 1, 2014 through April 30, 2019, and adding \$136,000 for a revised total agreement amount not to exceed \$556,000.

### **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 terms 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.

Manco Abbott was slated for the April 18, 2017 Board of Supervisors meeting, but due to some late revisions to the board report it had to be rescheduled for the May 2, 2017 Board of Supervisor agenda.

### **OTHER AGENCY INVOLVEMENT:**

County Counsel has reviewed and approved this amendment no. 2 as to legal form and risk provisions, and the Auditor-Controller has reviewed and approved as to payment provisions. The amendment no. 2 has also been reviewed and approved by NMC's Finance Committee on February 23, 2017 and by its Board of Trustees on March 3, 2017.

### **FINANCING:**

The cost for this amendment no. 2 is \$136,000 of which \$68,000 is included in the Fiscal Year 2016-17 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, 783-2561  
Approved by: Gary R. Gray, DO, Chief Executive Officer, 783-2504

Attachments:

Manco Abbott Inc. Amendment No. 2  
Manco Abbott Inc. Renewal & Amendment No. 1  
Manco Abbott Inc. Agreement  
Manco Abbott Inc. Spend Sheet

Attachments on file with the Clerk of the Board