

## **Department of Port Control**

Ordinance No.: 622-2019

Business Development & Management

### **Executive Summary**

The Department of Port Control is requesting authority to enter into a Lease Agreement with the United Service Organization, Inc. of Northern Ohio for the lease of a lounge and office space located in the Main Terminal Building at Cleveland Hopkins International Airport, for a period of two years with three one-year options to renew, the first of which requires additional legislative authority.

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### **Background/Purpose:**

USO has requested to enter into a new lease for their current space located at CLE.

The Department is requesting a term of two years with three one-year options to renew, the first of which requires additional legislative authority.

### **Scope:**

The following are the material provisions to be contained in the Lease:

- (A) The Director of Port Control is authorized to enter into a lease for the use and occupancy of approximately 1,217 square feet of space ("Leased Premises") located on the baggage claim level at CLE.
- (B) The Leased Premises shall be used for the Bob Hope USO Lounge and office.
- (C) USO shall pay the City an annual rental rate of \$1.00.
- (D) The term of the lease shall be for a period of two (2) years with three (3) one-year options to renew, the first option subject to additional legislative approval.

### **Justification/Urgency:**

The space is needed by USO to continue to support its mission of strengthening America's military service members by keeping them connected to family, home and country, throughout their service to the nation.

### **Anticipated Cost:**

None.

**Schedule or Term of Contract:**

The Department is requesting a term of two (2) years with three (3) one-year options to renew, the first option subject to additional legislative authority.

**Current Contract:**

| <b>Name</b>                 | <b>Term/Expiration</b> | <b>Contract Number</b> | <b>Amount \$</b> |
|-----------------------------|------------------------|------------------------|------------------|
| United Service Organization | April 30, 2019         | 2014-010               | \$1.00/yr.       |

Total number of employees – 1

Number of employees that are minorities – 0

Number of employees that are women – 1

Number of employees that are City of Cleveland residents – 1