

HABERSHAM COUNTY BOARD OF COMMISSIONERS

EXECUTIVE SUMMARY

SUBJECT: Extend lease agreement with US Department of Agriculture and Rural Development Service Center

DATE: 6/10/2022

☐ **RECOMMENDATION**

☐ **POLICY DISCUSSION**

BUDGET INFORMATION:

☐ **STATUS REPORT**

ANNUAL-

☐ **OTHER**

CAPITAL-

COMMISSION ACTION REQUESTED ON: June 20, 2022

PURPOSE: Approve/Deny a lease extension with US Department of Agriculture and Rural Development Service Center.

BACKGROUND / HISTORY: The Current lease for the US Department of Agriculture and Rural Development Service Center will expire on 9/30/2022. The US Department of Agriculture and Rural Development Service Center requested to extend lease through 9/30/2025 at the current rate of \$10.00 per square foot.

FACTS AND ISSUES:

- The US Department of Agriculture and Rural Development Service Center lease 3,300 square feet of space in the Extension Service Building located at 555 Monroe Street Unit 83 Clarkesville, GA 30523.
 - The US Department of Agriculture and Rural Development agrees to pay rent at the rate of \$33,000 per year 2,750.00 per month representing 10.00 per square foot for 3,330 square feet.
 - US Department of Agriculture and Rural Development require an active/updated System for Award Management (SAM) certification (attached) for renewal.
 - The lease extension was sent to the County Attorney for review and revisions.
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OPTIONS:

- 1) Approve lease extension with US Department of Agriculture and Rural Development Service Center.
 - 2) Deny lease extension with US Department of Agriculture and Rural Development Service Center.
 - 3) Commission defined alternative
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RECOMMENDED SAMPLE MOTION: “ *I Move to approve the lease extension with US Department of Agriculture and Rural Development Service Center.*”

DEPARTMENT:

Prepared by: Mike Bramlett

Director: _____

**ADMINISTRATIVE
COMMENTS:**_____

_____ **DATE:** _____

County Manager



United States
Department of
Agriculture

Rural Development

Business Center –
Real Property
Branch

1400 Independence
Ave, SW
Washington, DC
20250

June 6, 2022

Habersham County
dba Habersham County Commissioners
130 Jacobs Way Suite 302
Clarkesville, GA 30523

Dear Ms. Vaughn:

The current lease for the Clarkesville, GA USDA Service Center will expire on 9/30/2022. We have requested authority to extend this lease through 9/30/2025. Per your response to our email on 5/27/2022, you will recommend the board extend the current lease at a rate of \$10.00 per square foot. The effective date will be as indicated in the Lease Amendment (LA) through 9/30/2025. This will allow the Government time to pursue a new long-term lease. If you are selected as the awardee for a new long-term lease and the long-term lease can be executed prior to the lease extension expiration, the lease extension will become null and void and replaced with the long-term lease.

Enclosed you will find LA #6 for the Clarkesville, GA USDA Service Center reflecting the lease extension. After review of the LA documents, please complete the section FOR THE LESSOR (sign, name, title, entity name, and date). Have your signature witnessed (cannot be witnessed by a federal employee) and have that individual complete the section WITNESSED FOR THE LESSOR BY (sign, name, title, and date). Return the LA to us at terrika.givan@usda.gov and kim.smith@usda.gov.

Additionally, you are required to maintain an active SAM registration. I have reviewed your registration and found it active. Thank you for keeping your registration active and please ensure that you continue to do so to ensure payments continue uninterrupted.

After review and approval of the LA a final executed copy will be returned to you for your records.

We request submission of the LA documents by 7/01/2022.

Thank you for your cooperation on this project. If you have any questions, please feel free to call me at 706-510-4146 or email me at kim.smith@usda.gov.

Sincerely,

KIMBERLY SMITH Digitally signed by KIMBERLY SMITH
Date: 2022.06.06 16:53:40 -04'00'

Kim Smith
Lease Contracting Officer

Attachments

cc: Lease File

UNITED STATES DEPARTMENT OF AGRICULTURE RURAL DEVELOPMENT LEASE AMENDMENT	LEASE AMENDMENT No. 6 TO LEASE NO. 57-432B-8-1111
ADDRESS OF PREMISES 555 Monroe Street, Unit 83 Clarkesville, GA 30523	PDN Number: N/A

THIS AMENDMENT is made and entered into between **Habersham County dba Habersham County Commissioners** whose address is: **130 Jacobs Way, Suite 302, Clarkesville, GA 30523**

hereinafter called the Lessor, and the **UNITED STATES OF AMERICA**, hereinafter called the Government:

WHEREAS, the parties hereto desire to amend the above Lease to extend the Lease Term.

NOW THEREFORE, these parties for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, covenant and agree that the said Lease is amended, effective **October 1, 2022** as follows:

Effective on **October 1, 2022** the lease period of the above described premises will be extended through **September 30, 2025**.

Effective **October 1, 2022** the Government will pay the lessor annual rent of **\$33,000.00** at the rate of **\$2,750.00** per month (representing a rate of **\$10.00** per square foot at **3,300** rentable square feet), in arrears.

Lessor must have an active/updated registration in the System for Award Management (SAM), upon receipt and signing of this Lease Amendment. The registration is to remain Active for the duration of the lease by renewing the registration annually. The Government will not process rental payments against this lease until the lessor obtains an active SAM registration. SAM can be accessed via internet at www.SAM.gov.

This Lease Amendment contains 1 page.

All other terms and conditions of the lease shall remain in force and effect.

IN WITNESS WHEREOF, the parties subscribed their names as of the below date.

FOR THE LESSOR:

FOR THE GOVERNMENT:

Signature: _____
 Name: _____
 Title: _____
 Entity Name: _____
 Date: _____

Signature: _____
 Name: _____
 Title: Lease Contracting Officer
 Date: _____

WITNESSED FOR THE LESSOR BY:

Signature: _____
 Name: _____
 Title: _____
 Date: _____