## DEPARTMENT OF GENERAL SERVICES ACTION AGENDA August 16, 2017

# Supplemental



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#### 19-LT.TENANT LEASE

Uninsured Employers' Fund Board

Landlord/Owner: Hampton Plaza, LLLP

300 E. Joppa Road, Suite PL-9

Towson, MD 21286

*Property Location:* 300 E. Joppa Road, Suite 402

Towson, MD 21286

Space Type: Office Lease Type: Modification Square Feet: 2,702

Duration: 6yrs, 4 mo, 23 days
Annual Rent: \$47,987.52

Effective: September 1, 2017
Square Foot Rate: \$17.76

Utilities Responsibility: Landlord Custodial Responsibility: Landlord

**Previous Board Action(s):** 11/16/88 - 21-L; 3/22/95 - 40-L; 3/22/00 - 15-L; 8/31/05 - 18-L;

2/9/11 – 13- LT-OPT; 11/20/13 – 15-LT (Revised)

Fund Source: 100% Special Funds

#### Fund Source:

Program	Sub-program	Sub- object	PCA	Square Feet	Cost / SF	Annual Contract Amount
1001		1301	10003	2,702	\$17.76	\$47,987.00

**Recommendation:** Approval is requested for the expansion of an existing lease by approximately 2,702 sf at a rate of \$17.76 sf to run concurrently with the existing lease's expiration date of February 23, 2024. The lease does have one 5 year renewal option. The reason for the expansion is to bring in additional staff to handle the increase of existing claims. UEF specifically handles millions of dollars in medical and financial compensation for injured workers in Maryland. The incoming staff will process medical billing, investigate claims for legitimacy, process weekly income checks to claimants, and maintain a database compliant with Maryland rules on reporting. Based on the increase of claims, the incoming legal staff will pursue the remedies set forth in COMAR for recovery of state funds and criminal processing.

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### 19-LT. TENANT LEASE (cont'd)

#### Remarks:

- 1. The Uninsured Employer's Fund Board has occupied space at this location since November 1988. This Board pays awards ordered by the Workers' Compensation Commission in favor of injured workers against non-insured employers who default in payments. The UEF maintains an adequate fund balance from which to pay claims through the collection of applicable fines, assessments, and benefit recoveries.
- 2. The lease includes a termination for convenience clause, and the standard six month holdover provision.
- 3. The lease incorporates ten (10) use-in-common parking spaces free of charge.
- 4. The Landlord will build out the expansion space in accordance with the Department of General Services' General Performance Standards and Specifications.
- 5. This space was acquired by sole source in accordance with the DGS Space Management Manual, Paragraph 6-605E., as authorized by COMAR 21.02.05.05.
- 6. The Department of General Services, in conjunction with the using Agency, recommends the approval of this item.

BOARD OF PUBLIC WORKS THIS ITEM WAS:

APPROVED DISAPPROVED DEFERRED WITHDRAWN

WITH DISCUSSION WITHOUT DISCUSSION