

Office of Superintendent of Schools
Board Meeting of August 22, 2001

August 10, 2001

Facilities Planning and Construction
Suzanne A. Marshall, Chief Facilities Officer (Construction)

SUBJECT: REIMBURSEMENT TO TRADEZONE EXPO ASSOCIATES FOR THE DISTRICT'S PROPORTIONATE SHARE OF COMMON AREA EXPENSES FOR 2000-01 FOR THE RECORDS AND FORMS MANAGEMENT DEPARTMENT WAREHOUSE

Since May 1991, the Board leased 20,852 square feet of warehouse space, located at 2700 N.W. 112 Avenue, for the Records and Forms Management Department Warehouse, from Tradezone Expo Associates (Tradezone). At its meeting of October 11, 2000, the Board authorized the purchase of a replacement warehouse facility. The District has relocated all warehouse operations to the Board-owned property and the lease with Tradezone expired on April 30, 2001.

As a condition of the lease, the Board is responsible for paying a proportionate share of common area expenses for water and sewer, insurance, lighting and maintenance for the previous year, which cost shall not increase by more than five percent per year. Tradezone has now submitted a reimbursement request for common area expenses for the period of May 1, 2000 through April 30, 2001. District staff have reviewed the back-up information supplied by Tradezone, and confirmed that the amount due is \$13,298.78. Funds for the District's proportionate share of common area expenses were included in the 2001-02 District Lease Budget, and are available to make this payment.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, authorize payment of \$13,298.78 to Tradezone Expo Associates for the District's proportionate share of common area expenses for 2000-01 for the Records and Forms Management Department Warehouse.

MAL:hf