

Subject **Potential Lease**
From Rob Moore <rmoore@sjcccs.org>
To <smoreno@gcrd.org>
Cc Dorsey Moore <dmoore@sjcccs.org>
Date 2021-10-05 12:43 PM



- 1560 Berger Second Floor Code Plan 100128 (2).pdf(~664 KB)
- 1560 Berger Second Floor Code Plan 100128 (3).pdf(~532 KB)

Hi Stephanie,

It was great meeting you yesterday! I really enjoyed hearing about all of the work you're doing in the community. I'm glad you got the chance to see the property and I'm looking forward to the potential partnership and collaboration!

I wanted to follow up on some of your questions about the site and the agreement.

- I have \$2.00/sf, plus .35/sf (utilities?) and \$250-500 activity fee, depending on employee/customer walk-in traffic. Did I capture that correctly? **Yes, that is correct. Because of your smaller size and lower traffic, your activity fee would be \$250.**
- Would we be able to enter into a long-term lease (3-5 years), or are you looking for an annual term? **If it suited your needs better, we would be able to enter into a 3-year, long-term lease.**
- What are anticipated annual increases in square footage costs or activity fees? **In general, we base our lease costs for square footage on the Department of Labor's Consumer Price Index, which accounts for inflation. That being said, we have not increased rent for tenants in over two years. We do not currently have plans to raise rents and if we did, it would be nominal only to keep pace with inflation and the cost of living.**
- I should have written down the sizes of the classrooms because even with my reading glasses and a magnifying glass I'm having difficulty reading square footages on the available spaces! This is what I think I see; could you confirm or correct?
 - Classroom 217 = 704
 - Classroom 218 = **586**
 - Classroom 214 = **567**
 - Classroom 212 = **580**
 - Classroom 211 = **458**
 - Classroom 207 = 538
 - Office 201 = 265
 - **I have also attached two pdf. floor plans for the upstairs of the building. One is a blank one that you should be able to zoom in on without it becoming grainy. The other one I annotated with your potential office spaces for ease of use.**
- Is internet/wifi included in the cost, or we would we need to install our own? **Internet is included with utilities.**
- We would need a land-line. Any known equipment-related obstacles to us getting one installed? **Our phone closet is located in the corner of the daycare center you saw on our tour. The only cost, other than the monthly cost of the phone line, would be the cost to run a wire from that location to whatever office you choose.**
- Is flooring and paint included in the cost for the classrooms not yet upgraded? **Yes, we will pay for flooring and paint.**
- Could you confirm that use of the downstairs conference room (adjacent to the event room) would be included in the cost, and that the first Thursday of the month from 5 to 9 p.m. could be reserved for us? **Yes, that is correct. Use of the board room (conference room) and the community room are included and can be reserved for your needs. We would block off the board room the first Thursday of the month for you.**
- Director Bautista really liked Office 201. It's also positioned well in the building to be our primary "reception" area for the District. If the Board approves our move, would it be possible to lease #201 beginning in a couple of months for the two new employees we're bringing on, then add one of the classrooms (towards the end of our 6-month notice period at our current building? **Yes, that would be possible.**

Thank you so much for taking the time to check out the space and for your interest in our building! Again, it was great meeting you and I enjoyed meeting Director Bautista, too. It is such a small world with her connection to NPower!

Please let me know if you have any additional questions and how else I can be of assistance to you. My phone number is in my email signature if you want to give me a call or shoot me a text.

Take care,

Rob

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Rob Moore (he/him)
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