



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize the Facility Lease Agreement with Representative Marie Woodson for the use of office space, storage, and lobby area at South Campus Bldg. 73. Fiscal Impact: \$0.00, Cumulative Amount: \$0.00, Revenue: \$9,129.33

Presenter(s): Deborah Czubkowski, Vice President of Facilities Management

1. Describe the type and purpose of the agreement.

The District Board of Trustees of Broward College, Florida (Broward College), entered into a one-year contract with State Representative Marie Woodson (Rep. Woodson) to maintain a local office. This contract, which began on December 31, 2023, allows Rep. Woodson to use two office spaces, storage space, and a lobby area, totaling 903 square feet, in Building 73 at the Broward College South Campus.

Following her recent reelection to the Florida House of Representatives, Rep. Woodson has requested a new one-year contract under the same terms as the existing agreement, which is set to expire on December 31, 2024.

For many years, Rep. Woodson and other State Representatives have leased office space at various Broward College locations. In the past, the College has leased space to State Representatives at a rate of \$10.11 per square foot, which covers the cost of maintenance and operation of the space.

If approved, Rep. Woodson's new contract would allow her to continue occupying the same space in Building 73 at the South Campus, starting January 1, 2025, and ending December 31, 2025.

2. For non-routine activities for which the College does not use a standard contract template, describe the business rationale for the activity and competitive selection process, if applicable.

Not Applicable

3. Describe anything unusual about the agreement and why it was determined acceptable.

This is Broward College Standard Facility Lease Agreement and there is nothing unusual about this agreement

4. [To Be Answered by Legal Department Only] Describe any unusual legal terms and conditions that were not resolved during the review process.

This Executive Summary is approved by:

**Deborah Czubkowski
Vice President of Facilities Management**