

January 13, 2003

Business Operations  
Larry W. Stanearth, Chief Business Officer

**SUBJECT: AUTHORIZATION TO EXECUTE A LEASE AGREEMENT FOR OFFICE SPACE FOR THE OFFICE OF THE INSPECTOR GENERAL**

**COMMITTEE: FACILITIES PLANNING AND CONSTRUCTION**

At its September 12, 2002 meeting, the School Board (Board) approved agenda item H-8, authorizing the establishment and classification of the contracted position of Miami-Dade County Public Schools Inspector General. As a result, additional office space is needed within the vicinity of the School Board Administration Building (SBAB) complex to house the Office of Inspector General. Funds for the leasing of this space for the balance of the current fiscal year will be provided from the Board-approved allocation for the Office of Inspector General.

Staff conducted a search of available office facilities within the vicinity of the SBAB complex (see attached chart). As part of this process, staff contacted the landlord of the 1444 Biscayne Boulevard Building (1444 Building), who indicated that suite 201, consisting of 1,770 square feet of office space, will be available for lease. The landlord, Biscayne Management Corporation, has expressed its willingness to enter into a lease agreement for the use of suite 201 at a reduced rental rate. After surveying the facilities available for lease, staff verified that leasing suite 201 is the most cost-effective option, given the rental rate being offered by the landlord and the fact that this space does not require any build-out or significant data and telephone related improvements. Accordingly, it is recommended that the Board enter into a lease agreement with Biscayne Management Corporation for the use of suite 201 in the 1444 Building for the Office of Inspector General. The lease agreement will include, substantially, the following terms and conditions:

- the lease shall be for 1,770 square feet of space in suite 201. The landlord will paint the walls and shampoo the carpet at no additional cost to the District;
- a three-year base term;
- either party shall have the right to cancel the lease agreement at any time, without penalty, by giving the other party 120 days prior written notice;
- the rental rate for the first year of the three-year base term shall be \$12 per square foot for months 1 through 6, and \$15 per square foot for months 7 through 12, for an average first year rental rate of \$13.50 per square foot (\$23,895 annually);

- the rental rate for the second year of the three-year base term shall be \$17 per square foot (\$30,090 annually);
- the rental rate for the third year of the three-year base term shall be \$20 per square foot (\$35,400 annually);
- the landlord will provide all building services, including utilities, custodial services and building maintenance, at no additional cost to the District;
- the landlord will provide 5 parking spaces within the 1444 Building parking garage, at no additional cost to the District;
- the parties shall indemnify and hold each other harmless from all liability which may arise as a result of either party's negligence, actions or failure to act under the terms of the lease agreement; and
- the Superintendent of Schools shall be the party designated by the Board to grant or deny all approvals required by this lease agreement, or to cancel this lease agreement.

The proposed lease agreement will be reviewed by the School Board Attorney's Office and the Office of Risk and Benefits Management prior to its execution.

**RECOMMENDED:**

That The School Board of Miami-Dade County, Florida, authorize the Superintendent or his designee to execute a lease agreement with Biscayne Management Corporation for 1,770 square feet of office space at the 1444 Biscayne Boulevard Building for use by the Office of Inspector General, at an annual rental rate of \$23,895 for the first year of the three-year base term, and substantially in conformance with the terms and conditions set forth above.

MMC:rr

**OFFICE SPACE  
SEARCH RESULTS**

**ATTACHMENT**

Property/Address	Square Footage	Parking Spaces	Rental Rate (per square foot)	Lease Type/Other Costs
1444 Biscayne Boulevard Miami, FL	1,770 (Suite 201)	1,400 sq. ft. = 5 free spaces	\$12 for months 1-6 \$15 for months 7-12 \$17 for year 2 \$20 for year 3 (based on a 3-year base term)	Full service (District is able to re-use existing telephone/data connections)
2125 Biscayne Boulevard Miami, FL	1,200-1,500 (will require splitting up a suite)	First come, first served	\$12 for months 1-6 \$15 for months 7-12 \$17 for year 2 \$20 for year 3 (based on a 3-year base term)	Full service
4770 Biscayne Boulevard Miami, FL	1,248	3:1,000 sq. ft. = 4 free spaces	\$18-\$22	Full service
2300 Biscayne Boulevard Miami, FL	2,600 (entire building)	10 free spaces	\$18.46	Triple net (tenant responsible for maintenance, utilities, custodial services, etc.)
4500 Biscayne Boulevard Miami, FL	1,600	3 free spaces in garage, then 1 <sup>st</sup> come, 1 <sup>st</sup> served	\$19.50	Full service

## OFFICE SPACE SEARCH RESULTS

Property Address	Square Footage	Parking Spaces	Rental Rate (per square foot)	Lease Type/Other Costs
Omni Building*	1,200-1,500	Unknown	Low \$20s	Full service, net of electric
1900 Biscayne Boulevard Miami, FL	1,150, plus additional 600-800 on same floor (must lease both spaces)	First-come, first- served	\$26.18	Full service

\*Information on this site is not available until owner returns.