

COUNTY OF EL DORADO
Request for Leased Space

(All requests must be made a minimum of 90 days prior to desired move-in date)

Requesting Department: Department of Human Services Program: multiple

Leased space is requested for:

- New Program/Operations
- Expansion of Existing Operations
- Other, specify: Continued occupation of current location to 12/31/13

No. of staff involved: _____ Est. square footage needed: _____ Parking spaces required: _____

Budget & Funding Information:

Index Code: 530500 Funding Source: Fed/State/County approx 85%/15%

Amount budgeted for new space rent: _____

Amount budgeted for ancillary costs: _____ (data, phone wiring, moving exp., signage, etc.)

Justification for requested leased space:

Dept. of Human Services currently occupies the County leased building at 3057 Briw Road, Suite A, Placerville, CA via #046-L9611 with Briw Office Investors. Department is requesting continuation of the current lease through 12/31/13. Current monthly rate is \$33,050.60/month (\$1.11 per sq. ft) for a projected cost of \$1,189,812.96 for the three year period.

Desired geographic location: 3057 Briw Road, Suite A, Placerville, CA 95667

Desired move-in date: _____

Dated: 9-16-2011 Dept. Head Signature: *David Wilson* Phone: X7275

WHEN COMPLETED PLEASE FORWARD TO CHIEF ADMINISTRATIVE OFFICERS' OFFICE

ADMINISTRATION REVIEW

- Request Approved Funding Source Approved Requested Denied

Comments: _____

Dated: 9/22/11 Signature: *[Signature]* Title: _____

WHEN APPROVED / DENIED PLEASE FORWARD TO TRANSPORTATION DEPARTMENT PROPERTY SERVICES

DOT/PROPERTY SERVICES Received On: _____ By: _____

Requesting department keeps Pink copy and forwards Yellow and White copies to Administration
Administration keeps Yellow copy and forwards White copy to DOT Property Services