

Meeting Date
September 19, 2017



AGENDA	
Section	Consent
Item No.	II.C.3

**AGENDA REPORT**  
**BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS**

SUBJECT:	Approval Re: Amendment to Lease Agreement with Williams Scotsman, Inc. for Modular Office Trailer Located at Road & Bridge Shop – District 4 (Fiscal Impact: \$9,720.00)
DEPT/OFFICE:	Central Services on behalf of Public Works/Road & Bridge Program

Requested Action:

It is requested that the Board of County Commissioners approve and authorize the Chairman to execute the Amendment to Lease Agreement with Williams Scotsman, Inc. to extend the lease term one additional year to September 29, 2018. It is further requested that the Board approve any Budget Change Requests associated with this action.

Summary Explanation & Background:

In 2008, due to safety concerns with the existing deteriorating Wickham Road Shop, the lease of a used modular trailer was approved through the General Service Administration Contract TCPN Contract #R4637. The Road and Bridge program currently has a lease agreement with Williams Scotsman, Inc. for the modular office trailer located at 4690 Wickham Rd., Melbourne, FL 32935 that is due to expire.

Staff has assessed the needs of the Wickham Road Shop to determine options for a replacement modular office trailer. It has been determined that the formal bid process will be required to acquire a new facility at this location. The existing lease agreement does not contain a provision for lease renewal. As such, the vendor has agreed to extend the lease one additional year to September 29, 2018 at a fixed rental rate of \$9,720.00 with the Amendment to the Lease Agreement. This extension will allow staff sufficient time to procure a new modular office without any interruption of critical operations at the Wickham Road Shop.

Fiscal Impact: FY 2017/2018: \$9,720.00 for 12-month rental extension from Fund 1180/Cost Center 262000

Clerk to the Board Instructions: Return executed Amendment to Lease Agreement to the Public Works Department

Exhibits Attached: Amendment to Lease Agreement

Contract /Agreement (If attached): Reviewed by County Attorney Yes  No  PR

County Manager Frank Abbate	Assistant County Manager John P. Denninghoff 	Department Director / Extension  Andrew J. Holmes, P.E. / 57202
	Interim Assistant County Manager Jim Liesenfelt	

## Deborah Thomas

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**From:** Toro, Deanna <Deanna.Toro@brevardfl.gov>  
**Sent:** Monday, September 18, 2017 5:01 PM  
**To:** Deborah Thomas  
**Cc:** Donna Scott  
**Subject:** Re: ITEM II.C.3 REGULAR BOARD MEETING 9-10-17

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Deborah,

I am checking on this to confirm a copy. I believe that Public Works expected to receive an update today from the vendor but was requesting to continue with the agenda item with the amendment in substantial form and subject to approval by Risk Management and the County Attorney Office.

### Deanna Toro

Administrative Assistant to  
John P. Denninghoff, Assistant County Manager  
& Andrew J. Holmes, Interim Public Works Director  
Brevard County Manager's Office / Public Works Department  
2725 Judge Fran Jamieson Way  
Viera, Florida 32940  
321-633-2002

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**From:** Deborah Thomas <[deborah.thomas@brevardclerk.us](mailto:deborah.thomas@brevardclerk.us)>  
**Sent:** Monday, September 18, 2017 1:29 PM  
**To:** Toro, Deanna  
**Cc:** Donna Scott  
**Subject:** ITEM II.C.3 REGULAR BOARD MEETING 9-10-17

Hi Deanna:

For the above Item (II.C.3) for the September 19<sup>th</sup> Regular Board meeting, I do not see any Lease Agreements.

Will you be sending to Sally today?

Or, holding for tomorrow's meeting?

Please advise.

Thanks.

*Deborah Thomas*  
Administrative Assistant  
Clerk to the Board



Tammy Rowe, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001  
Fax: (321) 264-6972  
Tammy.Rowe@brevardclerk.us

September 20, 2017

MEMORANDUM

TO: Andrew Holmes, Interim Public Works Director

RE: Item II.C.3., Amendment to Lease Agreement with Williams Scotsman, Inc. for Modular Office Trailer, Located at Road & Bridge Shop

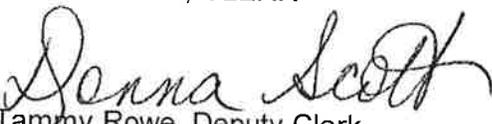
The Board of County Commissioners, in regular session on September 19, 2017, approved the Amendment to Lease Agreement with Williams Scotsman, Inc. to extend the lease term one additional year to September 29, 2018; and approved any Budget Change Requests associated with this action.

**Upon execution of the Amendment to Lease Agreement, please return a fully-executed copy to office for inclusion in the official minutes.**

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

*for*   
Tammy Rowe, Deputy Clerk

/ds

cc: Central Services Department Director

NO ATTACHMENTS  
See Email from  
Deanna  
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