

TO: Board of Directors
Region One Education Service Center

SUBJECT: Office Space for Region One ESC College and Career Readiness Center
RFP 19-AGENCY-000064

DATE: December 18, 2018

ITEM 15: Action

BACKGROUND AND SIGNIFICANT ISSUES: This request for proposal (RFP) allows Region One Education Service Center the opportunity to secure a lease agreement for office space, including, but not limited to furnished or unfurnished, parking, climate controlled, Americans with Disabilities Act (ADA) compliant, wired for technology, utilities, security, and signage for the Region One ESC College and Career Readiness Center. Item descriptions, specifications and/or technical requirements and pricing have been provided by each vendor. The approval of the lease agreement would allow Region One ESC Administration to meet the current office space needs of the Region One ESC College and Career Readiness Center.

On November 28, 2018 the Region One ESC Purchasing Department received two (2) responses to Office Space for Region One ESC College and Career Readiness Center RFP 19-AGENCY-000064. Proposals were evaluated to select the best qualified vendor based on the established criteria. The term of this proposal will be effective as specified in the fully executed lease agreement through December 31, 2019 with three (3) one-year extension options if all parties agree. The tabulation and evaluation summary are enclosed for your review and consideration.

RELATED GOAL: To assist the ESC operate more efficiently and economically (TEC §8.002) by securing safe and affordable office space for the Office of College, Career and Life Readiness.

COST AND FUNDING SOURCES: Space Management - 751.

EXECUTIVE DIRECTOR'S RECOMMENDATION: Recommend approval of Office Space for Region One ESC College and Career Readiness Center RFP 19-AGENCY-000064 to the following vendor: *Domit Executive Business Center – Edinburg, TX* at a rate of \$5,270.00/month for the initial lease term, upon fully executed lease agreement – December 31, 2019, with the option to extend up to three (3) additional one (1) year periods if both parties agree at a rate of \$5,270.00/month.

Respectfully submitted,



Dr. Cornelio Gonzalez
Executive Director

Staff Responsible: Connie Lopez, CPA, Deputy Director
Amanda Galvan, Finance Director
D. Mark Wallace, Facilities/Operations Director
Melissa I. Lopez, Office of College, Career and Life Readiness Administrator
Norma McCormick, Office of College, Career and Life Readiness Director
Lori A. Ramos, Purchasing Coordinator
Marc David García, Purchasing Specialist
Lucio Mendoza, Purchasing Cooperative Specialist

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Action Taken

_____ made a motion to approve the Office Space for Region One ESC College and Career Readiness Center RFP 19-AGENCY-000064 to the following vendor: ***Domit Executive Business Center – Edinburg, TX*** at a rate of \$5,270.00/month for the initial lease term, upon fully executed lease agreement – December 31, 2019, with the option to extend up to three (3) additional one (1) year periods if both parties agree at a rate of \$5,270.00/month.

Seconded by: _____

Vote: _____