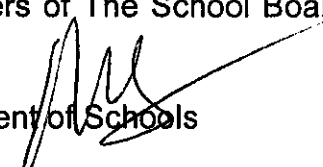


MEMORANDUM

August 15, 2003

TO: The Honorable Chair and Members of The School Board of Miami-Dade County, Florida

FROM: Merrett R. Stierheim, Superintendent of Schools 

**SUBJECT: WITHDRAWAL OF AGENDA ITEM E-19 – AUTHORIZATION TO EXECUTE A LEASE AGREEMENT WITH PICASSO TOWER, INC., FOR OFFICE SPACE LOCATED AT 2800 BISCAYNE BOULEVARD FOR THE DIVISION OF SCHOOL CHOICE AND PARENTAL OPTIONS**

The attached agenda item is being withdrawn from the August 20, 2003 agenda as overall needs and availability of office space is being revisited at this time.

MRS/ARC:aj  
M304

Attachment

cc: Superintendent's Executive Staff  
School Board Attorney  
Ms. Ana Rijo-Conde

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Facilities Operations, Maintenance and Planning  
Ana Rijo-Conde, Interim Assistant Superintendent

**SUBJECT: AUTHORIZATION TO EXECUTE A LEASE AGREEMENT WITH  
PICASSO TOWER, INC., FOR OFFICE SPACE LOCATED AT  
2800 BISCAYNE BOULEVARD FOR THE DIVISION OF SCHOOL  
CHOICE AND PARENTAL OPTIONS**

**COMMITTEE: FACILITIES MANAGEMENT**

Due to expansion of functions and growth in personnel, the Division of School Choice and Parental Options (School Choice), currently located in suite 237 of the Board-owned Annex facility, is overcrowded and in need of additional office space. School Choice currently has a need for additional office space for approximately 20 personnel, with up to 10 additional staff to be hired in the near future. The increase in the number of charter schools, coupled with the implementation of the voluntary choice program and the state-mandated opportunity scholarship program, has made it necessary to hire these additional School Choice staff. In light of the foregoing and the lack of available office space in any other Board-owned building, School Choice requested that staff investigate the availability of office space within the vicinity of the School Board Administration Building (SBAB) complex. Funds for the leasing of office space for School Choice are included in the 2003-04 District lease budget.

Staff conducted an extensive search of available office facilities within close proximity of the SBAB complex (see attached chart). After surveying the buildings available for lease, staff has identified office space located at 2800 Biscayne Boulevard, which would best accommodate the needs of School Choice. This space does not require any build-out and the rental amount falls within the lower range of market lease rates. The building owner, Picasso Tower, Inc., has expressed a willingness to enter into a lease agreement with the Board for the use of 3,500 square feet of office space. The proposed lease agreement will include, substantially, the following terms and conditions:

- the lease shall be for 3,500 square feet of space in suite 900. The landlord will construct a demising partition wall, paint the walls, replace all stained or broken ceiling tiles and shampoo the carpet, at no additional cost to the District;
- a three-year base term, with two one-year renewal options, at the Board's sole discretion;
- 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 \$18 per square foot (\$63,000 annually). This amount is exclusive of relocation costs,

such as data and telephone-related improvements and relocating or purchasing all furniture and equipment;

- the rental rate after the first year shall be adjusted annually by either 4% or by the increase in the Consumer Price Index, whichever is less;
- the landlord will provide all building services, including utilities, custodial services and building maintenance, at no additional cost to the District;
- two parking lots, consisting of a total of approximately 125 parking spaces are available to all tenants of the building, on a first-come, first-served basis, at no additional cost;
- the landlord shall indemnify and hold the Board harmless from all liability which may arise as a result of the landlord's negligence, actions or failure to act under the terms of the lease agreement;
- the Board shall indemnify and hold the landlord harmless, to the extent of the limitations included within Florida Statutes, from all liability which may arise as a result of the Board'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 Chief Education Officer and Deputy Superintendent of Schools, and the Administrative Director of Charter Schools recommend entering into the proposed lease agreement. The proposed lease agreement will be reviewed by the Chief Education Officer and Deputy Superintendent of Schools, the Administrative Director of Charter Schools, 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 Picasso Tower, Inc., for use of 3,500 square feet of office space located at 2800 Biscayne Boulevard for School Choice staff, at an annual rental rate of \$63,000 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

Property Address	Square Footage	Parking Spaces	Rental Rate (per Square foot)	Lease Type/Other Costs
2800 Biscayne Boulevard Miami, FL	approx. 3,500	approx. 125 spaces available on a first-come, first-served basis	\$18	full service
2125 Biscayne Boulevard Miami, FL	3,446	first come, first served	\$18	full service; space may require tenant improvements
1444 Biscayne Boulevard Miami, FL	3,065	8 spaces	\$18	full service
225 N.E. 34 Street Miami, FL	3,360	1 reserved parking space, then first-come, first-served	\$18	full service
4770 Biscayne Boulevard Miami, FL	2,900	3:1,000 sq.ft. = 8 free spaces	\$18-\$22 (depending on tenant improvements and floor)	full service; space requires tenant improvements
4500 Biscayne Boulevard Miami, FL	3,200	6 free spaces in garage, then first-come, first-served	\$19.50	full service
3050 Biscayne Boulevard Miami, FL	4,000	4 free spaces, plus 10 more at \$50/space/month	\$20 (plus parking)	full service
1900 Biscayne Boulevard Miami, FL	1,950	first-come, first-served	\$26.18	full service

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