



Legislation Text

File #: 23-0529, **Version:** 1

REPORT

Department: Office of the General Superintendent

Request: Receive and File

Report Title: General Headquarters (GHQ) Temporary Relocation Report

Report Period: 5/23/2023 - 9/30/2023

Summary: The Forest Preserves of Cook County (“Forest Preserves”) General Headquarters is temporarily closed to facilitate major heating, ventilation, and air conditioning (HVAC) upgrades consistent with the Forest Preserves’ sustainability goals. On 5/23/2023, the Board of Commissioners approved Resolution No. 23-0354 authorizing the General Superintendent or designee to approve and execute lease, warehouse/storage, and moving agreements for the relocation of staff, furniture, fixtures, equipment, and records due to this temporary closure of the Forest Preserves’ General Headquarters (GHQ).

Resolution No. 23-0354 required that: (1) any such executed agreements did not exceed a duration of twelve (12) months; (2) any leases were for space within Cook County; and (3) required payments did not exceed market rates. The aggregate authorized spend on such leases and agreements was limited to a not to exceed amount of Two Hundred Thousand Dollars (\$200,000.00).

The General Superintendent is submitting this report to the Finance Committee of the Forest Preserves Board of Commissioners listing agreements and leases entered into pursuant to Resolution No. 23-0354. Two (2) agreements were entered into pursuant to Resolution No. 23-0354 for a total not to exceed cost of \$29,503.50.

Office Lease

Office Space Lease for two (2) offices at 1010 Lake Street, Oak Park, IL (#202 84 SF & #209 132 SF).

Vendor: Regus Oak Park

Term: Twelve (12) months (8/1/2023 - 7/31/2024)

Fiscal Impact: \$29,502.50 (Rent: \$17,610.00; Hybrid Fee: \$1,188.00; Activation Fee: \$330.00; Exit Fee: \$972.00;

Applicable Taxes/Incidental Fees: \$5,000.00 (not to exceed estimate); Refundable Deposit: \$4,402.50).

Storage

Intergovernmental Agreement for 7,685 square feet of storage at Hawthorne Warehouse, 4545 W. Cermak Rd, Chicago, IL

Vendor: Cook County

Term: Twelve (12) months (6/15/2023 - 6/14/2024)

Fiscal Impact: \$1.00 (nominal rent)

Please note that in addition to the above referenced agreements entered into pursuant to Resolution No. 23-0354, the following relocation related agreements were entered into as authorized by the Forest Preserves Code of Ordinances:

Furniture Moving

Furniture Moving expenses out of GHQ to storage and out of storage back to GHQ.

Vendor: Mid-West Moving & Storage

Term: Four hundred fifty-five (455) days from issuance of Notice to Proceed (6/27/2023 - 9/24/2024)

Fiscal Impact: \$143,277.94

Desk Space Booking Services

Application Subscription to help relocated staff manage booking desk space.

Vendor: Skedda

Fiscal Impact: \$3,000.00 per year