BOARD OF COUNTY COMMISSIONERS  
SARPY COUNTY, NEBRASKA

RESOLUTION AUTHORIZING CHAIRMAN TO SIGN SUBLEASE AGREEMENT WITH THE DEPARTMENT OF ADMINISTRATIVE SERVICES ON BEHALF OF THE DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR 200 SQUARE FEET OF SPACE AND ASSOCIATED EXPENSES FOR LEASED SPACE LOCATED AT 8044 SOUTH 84TH STREET, LA VISTA, NE 68128

WHEREAS, pursuant to Neb. Rev. Stat. §23-104(6), the County has the power to do all acts in relation to the concerns of the County necessary to the exercise of its corporate powers; and,

WHEREAS, pursuant to Neb. Rev. Stat. §23-103, the powers of the County as a body are exercised by the County Board; and,

WHEREAS, The County is required to provide the Department of Health and Human Services (DHHS) with 4,000 square feet of office space; and,

WHEREAS, A lease agreement with F & J Reality for 4,200 square feet of general office space was leased at 8044 South 84th Street, La Vista, NE 68128 by Resolution 2016-169; and,

WHEREAS, the State of Nebraska Department of Administrative Services desires to sublease the remaining 200 square feet of general office space for use by DHHS.

NOW, THEREFORE, BE IT RESOLVED BY THE SARPY COUNTY BOARD OF COMMISSIONERS THAT this Board hereby approves the attached Brentwood Square Shopping Center Sublease Agreement between State of Nebraska Department of Administrative Services, State Building Division on behalf of State of Nebraska Department of Health and Human Services and Sarpy County, Nebraska, and any other related documents, the same being approved by the Board.

The above Resolution was approved by a vote of the Sarpy County Board of Commissioners at a public meeting duly held in accordance with applicable law on the 13th day of September, 2016.

Sarpy County Board Chairman

County Clerk

Attest:

SEAL
MEMO

To: Sarpy County Board of Commissioners

From: Beth Garber

Re: DHHS Sublease

On May 24, 2016, the County Board approved a lease agreement for 4,200 square feet of office space at Brentwood Square for the Department of Health and Human Services (DHHS). Per Statute, the County is only obligated to provide DHHS 4,000 square feet. The attached document is for 200 square feet of space to be subleased to DHHS including applicable Common Area Maintenance, janitorial services, and trash removal. The sublease has the same terms and conditions as the lease signed between Sarpy County and Brentwood. DHHS can neither sublease the 200 square feet without written approval from the County nor can they terminate the contract unless directed to do so by statute.

Please feel free to contact me with any question.

September 7, 2016

Beth Garber

cc: Deb Houghtaling
Mark Wayne
Scott Bovick
Brian Hanson
Ross Richards
This Sublease Agreement, hereinafter this "Sublease," executed in duplicate, is by and between Sarpy County, a municipal corporation, hereinafter known as "Sublessor," and Department of Administrative Services, State Building Division, an agency of the State of Nebraska, hereinafter known as "Sublessee," acting on behalf of Department of Health and Human Services, hereinafter known as "Tenant Agency," collectively the "Party" or "Parties."

RECITALS

WHEREAS, Sublessor entered into that certain Lease Agreement by and between F&J REALTY, as "Landlord" and SARPY COUNTY on behalf of the Department of Administrative Services, State Building Division, as "Tenant", dated May 24, 2016 and attached hereto as Exhibit A – Brentwood Square Shopping Center Lease, for certain space consisting of 4,200 square feet in Landlord’s building located at Brentwood Square Shopping Center, and having the address of 8044 South 84th Street, La Vista, Nebraska 68128;

WHEREAS, Sublessee desires to relocate services to this facility; and

WHEREAS, County desires to sublease to Sublessee the premises for use by Department of Health and Human Services; and

NOW THEREFORE, Subject to the terms and conditions and in consideration of the mutual covenants contained in this Sublease, the parties mutually agree as follows:

AGREEMENT

1. Premises. Sublessor hereby leases, subject to the terms, covenants and conditions set forth in this Sublease, to Lessee, the premises located at:

8044 S 84TH ST
LA VISTA NE 68128-3302

Hereinafter the "Demised Premises," which consists of 4,200 square feet of leasable area, shown on the diagram attached hereto and incorporated herein as Exhibit B – Brentwood Square Shopping Center Diagram and the floor plan attached hereto and incorporated herein as Exhibit C – Demised Premises Floor Plan. Sublessor warrants and represents that it is the Lessee of the Demised Premises. The Demised Premises are being leased for the sole purpose of general office space.
2. Term.

2.1 The term of this Sublease, hereinafter “Term,” shall be for an initial term of one (1) month and five (5) years, commencing on August 1, 2016, hereinafter the “Commencement Date,” and ending on August 30, 2021, hereinafter the “Expiration Date,” unless sooner terminated as hereinafter provided. This Sublease shall in no case become effective until all required signatures and exhibits have been obtained, the Tenant Improvements for the Demised Premises have been completed to the satisfaction of Tenant Agency and approved by Tenant Agency and Sublessee, and Demised Premises are ready for full legal occupancy. Tenant Agency shall access the Demised Premises two (2) weeks prior to Commencement Date for the purpose of installing furniture, trade fixtures, cabling, equipment provided such installation does not materially interfere with Landlord’s completion of the improvements.

2.2 If for any reason Sublessor cannot deliver possession of the Demised Premises to Tenant Agency by the Commencement Date, Sublessee shall not, except as otherwise provided herein, be obligated to pay rent or perform any other obligation of Lessee under the terms of this Sublease until Sublessor delivers possession of the Demised Premises to Tenant Agency. The Term of the Sublease shall commence on the earlier of (i) the date Tenant Agency takes possession of the Demised Premises for the conduct of business or (ii) ten (10) days following notice to Lessee that Lessor has substantially completed the Tenant Improvements, attached hereto and incorporated herein as Exhibit D – Tenant Improvements, provided such notice is no earlier than ten (10) days prior to the Commencement Date. If possession of the Demised Premises is not delivered to Tenant Agency within sixty (60) days after the Commencement Date and such delay is not due to Sublessee’s acts, failure to act or omissions, Sublessee may by notice in writing to Sublessor within ten (10) days after the end of said sixty (60) day period cancel this Sublease and the Parties shall be discharged from all obligations hereunder.

2.3 It is agreed between Sublessor and Sublessee that in the event Sublessor, Sublessee and Tenant Agency have fully complied with all the terms and conditions of this Sublease, in that event, Sublessee prior to the expiration of the original Term of this Sublease shall have the right exercisable at its sole option to renew the Sublease for one (1) additional five (5) year term as mutually agreed by all Parties in writing. Base rent for the first year of the renewal term shall be the fair market rental rate for comparable space in the submarket with two percent (2%) annual increases each year thereafter. Sublessee shall notify Sublessor in writing of its exercise of such right within one hundred twenty (120) calendar days before the end of the original Term of this Sublease. If any of the terms or conditions of this Sublease are to be changed at the time of renewal, said changes must be mutually agreed to in writing between all Parties.

3. Rent.

3.1 Sublessee shall pay Sublessor rent in equal quarterly installments payable in advance on the first (1st) day of the month starting each quarter period throughout the Term of this Sublease. Rent payable hereunder for any period of time less than one (1) month shall be determined by prorating the monthly rent herein specified based on the actual number of days in the month. Rent shall be made payable to:
3.2 Tenant Agency shall occupy 4,200 square feet of space (4,000 of which is provided at no cost to Sublessee or Tenant Agency). The actual rentable area of the Demised Premises shall be determined in accordance with the Net Useable Space Definition, acknowledged and accepted by County, and attached hereto and incorporated herein as Exhibit E – Acknowledgment and Acceptance of Use of Net Useable Space Definition.

3.3 Sublessee shall pay Sublessor the pro-rata share of common area maintenance charges, hereinafter known as “CAM” for 200 square feet of space during the initial term. Sublessee shall pay Rent, including CAM, in accordance with the payment schedule provided in Subsection 3.4 of this Sublease. By December 31 of each year of the original term and subsequent renewal, Sublessor shall provide Sublessee with an annual summary of the actual CAM expenses. In the event the pro-rata share of CAM exceeds the amount paid in accordance with the rent schedule provided in Subsection 3.4, Sublessee will pay the remainder of the pro-rata share. In the event the pro-rata share of actual CAM expenses is less than the amount paid in accordance with the rent schedule provided in Subsection 3.4, Sublessor will reimburse Sublessee the overage payment of the pro-rata share.

3.4 The payment schedule for the Term of this Sublease shall be as follows:

<table>
<thead>
<tr>
<th>Sublease Term</th>
<th>SF</th>
<th>Rate PSF</th>
<th>Annual Cost</th>
<th>Quarterly Rent</th>
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<tbody>
<tr>
<td><strong>August 1, 2016 – August 31, 2016</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>County Provided</td>
<td>4,000</td>
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<tr>
<td>Office Space</td>
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<td>$0.00</td>
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<tr>
<td>CAM</td>
<td>200</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td><strong>September 1, 2016 – August 31, 2017</strong></td>
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<td></td>
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<tr>
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<tr>
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<td>$2,622.00</td>
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<tr>
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</tr>
<tr>
<td>Office Space</td>
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<td>TBD</td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>4,200</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>September 1, 2018 – August 31, 2019</strong></td>
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</tr>
<tr>
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<td>Office Space</td>
<td>200</td>
<td>$10.92</td>
<td>$2,184.00</td>
<td>$546.00</td>
</tr>
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</table>
4. Termination.

4.1 Sublessee may relinquish its obligation to pay immediately without penalty for the following reasons: (a) if directed to do so by statute; (b) if Landlord has made an assignment for the benefit of creditors, has admitted in writing its inability to pay debts as they mature, or has ceased operating in the normal course of business; (c) if a trustee or receiver of Landlord or of any substantial part of Landlord’s assets has been appointed by any court; (d) in the case of fraud, misappropriation embezzlement, malfeasance, misfeasance, or illegal conduct by Landlord, its employees, officers, directors, or shareholders; (e) if an involuntary proceeding has been commenced by any Party against Landlord under any one of the chapters of Title 11 of the United States Code and (f) if the involuntary proceeding has been pending for at least sixty (60) days; or (ii) Landlord has consented, either expressly or by operation of law, to the entry of an order for relief; or (iii) Landlord has been decreed or adjudged a debtor; (f) A voluntary petition has been filed by Landlord under any of the chapters of Title 11 of the United States Code.

4.2 Sublessee may terminate this Sublease, in whole or in part, if Sublessor fails to perform its obligations under this Sublease in a timely and proper manner. Sublessee may, by providing a written notice of default to Sublessor, allow Sublessor to cure a failure or breach of this Sublease within a period of thirty (30) days. Allowing Sublessor time to cure a failure or breach of contract does not waive Lessee’s right to immediately terminate this Sublease for the same or different contract breach which may occur at a different time.

4.3 If the whole or substantial part of the building or Demised Premises shall be taken or condemned by any competent authority for any public use or purpose, unless otherwise agreed upon in writing by the Parties, this Sublease shall end upon and not before the date when possession of the part so taken shall be required for such use or purchase, and without apportionment of the award, and current rent shall be apportioned to the date of termination.

5. Notices. All notices herein provided to be given, or which may be given, by either Party to the other, shall be deemed to have been fully given when made in writing and deposited in the United States mail, postage prepaid, certified return receipt or overnight delivery and addressed as follows:

<table>
<thead>
<tr>
<th>Month/Year</th>
<th>Description</th>
<th>Amount</th>
<th>Amount</th>
<th>Amount</th>
</tr>
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<tbody>
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<td>CAM</td>
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<tr>
<td>TOTAL</td>
<td>$4,200</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month/Year</th>
<th>Description</th>
<th>Amount</th>
<th>Amount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
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<td>$0.00</td>
<td>$0.00</td>
</tr>
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</tr>
<tr>
<td>CAM</td>
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<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$4,200</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>
6. Assignment and Subletting. Sublessee shall not assign this Sublease without the written consent of Sublessor, which shall not be unreasonably withheld. Any occupant, assignee, or sub-lessee must agree to abide by all of the terms and provisions of this Sublease. Sublessor shall not assign this Sublease without the written consent of Sublessee, which shall not be unreasonably withheld.

7. Inspection. Sublessee and/or Tenant Agency agree to permit Sublessor and/or its authorized representative to enter the Demised Premises during usual business hours for the purposes of inspecting the same. Sublessee and/or Tenant Agency agree that Sublessor may enter the Demised Premises at any reasonable time for the purpose of making necessary repairs for which Lessor is responsible for such repairs that are demonstrably necessary for the safety and preservation of the Demised Premises.

8. Fixtures and Personal Property. Any trade fixtures, equipment or personal property installed in or attached to the Demised Premises by or at the expense of Sublessee and/or Tenant Agency, shall be and remain the property of Sublessee and/or Tenant Agency and Sublessor agrees that Sublessee and/or Tenant Agency shall have the right to remove any or all of its personal property, trade fixtures and equipment. Equipment and other personal property which may have been stored or installed by or at the expense of Sublessor shall be and remain the property of Sublessor. Tenant Agency agrees that it will, at its expense, repair any damage occasioned to the Demised Premises by reason of the removal of its trade fixtures, equipment and other personal property.


9.1 Sublessee and Tenant Agency will not permit any alterations or additions to any part of the Demised Premises, except by written consent of Sublessor, which consent shall not be unreasonably withheld. All alterations to the Demised Premises shall remain for the benefit of Sublessor unless otherwise provided in said consent. Notwithstanding the foregoing, Tenant Agency may, with or without consent of Sublessor, make additions, alterations, repairs or other changes to the Demised Premises of a non-structural nature, provided that upon completion of such alterations and additions, the fair market value of the Demised Premises and rental value thereof will not be less than the fair market value and rental value of the Demised Premises immediately prior to such alterations and additions. Said fair market value and rental value shall be determined by a licensed real estate appraiser, in good standing in the State of Nebraska,
mutually agreed to by Sublessee and Sublessor and which appraisal is provided at the cost of Tenant Agency.

9.2 Sublessee and Tenant Agency shall not use the roof for any purpose without the consent, in writing, of the Sublessor.

10. **Return of Premises.** At the conclusion of this Sublease or any extension thereof, Tenant Agency shall return the Demised Premises to Sublessor in the same condition as it was received at origination of this Sublease, normal wear and tear excepted as provided in Section 9, above. If at the conclusion of this Sublease or any extension thereof, Sublessor is of the opinion that Tenant Agency is not leaving the Demised Premises in the same condition as it was received, normal wear and tear excepted, then such costs of restoration will be mutually agreed upon between the Parties. If the costs cannot be agreed upon, the costs will be determined by a panel of three (3) persons consisting of Sublessee, Sublessor, and one (1) person selected by mutual consent of the Parties.

11. **Destruction of Premises.**

11.1 If a portion of the Demised Premises or the building is damaged by fire, unavoidable casualty, Act of God, or some other event that renders the Demised Premises unfit ("Event") such that Sublessee is prevented from conducting its business in the premises in a manner reasonably comparable to that conducted immediately before such Event, then Sublessee may terminate this Sublease by delivering written notice to Sublessor of its election to terminate immediately after the Event. The portion of any rent payment which is attributed to the period of time after the Sublease has been terminated in the above manner shall be refunded by Sublessor to Sublessee. If Sublessee does not so timely terminate this Sublease, then Sublessor shall repair the building or the Demised Premises, as the case may be, as provided below, and the rent payment for the portion of the Demised Premises rendered unusable for Tenant Agency's purposes by the damage or repair shall be abated on a reasonable basis from the date of damage until the completion of the repair, unless a Tenant Agency agent, invitee or employee caused such damage, in which case, Sublessee shall continue to pay the rent payment without abatement.

11.2 Sublessor shall, within fifteen (15) days after such Event, deliver to Sublessee a good faith estimate of the time needed to repair the damage caused by such Event. Such repair shall be at no cost to Sublessee or Tenant Agency and the rent payments shall be suspended from the time of the Event until the Demised Premises have been put in substantially the same condition as they existed immediately before such Event. In the event time estimates for such repair exceed one hundred (100) days, Sublessee or Sublessor may terminate this Sublease.

12. **Repair and Maintenance.**

12.1 During the Term of this Sublease, Sublessor shall maintain the Demised Premises including, but not limited to, any building equipment in good repair and tenantable condition. Sublessor’s obligations include, but are not limited to, the maintenance and repair of the plumbing, heating, electrical, air-conditioning and ventilating equipment and fixtures, In addition, it is the responsibility of Sublessor to ensure that the electrical power to the Demised Premises is
distributed in such a way to make it convenient to provide reasonably adequate outlets to general office space and Common Areas; this is in addition to reasonably adequate electrical power required for general lighting and heating, ventilating and air conditioning equipment. Sublessor’s obligations shall also include, but are not limited to, furnishing and replacing electrical light bulbs, fluorescent tubes, ballasts and starters and air conditioning and ventilating equipment filters.

12.2 During the Term of this Sublease, Sublessor shall maintain the Demised Premises consistent with the terms of the Lease Agreement, dated May 24, 2016. The responsibility for general landscaping and maintenance and repair of sidewalks, building entrances, parking areas, roof, exterior walls, exterior doors, exterior windows, corridors of the building, and consequential damages that result from plumbing, window and roof leaks to the end that all such facilities are kept in good operative condition shall be at no cost to Sublessee or Tenant Agency except in cases of damage arising from a willful or negligent act of Sublessee’s and/or Tenant Agency’s agent, invitee, or employee.

13. Services and Utilities.

13.1 Utilities: All utility services for use by Tenant Agency in the Demised Premises and associated building shall be included in the annual CAM expenses. In the event of any outage of utility services to the Demised Premises, Sublessor shall use its best efforts to restore said utility services promptly.

13.2 Janitorial: Sublessor shall be responsible for providing all janitorial services and/or supplies for the Demised Premises, as shown on attached Exhibit F, Janitorial Performance Requirements. Sublessor shall invoice Tenant Agency for 5% of janitorial costs.

13.3 Parking: Tenant Agency shall have shared use of common area parking lot. Tenant Agency shall use its best efforts to ensure that its employees, agents and subcontractors park in the rear of the Demised Premises, known as the west side, shown on the map attached hereto and incorporated herein as Exhibit G, Parking Plan, as long as adequate parking spaces exist. Tenant Agency shall provide, upon request by the Sublessor, a comprehensive list of employees, agents and representatives’ automobiles, by color, make, and license number.

13.4 Other: Trash removal, snow/ice removal from parking lots, building entrances, exits, surrounding sidewalks and driveways, lawn care, and interior and exterior pest control. Cost for such services, with exception to trash removal, shall be included in the annual CAM expenses. Sublessor shall invoice Tenant Agency for 5% of trash removal costs. It is Sublessor’s responsibility to address issues related to the clearing of snow, sleet, and ice.

13.5 Tenant Agency agrees to pay the monthly charges to provide telephone and/or computer networking services supplied to the Demised Premises for the use of Tenant Agency. It is the responsibility of Sublessor to ensure adequate entrance facilities are provided by the local communications company for the services required. Sublessor shall provide communication cabling to each desk and/or work station. Each desk and/or work station shall have a telephone and computer network jack provided. Each telephone and computer jack shall be terminated.
on separate cables, which shall be terminated to separate connecting blocks/patch panels at the appropriate central locations. All voice/data cabling will originate from a central communications closet to all requested locations/work stations/offices. Each voice and data faceplate and closet termination point shall be labeled and a copy of the labeling scheme shall be made a part of this Sublease and incorporated herein as Exhibit G, Voice and Data Faceplate and Closet Termination Point Labeling Scheme as a reference schematic for Tenant Agency and Lessor. A current copy of the labeling scheme shall be provided to both Tenant Agency and Lessor by the installer upon request by either Party throughout the Term of this Sublease.

13.6 Tenant Agency agrees to pay all costs and monthly charges to provide cable service to the Demised Premises, if any.

13.7 Communications installation methods and procedures shall meet the ANSI/TIA/EIA-568-B wiring standards and those set by the State of Nebraska, Office of the Chief Information Officer as set forth in the Request for Proposal and all work shall be performed by qualified personnel in the telecommunications field.

14. Holding Over. In the event Sublessee remains in possession of the Demised Premises after the expiration of the Term or any extension thereof, this Sublease shall be automatically extended on a month-to-month basis, subject to termination by either Party by providing thirty (30) days written notice of termination to the other Party, and otherwise on the terms and conditions herein specified. Rent payable during any holdover period shall be the same as the monthly rent payable in the last month prior to expiration unless another amount is mutually agreed upon in writing by Tenant Agency, Sublessee and Sublessor.

15. Compliance with Law.

15.1 Sublessor shall, at its expense, comply with all applicable statutes, charters, laws, ordinances, building and maintenance codes, rules, regulations, requirements and orders of duly constituted public authorities now or hereafter in any manner affecting the Demised Premises, or the use thereof, or the sidewalks, alleys, streets, and ways adjacent thereto, whether or not any such statutes, charters, laws, ordinances, rules, regulations, requirements, or orders which may be hereinafter enacted involve a change of policy on the part of the governmental body enacting the same.

15.2 Demised Premises shall meet all current applicable code requirements, including but not limited to fire/life safety codes and the Americans with Disabilities Act Accessibility Guidelines. HVAC system in all spaces proposed are required to meet current thermal environmental conditions for human occupancy (ASHREA standard 55-2004) and ventilation (ASHRAE standard 62.1-2007).

16. Liabilities – Limited or Negligent Acts. Claims arising under this Lease against the Sublessee or Tenant Agency shall be made in accordance with the State Tort Claims Act (Neb. Rev. Stat. Section 81-8,209 et seq.) and Contract Claims Act (Neb. Rev. Stat. Section 81-8,302 et seq.) as currently written or as amended in the future. Claims arising under this Lease against the Sublessor shall be made in accordance with the Political Subdivisions Tort Claims Act (Neb. Rev. Stat. Section 13-901 et seq.) as currently written or as amended in the future.
17. Default.

17.1 In the event Tenant Agency and/or Sublessee fails to pay any rent payment due herein or fails to keep and perform any of the other terms or conditions hereof, Sublessor may serve written notice of default upon Sublessee. Upon such receipt, Sublessee and/or Tenant Agency shall have thirty (30) days to cure the default so noted in the notice of default. If, after said cure period the default has not been cured, Sublessor may resort to any and all legal remedies or combination of remedies which Lessor may desire to assert, including but not limited to one or more of the following: (1) declare the Sublease terminated; (2) file a claim for the rent payment due under the Sublease and/or for any damages sustained by Sublessor; (3) continue the Sublease in effect and relet the Demised Premises on such terms and conditions as Sublessor may deem advisable with Sublessee and/or Tenant Agency remaining liable for the monthly rent payment until the Demised Premises is relet.

17.2 No action by Sublessor shall be construed as an election to terminate this Lease unless written notice of such intention is given to Sublessee by certified mail, return receipt requested.

17.3 In the event Sublessor fails or refuses to comply with any requirements of the Sublease within thirty (30) days of the event giving rise to the requirement or in the event of an emergency constituting a hazard to the health or safety of Sublessee’s and/or Tenant Agency’s employees, property, or invitees, Sublessee and/or Tenant Agency may perform such maintenance or make such repair at its own cost and, in addition to any other remedy Sublessee and/or Tenant Agency may have, may deduct the amount thereof from the rent payment that may then be or thereafter become due hereunder.

18. Compliance with Civil Rights Laws and Equal Opportunity Employment. Sublessor shall comply with all applicable local, state and federal statutes and regulations regarding civil rights and equal opportunity employment. Sublessor shall include this clause in all subcontracts. Neither Sublessor nor any subcontractors of Sublessor shall discriminate against any employee or applicant for employment, to be employed in the performance of this Sublease, with respect to the employee or applicant hire, tenure, terms, conditions or privileges of employment, because of his or her race, color, religion, sex, disability, age, marital status, pregnancy or national origin.

19. Drug Free Workplace. Sublessor certifies that it maintains a drug free workplace environment to ensure worker safety and workplace integrity. Sublessor agrees to provide a copy of its drug free workplace policy at any time upon request by Sublessee.

20. Sublessor Rules and Regulations and Sign Criteria

20.1 Rules and Regulations: Tenant Agency shall use its best efforts to ensure that its employees, agents and subcontractors comply with Lessor’s Rules and Regulations, while on Lessor’s premises, attached hereto and incorporated herein as Exhibit H-1, Rules and Regulations.

20.2 Sign Criteria: Tenant Agency shall use its best efforts to ensure the requirements, as applicable, are met when placing signage, inside or outside of Demised Premises, attached hereto and incorporated herein as Exhibit H-2, Sign Criteria.
21. **Insurance and Notice of Self-insurance.** Sublessee shall provide proof it has obtained all the insurance required hereunder and such insurance shall be approved by Sublessee. Approval of the insurance by Sublessee does not relieve or decrease the liability of Sublessor hereunder. If by the terms of any insurance, a mandatory deductible is required or if Sublessor elects to increase the mandatory deductible amount, Sublessor shall be responsible for payment of the amount of the deductible in the event of a paid claim. This Section 21 shall in no way affect the indemnification, remedy, or warranty provisions set forth in this Sublease or Sublessee’s right of recovery hereunder.

21.1 **Insurance Coverage Amounts Required.**
- Property Insurance (enough to cover the replacement cost of the property)
- Liability $5M

21.2 **Sublessor Proof of Insurance.** Sublessor shall furnish Sublessee with a certificate of insurance coverage, which shall be submitted to Sublessee annually thereafter through the Term of this Sublease. The certificate shall include the name of the company, policy numbers, effective dates, dates of expiration and amounts and types of coverage afforded. If Sublessee is damaged by the failure of Sublessor to maintain such insurance, then Sublessor shall be responsible for all reasonable costs properly attributable thereto. Attached hereto and incorporated herein as Exhibit I – Certificate of Insurance Coverage

21.3 **Sublessee Proof of Self-Insurance.** Sublessee shall furnish Sublessor with a certificate of self-insurance coverage, which provides coverage for the original Term and any Renewal Term of this Sublease. Sublessee, under the provisions of R.R.S., 1943, § 81-8,239.01, self-insures all such exposures and is financially capable of retaining those losses should they occur. If there is a liability loss under the provisions of this Sublease, a claim may be filed with the Office of Risk Management and, if approved, will be paid from the State Tort Claims Act, R.R.S., 1943, § 81,8,209.08, et seq., and any other provision of law. Workers’ Compensation is statutorily required in Nebraska and Sublessee is fully self-insured. Occupational diseases are fully covered by law.

22. **Amendments and Binding Effect.** This Sublease may not be amended except by instrument in writing signed by Sublessor and Sublessee. No provision of this Lease shall be deemed to have been waived by either Party unless such waiver is in writing signed by the applicable Party and no custom or practice which may evolve between the Parties in the administration in the terms hereof shall waive or diminish the right of either Party to insist on the performance of the other Party in strict accordance with the terms hereof.

23. **Severability.** If any clause or provision of this Sublease is illegal, invalid, or unenforceable under present or future laws, then the remainder of this Sublease shall not be affected thereby and in lieu of such clause or provision, there shall be added as a part of this Sublease a clause or provision as similar in terms to such illegal, invalid, or unenforceable clause or provision as may be possible and be legal, valid, and enforceable.

24. **Residency Verification.** The Sublessor and Tenant Agency agree to comply with the residency verification requirements of Neb. Rev. Stat. §4-108 through §4-114. The Sublessor and Tenant Agency are required and hereby agree to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration
verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

25. Entire Agreement. This Sublease constitutes the entire agreement between Sublessor, Sublessee, and Tenant Agency regarding the subject matter hereof and supersedes all oral statements and prior writings relating thereto. Except for those set forth in this Sublease, no representations, warranties or agreements have been made by Sublessor or Sublessee or Tenant Agency to the other with respect to this Sublease or the obligations of Sublessor or Sublessee or Tenant Agency in connection therewith. The normal rule of construction that any ambiguities be resolved against the drafting Party shall not apply to the interpretation of this Lease or any exhibits or amendments hereto.

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK.
IN WITNESS WHEREOF, the Parties have executed this Sublease as of the day and year last below written.

LESSOR:

\[Signature\]

Don Kelly, Commissioner
Sarpy County

\[Signature\]

Date

9/13/16

ACKNOWLEDGMENT

STATE OF NEBRASKA, COUNTY OF SARPY

The foregoing instrument was acknowledged before me this 13 day of September, 2016 by Don Kelly, Commissioner, on behalf of Sarpy County, a municipal corporation.

\[Signature\]

Affix seal here:

RENEE LANSMAN
Notary Public

LESSEE:

\[Signature\]

Byron L. Diamond, Director
Department of Administrative Services

\[Signature\]

Date

8/24/2016

Bo Botelho, Acting Administrator
Department of Administrative Services, State Building Division

\[Signature\]

Date

8/24/2016
EXHIBIT A – BRENTWOOD SQUARE SHOPPING CENTER LEASE

BRENTWOOD SQUARE SHOPPING CENTER LEASE

THIS LEASE, made this 24th day of May, 2016, by and between F & J REALTY, hereinafter referred to as "Landlord", and SARPY COUNTY on behalf of the Department of Administrative Services, State Building Division, and agency of the State of Nebraska, hereinafter referred to as "Tenant".

WITNESSETH:

1. PURPOSE: Landlord hereby demises and leases to Tenant that certain space in Landlord's building located at Brentwood Square Shopping Center, and having the address of 8044 South 84th Street, LaVista, Nebraska 68128, which space is described as follows: an area consisting of approximately 4,200 square feet, and said space so leased shall be used as general office use and for no other use or purpose whatsoever without the express written consent of the Landlord.

2. COMMENCEMENT: The term of this lease shall be for a period of one (1) month and five (5) years beginning upon Tenant's written acceptance of substantial completion of the Landlord's Work.

3. RENTS: Tenant shall pay to Landlord as rent for said leased premises during the initial Lease Term the total sum of Two Hundred Twenty-nine Thousand Four Hundred Ninety-eight and 17/100 Dollars ($229,498.17) per the rent schedule below. Tenant shall pay rent and assessments on the first day of each and every month of said term, in advance, at the office of the Landlord or its duly appointed agent.

RENT SCHEDULE:

<table>
<thead>
<tr>
<th>Partial Lease Year</th>
<th>Annual Rent</th>
<th>Monthly Rent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year One</td>
<td>$44,100.00</td>
<td>$3,675.00</td>
</tr>
<tr>
<td>Year Two</td>
<td>$44,982.00</td>
<td>$3,748.50</td>
</tr>
<tr>
<td>Year Three</td>
<td>$45,881.64</td>
<td>$3,823.47</td>
</tr>
<tr>
<td>Year Four</td>
<td>$46,799.27</td>
<td>$3,899.94</td>
</tr>
<tr>
<td>Year Five</td>
<td>$47,735.26</td>
<td>$3,977.94</td>
</tr>
</tbody>
</table>

Rent representing (6.30% X 20) is hereby acknowledged upon the execution of this Lease.

4. COMMON AREA MAINTENANCE CHARGES: Tenant shall pay Landlord additional annual rental equal to the sum of the amounts:

(i) by which taxes, assessments, and governmental charges whether Federal, State, County or Municipal, which are levied on or charged against the real estate of which the leased premises are part and any other taxes and assessments attributable to said real estate or its operation by multiplying the following percentage (6.413% for taxes/4.556% for CAM*), representing the relationship of the net rentable square feet of floor area occupied by the Tenant as it relates to the total net rentable square feet on the site of which the leased premises form a part, however, Tenant shall be responsible for all such taxes per square foot of space; and shall pay its prorated amount in monthly installments, along with monthly rent.

(ii) by which the Insurance Premiums attributable to the real estate of which the leased premises form a part by multiplying the percentage specified in subparagraph (i) hereof for insurance of multi-peril all risk policy covering the buildings and liability in the manner consistent with the shopping center.

(iii) common area operating and maintenance costs, which costs include all costs of maintenance, repairs and replacements to common areas, including but not limited to line painting,
cleaning of center, roads, lighting, snow removal, management, liability insurance, depreciation of machinery and equipment used in such maintenance, repair and replacement and the cost of personnel in implementing such services (excluding structural maintenance, repair or replacement to buildings).

All such costs shall be multiplied by the fraction or percentage specified in subparagraph (i) hereof and paid by Tenant with monthly base rent payments. Common areas not inclusive of gravel parking area to west of property.

Tenant's share of such costs in excess of the amount hereinafter provided shall be determined on an annual basis for each calendar twelve (12) month period ending on December 31, prorating fractional years. Based upon and establishing costs for common areas, Tenant shall pay $913.50 per month on the first day of each month in advance with rent. At the end of each year an analysis of the total year's common area operating costs shall be presented to Tenant and Tenant shall pay any excess charge to the Landlord or Landlord will reimburse for any overages within thirty (30) days of receiving said statement. In no event shall Tenant's proportionate share of Common Area Maintenance charges exclusive of real estate taxes, insurance, snow removal, metered electricity and metered gas expense, increase more than five percent (5%) per calendar year on a cumulative basis.

5. **DESTRUCTION**: If said building or the leased premises shall be damaged or destroyed in whole or in part by fire, the elements or other casualty so as to render the building or leased premises unfit for occupancy, and if in Landlord's or Tenant's judgment, they cannot be repaired within one hundred eighty (180) days from the happening of said injury, this lease shall terminate, at Landlord's or Tenant's election, effective as of the date of such damage. If Landlord elects to repair the leased premises, such repairs shall be completed within one hundred eighty (180) days from the happening of such injury, delays due to force majeure, strikes, material shortages, and other factors outside Landlord's control excepted. Landlord's failure to repair the leased premises within such time period shall cause this lease to terminate at the expiration thereof without any further liability whatsoever on the part of either party. Upon termination hereunder, Tenant shall immediately surrender the possession of the leased premises and all rights therein to Landlord, the Landlord shall have the right immediately to enter into and take possession of said leased premises and shall not be liable for any loss, damage or injury to the property or person of Tenant or any occupant of, in or upon said leased premises. Rental and all other amounts payable hereunder shall abate during such period as the leased premises remain wholly untenanted due to such event.

6. Tenant agrees that no representations as to the condition of said leased premises have been made by Landlord to Tenant either directly or indirectly prior to or at the execution of this lease that are not herein expressed and Tenant accepts space in "as is" condition.

7. **LANDLORD REPAIRS**: Landlord agrees to maintain in good condition, and repair as necessary the foundations, exterior walls and the roof of the leased premises.

8. **TENANT REPAIRS**: During the continuance of this lease Tenant shall keep the leased premises and appurtenances in good order and repair and shall keep the said premises and appurtenances in a wholesome condition without charge or expense to Landlord. Tenant shall make all repairs and replacements necessary to carry out the foregoing including, but not by way of limitation, those to and of all interior and exterior doors, door frames, windows, plate glass, and the heating, air conditioning, plumbing, and electrical system servicing said bay.

Tenant shall pay for all damages to the building as well as damages to the tenants or occupants thereof caused by any waste, misuse or neglect of said leased premises, its apparatus or appurtenances and shall not make or allow to be made any change, alteration or addition, in, upon or to said premises without the written consent of Landlord for that purpose first had and obtained. At the expiration of the time mentioned in this lease, or at an earlier termination thereof by forfeiture or otherwise, Tenant shall yield up said leased premises together with all its apparatus and appurtenances to Landlord in the same condition as when leased, reasonable wear and tear and damage beyond the control of Tenant excepted, and will surrender all original and duplicate keys of the several doors and such other things as pertain to said leased premises.

Landlord hereby waives all claim to the cabinetry, appliances and moveable equipment installed by
 Tenant on the leased premises or adjacent grounds. Landlord agrees that said personal property shall remain property of Tenant and may be removed by Tenant upon the expiration of its tenancy, provided however, that Tenant restore said premises to its original condition to the extent practicable.

9. CLEANING: The Tenant shall not perform any acts or carry on any practice which may injure the leased premises or building of which the leased premises are a part, or be a nuisance or menace to other tenants in said building and shall keep the premises under its control (including adjoining drives, streets, alleys or yards) clean and free from rubbish and dirt, at all times, and it is further agreed that in the event the Tenant shall not comply with these provisions, the Landlord may enter upon said premises and have rubbish, and dirt and ashes removed and the sidewalks cleaned, in which event the Tenant agrees to pay all charges that the Landlord shall pay for hauling rubbish, ashes and dirt, or cleaning walks. Said reasonable charges shall be paid to the Landlord by the Tenant as soon as bill is presented to Tenant and the Landlord shall have the same remedy as is provided in paragraph 16 of this lease in the event of Tenant's failure to pay.

10. COMPLIANCE WITH LAWS: The Tenant shall at its own expense promptly comply with all laws, orders, regulations or ordinances of all Municipal, County and State authorities affecting the leased premises and the cleanliness, safety, occupation and use of same, except those relating to the structural portions of the leased premises which shall be Landlord's responsibility unless resulting from the particular use of the leased premises by Tenant.

11. REMEDY: If the Tenant shall default in any payment, expenditure or covenant other than rent required to be paid, expended or performed by the Tenant under the terms hereof, which shall continue for thirty (30) days after written notice thereof is provided to Tenant, the Landlord may, at its option, make such payment, expenditure or perform such covenant, in which event the amount or cost thereof shall be payable as rental to the Landlord by the Tenant on the next ensuing rent day together with a charge of five percent (5%) of the amount thereof for Landlord's administrative expenses in connection therewith.

12. EASEMENTS: Tenant hereby grants to Landlord such licenses or easements in or over the leased premises or any portion or portions thereof as shall be reasonably required for the installation or maintenance of mains, conduits, pipes, or other facilities to serve the building of which the leased premises are a part, or any part thereof, including but not by way of limitation, the premises of any other Tenant thereof, provided, however, that Landlord shall pay for any alteration required on the leased premises as a result of any such exercise, occupancy under, or enjoyment of, any such license or easement, and provided further that no exercise, occupancy under, or enjoyment of any such license or easement shall result in any unreasonable interference with Tenant's use, occupancy, or enjoyment of the leased premises as contemplated by this lease.

13. ROOF ACCESS: The Landlord reserves the right of free access at all times to the roof of the leased premises. The Tenant shall not use the roof for any purpose without the consent in writing of the Landlord.

14. SUBLET: Tenant shall not sublet said leased premises or any part thereof, nor allow the same to be used by or occupied by any other person or for any other use that herein specified, nor assign this lease or any interest therein, without the written consent of the Landlord, which written consent the Landlord agrees will not be unreasonably withheld, and shall not suffer or permit any assignment or transfer by operation of law or otherwise, of the estate, or interest of Tenant in said leased premises acquired in, by or through this lease. Any written consent which Landlord may give to any assignment of Tenant's lease or to any sublease or co-tenancy of the leased premises shall be bound by the terms hereof, and be restricted to the particular assignment or sublease or co-tenancy, and the agreement herein not to assign or sublet remain in effect against the Tenant and Tenant's assigns, and subleases it shall not be deemed unreasonable for Landlord to withhold consent to any new use or Tenant on the basis of existence of a competing use by a then current or prospective tenant of the shopping center, exclusive of non-compete clauses in existing leases. Tenant shall have the right to sublease the Premises to any government agency without Landlord's consent, provided that Tenant is not released from liability.

15. LANDLORD'S OPTION: The Tenant agrees that if the estate hereby created shall be taken in execution, or by other process of law, or if the Tenant shall be declared bankrupt or insolvent,
according to law, or any receiver be appointed for the business and property of the Tenant, or if any assignment shall be made of the Tenant's property for the benefit of creditors, then and in such event this lease may be canceled at the option of the Landlord.

16. **CURE FOR DEFAULTS:** If Tenant shall default in the payment of rent reserved, or move out of, abandon or vacate the leased premises, then if Tenant shall not have cured such defaults within ten (10) days after receiving written notice thereof, Landlord may either:

(i) terminate this lease, and with or without process of law, expel and remove Tenant, or any other person or persons in occupancy from the leased premises, together with their goods and chattels, using such force as may be necessary in the judgment of Landlord or its agents in so doing, and repossess the leased premises, provided that in the event of termination pursuant hereto Landlord shall, nevertheless, be entitled to damages provided by law, just as if Tenant repudiated this lease, or

(ii) terminate Tenant's right to possession only, without terminating this lease, and with process of law, expel, and remove Tenant, or any other person or persons in occupancy from the leased premises together with their goods and chattels, using such force as may be necessary in the judgment of Landlord or its agents in so doing, and repossess the leased premises without such entry and possession terminating this lease or releasing Tenant in whole or in part from Tenant's obligation to pay rent hereunder for the full term hereof. Upon and after entry into possession without termination of this lease, Landlord shall use its best efforts to relet the leased premises or any part thereof for the account of the Tenant, to any person, firm, or corporation, for such rent, for such term (including a term beyond the term hereof), but the part of such term which is beyond the term hereof shall not be chargeable to Tenant's account, and upon such terms and conditions as Landlord, in Landlord's sole discretion, shall determine, and Landlord shall apply all rents received upon such a reletting as follows:

(a) first to the payment of such reasonable expenses as Landlord may have incurred in recovering possession of said leased premises (including legal expense and attorneys' fees), and in putting the same into good order or condition, or preparing, or altering the same for rental and reletting, and all other reasonable expense, commissions and charges paid, assumed, or incurred by Landlord in or about reletting the leased premises; and

(b) then to the fulfillment of the covenants of Tenant hereunder, if the consideration collected by Landlord upon any such reletting is not sufficient to pay in full the amount of rent reserved in this lease together with the items and expenses enumerated in subparagraphs (a) and (b) above, then Tenant shall pay to the Landlord the amount of each monthly deficiency upon demand.

The foregoing remedies shall not be deemed mutually exclusive nor are the foregoing intended to be exclusive of any other remedies available at law or in equity to Landlord, all such rights and remedies being cumulative. In the event any payment of rent is paid after ten (10) days from the date on which said rent is due, Tenant shall pay an administrative charge of five percent (5%) of the amount of the late payment of the next rent due date.

17. **LIEN:** Landlord shall have a lien on all of the property, fixtures and furniture of Tenant situated on the leased premises during the term of this lease as security for the payment of the rent reserved and the performance of the agreements of this lease by Tenant, which lien Landlord may enforce by distress or attachment, and Tenant hereby waives all exemptions. If the rent reserved herein shall at any time be in arrears or Tenant shall breach any of the agreements of this lease, Landlord shall thereupon be entitled to the immediate possession of all of the property, fixtures and furniture of Tenant situated on the leased premises and may enter said premises and take possession thereof. If at the end of thirty (30) days Tenant shall not have fulfilled its obligations hereunder then Landlord, at its option, may sell the same at a public or private sale, and if such property is sold Landlord shall apply the proceeds, first, to the cost and expenses of such sale, second, to the satisfaction of any sums owing to it from Tenant for nonpayment of rent and expense of such sale, third, to the satisfaction of any sums owing to it from Tenant for nonpayment of rent accrued or to accrue under the terms hereof or breaches of other obligations of the lease, and the balance, if any, it shall pay over to Tenant. Any property, furniture or fixtures belonging to Tenant which Landlord may store, shall be at Tenant's sole risk and Landlord shall not be held responsible for any breakage or damage occasioned by such storing. If this lease is terminated at the election of Landlord, as
aforesaid, or in any other way, Tenant shall without demand, surrender and deliver up said leased premises and property peaceably to Landlord immediately upon such termination, and if Tenant shall remain in possession of the leased premises, or any part thereof, one day after the termination of this lease in any of the ways above named, Tenant shall be deemed guilty of forcible detainer of the leased premises under the statutes of the State of Nebraska and shall be subject to all the conditions and provisions above named and to eviction and removal forcibly or otherwise with or without process of law as above stated. After the commencement of a suit, or after final judgment, for possession of said premises, Landlord may execute and collect any rent due from Tenant, and the payment of said rent shall not waive or affect said suit or said judgment. All rights of Landlord in the event of default herein enumerated shall be in addition to and without prejudice to any remedy or remedies which Landlord may have at law or in equity for nonpayment of rent or for breaches of the covenants and agreements hereof.

18. HOLD HARMLESS: Landlord shall not be liable for any damage occasioned by failure to keep the leased premises in repair, other than as results from its own negligent acts or omissions, and shall not be liable for any damage done or occasioned by or from electric current, plumbing, gas, water, steam or sewage, or the bursting, leaking, running or failure of operation of any radiator, tank, water closet, wash stand, waste pipe, air-conditioning or any other apparatus in, above, upon or about said building or leased premises, nor for damage occasioned by water, snow, or ice being upon any sidewalk or entrance way, or any other opening in said building or premises, nor for any damage arising from the action or negligence of Tenant, co-tenants or other occupants of the said building or of any owners or occupants of adjacent or contiguous property. Tenant hereby releases, discharges and agrees to indemnify, protect and save harmless Landlord of and from any and all claims, demands and liability for any loss, damage, injury or other casualty to person or property arising from the foregoing and hereby, in advance of loss, waives any right to subrogation arising by reason of such loss. To the extent obtainable, Tenant shall be required to obtain in Tenant's insurance coverage a waiver of subrogation clause as to any rights against Landlord and other tenants in the shopping center upon an insured loss. Tenant and Landlord hereby release, discharge and agree to indemnify, protect and save harmless each other of and from any and all claims, demands and liability for any loss, damage, injury or other casualty to property, whether it be that of either of the parties hereto or of third persons, whether they be third persons, or employees caused by, growing out of or happening in connection with use or occupancy of the leased premises or use of any equipment, facilities or property in, on or adjacent to aforesaid building.

19. INSURANCE REQUIREMENTS: Tenant agrees to indemnify and hold harmless the Landlord from any liability for damages to any person or property in, on or about said leased premises from any cause whatsoever, excluding causes created by its own act or omissions or that of its contractors, employees or agents and Tenant will procure and keep in effect during the term hereof public liability and property damage insurance of not less than Two Hundred Fifty Thousand Dollars ($250,000.00) for damages resulting to one person, Five Hundred Thousand Dollars ($500,000.00) for damages resulting from one casualty, and Fifty Thousand Dollars ($50,000.00) property damage resulting from any one occurrence. Landlord is to be included as an additional insured on the referenced coverages. Tenant shall deliver said policies or a certificate of insurance to the Landlord providing that the policy cannot be canceled or the coverage lapse except after thirty (30) days notice to Landlord, and upon Tenant's failure so to do the Landlord may at its option obtain such insurance and the cost thereof shall be paid as additional rent due and payable upon the next ensuing rent day.

20. All of the remedies herein are cumulative and given without impairing any other rights or remedies of Landlord, and Tenant shall pay and discharge all costs and expenses and attorney fees that shall arise from the enforcing of the covenants of this lease by Landlord.

21. The fact that Landlord does not exercise its rights hereunder in the event of breach of one or more covenants herein by Tenant shall not be deemed a waiver of such rights as to that or any subsequent breaches of the same or any other covenants herein by Tenant.

22. EMINENT DOMAIN: In the event that the whole of the building of which the leased premises form a part or the whole of the leased premises shall be taken by the exercise of the power of eminent domain, then in such case, this lease shall terminate as of the date of the taking of possession by or the vesting of title in the condemning authority.
If less than the whole, but more than twenty percent (20%) of the leased premises are taken under the power of eminent domain, Landlord and Tenant shall each have the right to terminate this lease by giving written notice to the other within thirty (30) days after being notified of such taking and in such event, such termination shall be effective upon the day possession of such premises shall be required for public use. In the event (i) neither party hereto shall elect to terminate this lease, or (ii) less than twenty percent (20%) of the leased premises are so taken, Landlord shall, at its own cost and expense, make all necessary repairs and alterations to the basic building, storefront and interior work in order to constitute the remaining premises a complete architectural unit. In the event, pursuant to the terms of this paragraph 22, this lease is not terminated, all of the terms herein provided shall continue in effect, except that the rent shall be reduced in proportion to the amount of the leased premises taken. Any award made for any taking under the power of eminent domain shall belong solely to Landlord with the exception of any portion of the award made specifically for tangible personal property of Tenant. Landlord may, in its sole discretion, effect a sale of the whole or any portion of the leased premises in lieu of condemnation, in which case the sale shall be construed as a taking under the power of eminent domain and the proceeds of sale as an award.

23. SUBORDINATION: This lease shall, at the option of Landlord, be subject and subordinate to any mortgages or deeds of trust now of record affecting the leased premises or hereafter placed on the leased premises by Landlord. Landlord may exercise the aforesaid option to subordinate this lease by notifying Tenant thereof at any time in writing. In the event Landlord exercises its option to subordinate this lease to any deed of trust or mortgage pursuant hereeto, Tenant shall, at the option of the holder of said deed of trust or mortgage or of any purchaser at any foreclosure sale thereunder, attorn to said holder of any such deed of trust or mortgage or to any purchaser at any foreclosure sale thereunder.

24. NOTICES: Any notice, demand, request, consent, approval, or other communication which either party hereto is required or desires to give or make or communicate upon or to the other shall be in writing and shall be given or made or communicated by United States registered or certified mail, addressed in the case of Landlord to:

F & J Realty
Brentwood Square Shopping Center
c/o First Management, Inc.
Suite 550-The Center
1941 South 42nd Street
Omaha, Nebraska 68105-2982

and addressed in the case of Tenant to:

Sarpy County Clerk's Office
1210 Golden Gate Drive, Suite 1250
Papillion, Nebraska 68046-2894

With copies to:

Department of Health and Human Services
C/O Support Services Operation
301 Centennial Mall South
PO Box 98026
Lincoln, NE 68509

subject to the right of either party to designate a different address by notice similarly given. Any notice, demand, request, consent, approval, or other communication so sent shall be deemed to have been given, made or communicated, as the case may be on the date the same was deposited in the United States mail as certified matter with postage thereon fully prepaid.

25. All payments to be made to the Landlord shall be made to the address indicated in paragraph 24 hereof.

26. The term "Landlord" as used in this Lease, as relates to Landlord's covenants and obligations, shall be limited to mean and include only the owners (at the relevant time) of the fee simple title to
the leased premises and/or underlying realty. It shall be a condition of any transfer of Landlord's interest in this lease that the transferee agrees to be bound by and perform all obligations of the Landlord hereunder, in the absence of which no purported transfer shall be effective. In the event such transfer is properly effective, the transferee shall be automatically relieved of all personal liability regarding the performance of Landlord's obligations herein contained which arise out of acts occurring after the effective date of such transfer (it being intended hereby that all of Landlord's obligations herein contained shall be binding upon Landlord, its successors and assigns, but only during and in respect of their respective periods of ownership of any interest in the leased premises or the underlying realty). Landlord hereby stipulates that it holds title to said premises, has the authority to execute this lease, and guarantees Tenant of its rights to peaceful, quiet use of said premises.

27. **RIGHT TO SHOW:** The Tenant hereby agrees that for a period commencing ninety (90) days prior to the expiration of this lease, the Landlord may show the premises to prospective Tenants, and sixty (60) days prior to the expiration of this lease, may display in and about said premises and in the windows thereof, the usual and ordinary "FOR LEASE OR RENT" signs.

28. **HOLD OVER:** Should Tenant, or any of its successors in interest, holdover the premises, or any part thereof, after the expiration of the term of this lease, unless otherwise agreed in writing, such holdover shall constitute and be construed as tenancy from month to month only, at a rental equal to the rental payable for the last month of the term of this lease plus one hundred percent (100%) of such amount. The inclusion of the preceding sentence shall not be construed as Landlord's permission for Tenant to holdover. Notwithstanding the foregoing, however, such increased rentals shall be no more than one hundred twenty percent (120%) of the previously applicable rental unless (i) Landlord and Tenant are not then actively negotiating for the renewal of the occupancy of the leased premises or (ii) Landlord has given Tenant at least one hundred twenty (120) days advance written notice of its intention to exercise its rights under this paragraph 28.

29. **UTILITIES IN HOLD OVER:** The Tenant will pay all charges made against the leased premises for gas, water, sewage, heat, and electricity during the continuance of the lease, as the same shall become due.

30. **ADVERTISING, RULES AND REGULATIONS, AND PARKING:** It is further agreed that all signs and advertising displayed in and about the premises shall be such that only as advertise the business carried on upon the leased premises, and that the Landlord shall control the character and size thereof, and that no sign shall be displayed excepting such as shall be approved in writing by the Landlord, and that no awning shall be installed or used on the exterior of said building unless approved in writing by the Landlord. Landlord shall have the right from time to time to establish and enforce reasonable rules and regulations regarding signs, customer and tenant parking areas, use of the common areas and of the leased premises. Such rules and regulations shall be effective upon notice to Tenant of their promulgation. Tenant shall not be entitled to conduct any fire or going out of business sales upon or about the leased premises without the prior written consent of Landlord.

Pursuant to the Landlord's ability to establish and enforce reasonable rules and regulations regarding the parking areas, Tenant does hereby agree to require all employees, agents and representatives to park to the rear of the demised premises, known as the west side, so long as adequate parking spaces exist, and upon request shall serve to Landlord or its agents, a comprehensive list of employees, agents and representatives' automobiles, by color, make and license number upon demand to aid in enforcement of this regulation. Should Tenant not comply by supplying the list or enforcement thereof upon formal written notification, Tenant shall be construed to be in default of the lease agreement. **Tenant will have shared use of the common area parking lot.**

31. **ACCESS:** The Landlord shall have the right to enter upon the leased premises at all reasonable hours for the purpose of inspecting the same. If the Landlord deems any repairs or replacements necessary which are Tenant's obligation to make hereunder, he may demand that the Tenant make the same and if Tenant refuses or neglects forthwith to commence such repairs or replacements, and complete the same with reasonable dispatch the Landlord may make or cause to be made such repairs or replacements and shall not be responsible to the Tenant for any loss or damage that may accrue to his stock or business by reason thereof, and if the Landlord makes or causes to be made such repairs or replacements, the Tenant agrees that he will, forthwith on demand, pay to the Landlord the cost thereof together with a charge of five percent (5%) of the amount thereof for
Landlords’ administrative expenses in connection therewith.

32. **SECURITY DEPOSIT:** The Landlord herewith acknowledges the receipt of N/A, which is to be retained as security for the faithful performance of all of the covenants, conditions, and agreements of this lease, but in no event shall the Landlord be obligated to apply the same upon rents or other charges in arrears or upon damages for the Tenant’s failure to perform the said covenants, conditions and premises for nonpayment of rent or for any other reason shall not in any event be affected by reason of the fact that the Landlord holds this security. The sum if not applied toward the payment of rent in arrears or toward the payment of damages suffered by the Landlord by reason of the Tenant’s breach of the covenants, conditions and agreements of this lease is to be returned to the Tenant when this lease is terminated, according to these terms, and in no event is the said security to be returned until the Tenant has vacated the premises and delivered possession to the Landlord.

In the event that the Landlord should repossess himself of the leased premises because of the Tenant’s default or because of the Tenant’s failure to carry out the covenants, conditions and agreements of this lease, the Landlord may apply the said security upon all damages suffered to the date of said repossession and may apply the said security upon all damages suffered to the date of said repossession and may retain the said security to apply upon such damages as may be suffered or shall accrue thereafter by reasons of the Tenant’s default or breach. The Landlord shall not be obligated to keep the said security as a separate fund, but may mix the said security with his own funds. Under no circumstances shall Landlord be responsible to Tenant to account for such funds other than to disclose their ultimate application to whatever damages Landlord elects. Landlord’s obligation to Tenant as to such deposit shall terminate upon Landlord’s conveyance of the shopping center to a successor Landlord and delivery of such funds to said successor Landlord by check or credit.

33. **LATE CHARGE:** Any rent or assessments as so outlined in the lease not paid when due and any other sums due from Tenant to Landlord hereunder not paid when due (or upon demand) shall be subject to a $50.00 late fee if not received by the Landlord within five (5) days after that due date and late charges shall accrue at a rate of $5.00 per day, to be paid with said month’s late rent.

34. **BINDING ON PARTIES:** All the terms of this lease shall extend to and be binding upon the respective heirs, executors, administrators, successors and assigns of the respective parties hereto.

35. Unless prevented by events reasonably beyond Tenant’s control, Tenant shall use, occupy and operate the entire premises continuously and without interruption during the term in the manner and under the names set forth in the lease hereof in a competent, dignified, energetic and consistent manner such as will enhance the premises as a whole and its reputation as a desirable place to shop so as to achieve the maximum profitable volume of sales. Unless prevented by events reasonably beyond Tenant’s control, Tenant shall remain open for business and adequately stocked on all days and during all hours that it is customary for businesses in Brentwood Square Shopping Center to be open with the option of being closed or open on Sundays or any evening and shall adequately staff its store with sufficient employees to handle the maximum profitable quality to accomplish the same; and shall maintain displays of merchandise in the display windows, if any, and keep such windows well lighted.

36. **PERCENTAGE RENTS:** Tenant shall pay additional rental for each lease year equal to the amount by which—five percent (5%) of the gross receipts for said year—which shall include the total sales price of all merchandise sold in or from the leased premises and the total amount received or charged for services rendered or performed in or from the leased premises (exclusive of sales tax), exceed the rental paid in monthly installments during said lease year. If Tenant’s fiscal year and lease year do not correspond, Tenant may pay this additional annual rent on a fiscal year basis provided Landlord agrees in writing to the calculation method to be used for any periods shorter than one year. Tenant shall provide Landlord a report showing gross receipts within sixty (60) days of the end of said period and the report must be certified as accurate by Tenant.

Landlord shall have the right to require an audit of Tenant’s books and records by a Certified Public Accountant of Landlord’s choice to verify the accuracy of the reported figures for gross receipts. If the results of said audit differ by more than five percent (5%) from said reported figures, Tenant shall pay to Landlord the cost of said audit as additional rent hereunder.
Said additional rent shall be paid with the submission of the report and shall be based on the gross receipts for the lease year or period immediately preceding said report.

37. SIGNAGE: All exterior signs must be approved in writing by Landlord prior to installation by Tenant. All lighted signs to be per specifications shown on Exhibit "B" sign criteria. Tenant shall at Tenant's sole expense, have one (1) lighted exterior sign installed by lease commencement date. Said sign must meet all legal codes. Tenant will be provided the opportunity to place their signage on the front of building. Tenant shall also be allowed directional signage near the Premises (in courtyard area) directing customers to Tenant's entry door.

38. ESTOPPEL CERTIFICATE: Tenant shall, upon demand from Landlord, execute and deliver to Landlord, an Estoppel Certificate in such form and content as requested by Landlord, attesting to the compliance to date of Landlord with the terms and conditions of this lease and such other matters as requested by Landlord which would prevent Tenant from attesting to such a certificate. Tenant shall set forth such alleged default or defaults upon the certificate and detail or attest to the fact that these listed defaults are the only defaults by Landlord hereunder.

39. INTENT: It is the purpose and intent of Landlord and Tenant that the return to Landlord under this lease shall be absolutely net to Landlord so that the share of taxes, insurance premiums, management fees and any and all other reasonable other and necessary expenses and costs reasonably attributable to the premises (and not otherwise specifically provided for in this lease) shall be the obligation of Tenant rather than Landlord.

40. TENANT ALTERATIONS: The Tenant shall not make any alterations, additions, or improvements in or to the premises without the prior written consent of the Landlord, subject to any conditions the Landlord may deem appropriate. Any alterations, additions, or improvements consented to by the Landlord shall be made at the Tenant's sole expense. The Tenant shall provide its own trash containers for construction debris; use service entrances to the premises, if any; conduct no core drillings during business hours; and disrupt other tenants as little as possible. The Tenant shall secure any and all governmental permits, approvals, or authorizations required in connection with any such work, and shall hold Landlord harmless from any and all liability, costs, damages, expenses (including attorneys' fees), and liens resulting therefrom. All alterations, additions, and improvements (expressly including all light fixtures and floor coverings), except trade fixtures, appliances, and equipment that do not become a part of the premises, shall immediately become the property of the Landlord. Upon the expiration or early termination of the term hereof, the Tenant shall, upon written demand by Landlord (given at least thirty (30) days before the end of the term), at the Tenant's sole expense, remove any such alterations, additions, or improvements designated by the Landlord. The Tenant shall, forthwith and with all due diligence, at its sole expense, repair any damage to the premises caused by such removal. Tenant further agrees to submit to Landlord or Landlord's agents all plans and prints for said alterations prior to actual work and Tenant's contractors shall provide Landlord with proof of liability insurance prior to commencing any actual alterations.

41. RIGHT TO TRIAL: Tenant hereby waives right to request a trial by jury for any dispute arising out of the terms, conditions and covenants of this lease whether such legal action taken shall arise out of enforcement of any of the provisions contained herein or whether or not dispute arises out of consequences of Tenant occupying space in Brentwood Square Shopping Center.

42. EXPLANATORY PROVISIONS: (A) The words "Landlord" and "Tenant" shall be taken to include and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and assigns, and shall be taken in the plural sense, wherever the context requires, and all pronouns used herein and referring to said parties shall be construed accordingly, regardless of the number or gender thereof.

(B) Headings of the various paragraphs herein are inserted merely as a matter of convenience and for reference and shall not be considered as in any manner defining, limiting or describing the scope or intent of the particular paragraphs to which they refer or as affecting the meaning or construction of the language in the body of such paragraphs.

43. ADDITIONAL PROVISIONS: SEE ADDENDUM
44. There are no oral agreements between the parties hereto affecting this lease, and this lease supersedes and cancels any and all previous negotiations, arrangements, agreements and understandings, if any, between the parties hereto with respect to the subject matter thereof, and none thereof shall be used to interpret or construe this lease.

IN WITNESS WHEREOF, the parties hereto have caused the execution of this lease as of the day and year first above written.

F & J REALTY
LANDLORD

Witness: [Signature]

F & J REALTY
LANDLORD

By: [Signature]
Frank R. Krejci

SARPY COUNTY on behalf of the
Department of Administrative
State Building Division, and
the State of Nebraska
TENANT

By: [Signature]

Approved as to form:

Deputy County Attorney
BRENTWOOD SQUARE SHOPPING CENTER

EXHIBIT "B"

RE: SIGN CRITERIA

This policy is established by the owner of Brentwood Square Shopping Center, LaVista, Nebraska, to attain the best possible appearance of all signs in the center.

1. Prior to construction and erection of any signs, two copies of the plans and specifications must be submitted for approval by the Landlord, First Management, Inc., Property Manager.

2. All signs on the Phase I and Phase II buildings are to be the individual letter style mounted on raceway, internally illuminated by neon illumination and mounted in the designated area on the Brentwood Square Shopping Center buildings. No flashing lamps, or revolving or rotating units will be allowed.

3. All signs letter size and sign length on the Phase I and Phase II buildings are to be approved by the Landlord, First Management, Inc., Property Manager.

4. No flashing lamps, revolving or rotating units or lighted window signs will be permitted. Neon illuminated signs are permitted.

5. No V-type marquee signs will be allowed.

6. All field measurements must be verified.

LANDLORD'S INITIALS

TENANTS INITIALS 5/21/10
BRENTWOOD SQUARE SHOPPING CENTER

EXHIBIT "C"
BRENTWOOD SQUARE SHOPPING CENTER

RULES AND REGULATIONS

1. AWNINGS AND CANOPIES: No awnings or other projections shall be attached to a wall, roof or fascia, the premises or the building in which the demised premises are located without, in each instance, the prior written consent of Landlord.

2. NOISE: No loudspeakers, televisions, phonographs, radios or other sound or pictorial devices shall be used in a manner so as to be heard or viewed outside the demised premises of each respective Tenant without the prior written consent of Landlord.

3. PREVENT FREEZING: Tenant shall maintain a temperature within the demised premises throughout the year to maintain a sufficiently high enough interior temperature to prevent freezing of plumbing and fixtures.

4. ODOR: Tenant shall not make, or permit, any noise or odor objectionable to the public, or other occupants of the building, or to the Landlord, to emit from the demised premises; or create, or permit the extended maintenance arising from said odor or for existence of any nuisance.

5. PARKING: The Landlord requires that any tenants, their agents or representatives do not park in stalls directly in front of any retail space or directly adjacent to such space but rather all Tenants, assigns or representatives shall park no closer than a minimum of a 100-foot radius to said space to allow easy access to customer parking. Tenant will have shared use of the common area parking lot.

6. Any further rules and regulations may be made at discretion of the Landlord pursuant to Section 30 of the Lease agreement attached hereto.
ADDENDUM

The following Addendum is made a part of the Lease dated the 10th day of May, 2016, by and between F & J REALTY, Landlord, and SARPY COUNTY on behalf of the Department of Administrative Services, State Building Division, and agency of the State of Nebraska, Tenant.

(A.) Early Access: Tenant shall be allowed access to the Premises approximately two (2) weeks in advance of Commencement Date to prepare such area for futurization and occupancy and Tenant may install such furniture, fixtures, cabling, and equipment provided such installation does not materially interfere with Landlord’s completion of the improvements.

(B.) HVAC: Tenant shall be responsible for the maintenance of the heating and air conditioning system in the premises. Landlord shall be responsible for HVAC replacement at Landlord’s sole cost and expense if it no longer in a serviceable condition and repairs categorized as a capital expenditures in excess of $1,500.00 in each Lease year provided Tenant agrees to maintain said equipment. Landlord shall warrant the heating and air conditioning system for one (1) heating and one (1) cooling season.

(C.) Renewal Option: Tenant shall have the option to renew the lease for one (1) term of five (5) years. Base rent for the first year of the option period shall be the fair market rental rate for comparable space in the submarket with two percent (2%) annual increases each year thereafter. Tenant shall provide at least 120 days prior written notice to exercise option. In the event Tenant does not give such notice this lease shall terminate on the termination date herein provided.

(D.) Landlord’s Work: Pursuant to the floor plan attached as Exhibit “C”, Landlord shall provide a turnkey buildout within the Premises and insure that the space meets all federal state and local codes and ADA requirements at its sole cost. Such buildout to include the following:

1. Demo of approximately 54 linear feet of existing walls, demo ceiling in area of existing rest rooms, demo ceiling pads, demo slatwall and wood in main area. Install approximately 140 linear feet of new wall to 10’ AFT; patch existing walls in main area, provide and install six (6) new doors and one (1) window – 3’x 6’8” Hollow Core Oak; install new grid in back area, install new pads throughout – Certainteed Bet 197, provide and install grab bars, 36” mirror and paper towel dispenser for each restroom.

2. Paint the demised premises, stain and finish the new doors. Paint and stain to be selected by Tenant from Landlord’s sample charts.

3. Provide and install carpet tile, vinyl base, and VCT tile for restrooms. Carpet, vinyl base and vinyl tile to be selected by Tenant from Landlord’s samples.

4. Retrofit all existing 2x4 troffers with two (2) - T8 lamps, provide and install five (5) new emergency light fixtures, provide and install a new 32 space electrical panel. Remove existing track lighting and wiring, relocate existing light fixtures to accommodate floor plan, provide and install four (4) new light fixtures in the remodeled reception area, relocate three (3) existing switches to the existing door, add two (2) 3-way switches to serve several fixtures in the center of the work area, power wiring and terminations to new cubicles (one circuit per two stations), provides and install power poles for four (4) locations in the middle of the room, provide and install 22 receptacles in the remodeled area as shown on the attached Exhibit and all existing receptacles to stay.

5. Provide and install plumbing for two (2) restrooms, with one (1) floor set ADA stool, tank type and one (1) ADA wall hung lavatory sink, one (1) mop sink, one (1) lunch room sink, one (1) bi-level drinking fountain, and one (1) 6-gallon electric hot water heater.

All other work shall be by Tenant at Tenant’s expense, such work to include Tenant’s office furniture, cubicles, data cabling and phone cabling.
RESOLUTION AUTHORIZING CHAIRMAN TO SIGN LEASE AGREEMENT WITH F & J REALTY FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES

WHEREAS, pursuant to Neb. Rev. Stat. §23-104(6), the County has the power to do all acts in relation to the concerns of the County necessary to the exercise of its corporate powers; and,

WHEREAS, pursuant to Neb. Rev. Stat. §23-103, the powers of the County as a body are exercised by the County Board; and,

WHEREAS, the County is required to provide the Department of Health and Human Services (DHHS) with 4,000 square feet of office space; and,

WHEREAS, F & J Reality have 4,200 square feet of general office space for lease at 8044 South 84th Street, La Vista, NE 68128; and,

WHEREAS, Sarpy County and F & J Reality wish to enter into a lease on behalf of DHHS for a period of one (1) month and five (5) years for 4,200 square feet of general office space; and,

NOW, THEREFORE, BE IT RESOLVED BY THE SARPY COUNTY BOARD OF COMMISSIONERS THAT this Board hereby approves the attached Brentwood Square Shopping Center Lease between F & J Realty and Sarpy County, Nebraska, and any other related documents, the same being approved by the Board.

The above Resolution was approved by a vote of the Sarpy County Board of Commissioners at a public meeting duly held in accordance with applicable law on the 24th day of May, 2016.

Attest: 

Sarpy County Board Chairman

County Clerk
MEMO

May 24, 2016

TO: Sarpy County Board of Commissioners

FROM: Scott Bovick, Deputy County Administrator

RE: Lease Agreement with Brentwood Square for NE Health and Human Services (HHS)

NE Statute 68-130 requires counties to provide HHS the same amount of office space it had in 1983 at no cost. Sarpy County provides 4,000 square feet in the East Annex. As allowed by statute (attached), the County Board petitioned HHS in late 2014 to reduce or eliminate the obligation to provide HHS space but was denied. The Board has also supported legislation to relieve the County of the obligation to provide HHS space but the legislation has not progressed.

The County's criminal justice alternatives programs, such as Pre-Trial, Diversion, and Probation, continue to grow so it is time for HHS to relocate to free up on-campus space for these programs to expand.

The lease is for a 4,200 square foot office at Brentwood Square (84th and Giles Road). The landlord has agreed to provide a fully refurbished space, including two fully ADA compliant restrooms, at their cost. The first year lease cost is $10.50 per square foot ($44,100/year), which will increase by 2% each year for initial the five-year term. HHS will reimburse the County for the prorated cost of the 200 square feet in excess of the required 4,000. The lease also contains an option for the County to renew the lease for five years.

Once HHS relocates to Brentwood Square this summer Pre-Trial will move into the HHS space as-is. Pre-Trial’s vacated space will then be available for Adult Probation to house the several additional employees they expect to receive in July. These moves are considered short-term as staff has begun working with Carlson West Povondra Architects to develop a plan to accommodate the growth in the programs so they have adequate, safe, and functional space.

Please feel free to contact me if you have any questions. Thank you.

Scott Bovick, Deputy County Administrator

Cc: Deb Houghtaling, Mark Wayne, Ross Richards, Jean Brazda, Jen Thomas, Danielle Richler, Al Povondra, Jodi York, Brian Hanson, Beth Garber, Amir Azimi – HHS
68-130. Counties; maintain office and service facilities; review by department.

(1) Counties shall maintain, at no additional cost to the Department of Health and Human Services, office and service facilities used for the administration of the public assistance programs as such facilities existed on April 1, 1983.

(2) The county board of any county may request in writing that the department review office and service facilities provided by the county for the department to determine if the department is able to reduce or eliminate office and service facilities within the county. The department shall respond in writing to such request within thirty days after receiving the request. The final decision with respect to maintaining, reducing, or eliminating office and service facilities in such county shall be made by the department, and the county may reduce or eliminate office and service facilities if authorized by such final decision.

WEST ANNEX BUILDING
Sarpy County Masterplan Update
14,440 sq. ft.

LEGEND
- Diversion (5,765 GSF)
- Pre-Trial / Community Service (1,240 GSF)
- Adult Probation (6,806 GSF)

EAST ANNEX BUILDING
Sarpy County Masterplan Update
10,500 sq. ft.

LEGEND
- Shared Testing Area (1,523 GSF)
- NE/DHHS (4,000 GSF)
- Personnel (1,314 GSF)
- Veteran's/Human Services (1,911 GSF)
- County Surplus (1,168 GSF)

Diversion, Pre-Trial, Adult Probation, and Drug Testing occupy approx. 15,000 gsf in the Annex buildings
Exhibit B – Brentwood Square Shopping Center Diagram
Exhibit C – Demised Premises Floor Plan
Exhibit D – Tenant Improvements

Sublessor shall ensure a turnkey buildout within the Demised Premises and that the space meets all federal, state and local codes and ADA requirements at no cost to Sublessee or Tenant Agency. Such buildouts to include the following:

- Demo of approximately 54 lineal feet of existing walls, demo ceiling in area of existing rest rooms, demo ceiling pads, demo slatwall and wood in main area. Install approximately 140 lineal feet of new wall to 10’ AFF, patch existing walls in main area, provide and install six (6) new doors and one (1) window – 3’x6’8” Hollow Core Oak, install new grid in back area, install new pads throughout – Certainteed Bet 197, provide and install grab bars, 36” mirror and paper towel dispenser for each restroom.

- Paint the Demised Premises, stain and finish the new doors. Paint and stain to be selected by Tenant Agency.

- Provide and install carpet tile, vinyl base, and VCT tile for restrooms. Carpet, vinyl base and vinyl tile to be selected by Tenant Agency.

- Retrofit all existing 2x4 troffers with two (2) T8 lamps, provide and install five (5) new emergency light fixtures, provide and install a new 32 space electrical panel. Remove existing track lighting and wiring, relocate existing light fixtures to accommodate floor plan, provide and install four (4) new light fixtures in the remodeled reception area, relocate three (3) existing switches to the existing door, add two (2) 3-way switches to serve several fixtures in the center of the work area, power wiring and terminations to new cubicles (one circuit per two stations), provide and install power poles for four (4) locations in the middle of the room, provide and install 22 receptacles in the remodeled area as shown on the attached Exhibit and all existing receptacles to stay.

- Provide and install plumbing for two (2) restrooms with one (1) floor set ADA stool, tank type and one (1) ADA wall hung lavatory sink, one (1) mop sink, one (1) lunch room sink, one (1) bi-level drinking fountain, and one (1) 6-gallon electric hot water heater.
Exhibit E – Acknowledgement and Acceptance of Use of Net Useable Space Definition

Acknowledgement and Acceptance of Net Useable Space Definition

Address of Demised Premises:

8044 SO 84TH ST
LAVISTA NE 68128

Net Useable Space is defined as the method of measurement for determining the area for which Lessee will pay a square foot rate. It is determined as follows:

The measurement shall be the actual area of the building, floor or office suite leased by Lessee which will be occupied by Tenant Agency.

Building Area (if Tenant Agency is sole tenant): The building area shall be computed by measuring the inside finished surface of all permanent and major walls excluding stairwells, elevator/escalator shafts, mechanical and building equipment rooms, public restrooms and any area used by Lessor.

Floor or Suite Area (if Multi-tenanted building): The floor or office suite area shall be computed by measuring the inside finished surface of the office side of corridors and other inside finished surface of the office side of corridors and other permanent walls, to the inside wall or partitions that separate the office from adjoining now-leased, usable areas, and to the finished surface of the dominant portion of the permanent outer building walls excluding stairwells, elevator/escalator shafts, mechanical and building equipment rooms, common lobbies, hallways, and corridors, and public restrooms that serve the entire building.

In all measurements make deductions for columns, chases, and projections enclosing the structural elements of the building.

The net usable area of a floor shall be equal to the sum of all net usable areas on that floor.

Unless otherwise noted, all references in this solicitation to square feet shall mean net useable square feet.

NOTE: Space normally excluded from above definition, (i.e. mechanical, restrooms, equipment rooms, etc.) specifically requested by Tenant Agency, may be included in this useable floor space (Section 3)
Exhibit F – Janitorial Performance Requirements

<table>
<thead>
<tr>
<th>Department: DHHS</th>
<th>Location: 8044 South 84th Street, La Vista, Nebraska</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact: Facilities Management Administration</td>
<td>Total Cleanable Area: 4,200 sf</td>
</tr>
<tr>
<td>(402) 593-2332</td>
<td>Estimated Carpet Area: 3,900 sf</td>
</tr>
<tr>
<td>Service Provided On: Monday – Friday</td>
<td>(Services Hours Between 6:00 pm – 6:00 am)</td>
</tr>
</tbody>
</table>

The County shall provide all paper, sanitary, and hand soap products for dispensers, and various sizes of trash can liners. Contractor shall provide cleaning supplies and equipment.

**DAILY SERVICE** (Monday – Friday)

**A. General Cleaning**
1. Empty wastebaskets and place trash in dumpster; replace liners as necessary
2. Empty exterior waste receptacles (adjacent to building), urns and ashtrays
3. Clean water coolers
4. Sweep outside landing at all entrances
5. Empty any recycle containers and place recycled material in recycle bin
6. Remove all graffiti from any interior walls and panels
7. Clean all doors around door knobs and push plates
8. Turn-off portable heaters if found in the on position; report incident to Facilities Management

**B. Floor and Carpet Care**
1. Sweep and dust mop all hard surface floors with treated mop
   i. Includes all stairs
2. Vacuum all carpeted floors including entry mats and elevator
3. Damp mop all spills on hard surfaces
4. Remove any material from carpet and hard surface floors

**C. Window Cleaning**
1. Clean entry door and lobby glass inside and out
2. Clean all interior partitions and counter glass below 10 feet
3. Clean all interior door glass

**D. Restroom Cleaning**
1. Empty waste containers and replace liners
2. Sweep and wet mop floors
3. Restock all dispensers with the proper product (hand soap, toilet paper, paper towels, etc.)
4. Clean and disinfect all restroom fixtures (sinks, urinals, toilets, and dispensers)
5. Unstop urinals, toilets, and sinks using a plunger (report needed repairs to Building and Grounds)
6. Clean restroom mirrors and glass
7. Replenish air fresheners in all restrooms
8. Remove all graffiti from any interior walls and panels
9. Wipe down all walls and partitions with damp cloth
E. Dusting
   1. All tops of filing cabinets
   2. All desks where cleared
   3. All table tops and counters where cleared

WEEKLY SERVICE: (Fridays)

A. General Cleaning
   1. Remove finger prints from doors, walls, and light switches
   2. Remove marks and clean all door kick plates
   3. Wash waste baskets and trash receptacles inside and outside

B. Floor and Carpet Care
   1. Entirely damp mop hard surface floors
      i. Includes all stairs
   2. Spot clean all carpeted floors

C. Restroom Cleaning
   1. Scrub all sinks using an abrasive cleaner such as Ajax or a similar product
   2. Scrub toilets and urinals inside using an acid type bowl cleaner

D. Dusting
   1. All windows and door sills
   2. All tops of ledges, baseboards, and partitions
   3. All chairs
   4. All stair railing and stringers
   5. Remove all cobweb locations: ceilings, corners, and crevices, etc.
   6. Light fixtures and ceiling vents
   7. No visible dust or cobwebs

MONTHLY SERVICE: (Last Weekend of the Month)

A. Floor and Carpet Care
   1. Buff all hard surface floors using a high speed machine
   2. Edge-out all carpet (areas that are out of reach during normal vacuuming)
   3. Wash stairs, railings and stair stringers

B. Restroom Cleaning
   1. Wash all walls and partitions

C. Dusting
   1. Vacuum all upholstered furniture
QUARTERLY SERVICE: (January, April, July, and October)

A. General Cleaning
   1. Wash exterior of all desks, filing cabinets, and tables

B. Floor and Carpet Care
   1. Clean all carpet areas using a low moisture/dry extraction method

C. Window Cleaning
   1. Wash the inside of all windows below 10 feet

D. Dusting
   1. High dust all light fixtures, vents, and surfaces/ledges below 10 feet

BI-ANNUAL SERVICE: (April and October)

A. Restroom Cleaning
   1. Machine scrub restroom floors (porcelain tile floors)

B. Floor and Carpet Care
   1. Strip and refinish all hard surface floors using an acrylic finish
   2. Steam/Extract clean all carpet areas
Exhibit H – Voice and Data Faceplate and Closet Termination Point Labeling Scheme
1. **AWNINGS AND CANOPIES:** No awnings or other projections shall be attached to a wall, roof or fascia, the premises or the building in which the demised premises are located without, in each instance, the prior written consent of Landlord.

2. **NOISE:** No loudspeakers, televisions, phonographs, radios or other sound or pictorial devices shall be used in a manner so as to be heard or viewed outside the demised premises of each respective Tenant without the prior written consent of Landlord.

3. **PREVENT FREEZING:** Tenant shall maintain a temperature within the demised premises throughout the year to maintain a sufficiently high enough interior temperature to prevent freezing of plumbing and fixtures.

4. **ODOR:** Tenant shall not make, or permit, any noise or odor objectionable to the public, or other occupants of the building, or to the Landlord, to emit from the demised premises; or create, or permit the extended maintenance arising from said odor of for existence of any nuisance.

5. **PARKING:** The Landlord requires that any tenants, their agents or representatives do not park in stalls directly in front of any retail space or directly adjacent to such space but rather all Tenants, assigns or representatives shall park no closer than a minimum of a 100-foot radius to said space to allow easy access to customer parking. Tenant will have shared use of the common area parking lot.

6. Any further rules and regulations may be made at discretion of the Landlord pursuant to Section 30 of the Lease agreement attached hereto.
RE: SIGN CRITERIA

This policy is established by the owner of Brentwood Square Shopping Center, La Vista, Nebraska, to attain the best possible appearance of all signs in the center.

1. Prior to construction and erection of any signs, two copies of the plans and specifications must be submitted for approval by the Landlord, First Management, Inc., Property Manager.

2. All signs on the Phase I and Phase II buildings are to be the individual letter style mounted on raceway, internally illuminated by neon illumination and mounted in the designated area on the Brentwood Square Shopping Center buildings. No flashing lamps, or revolving or rotating units will be allowed.

3. All signs letter size and sign length on the Phase I and Phase II buildings are to be approved by the Landlord, First Management, Inc., Property Manager.

4. No flashing lamps, revolving or rotating units or lighted window signs will be permitted. Neon illuminated signs are permitted.

5. No V-type marquee signs will be allowed.

6. All field measurements must be verified.
**CERTIFICATE OF PROPERTY INSURANCE**

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the policies below. This certificate of insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder.

If this certificate is being prepared for a party who has an insurable interest in the property, do not use this form. Use ACORD 27 or ACORD 28.

**PRODUCER**

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nirma</td>
<td>100 N 12th Street, Suite 200</td>
</tr>
<tr>
<td></td>
<td>P.O. Box 8521</td>
</tr>
<tr>
<td></td>
<td>Lincoln, NE 68508</td>
</tr>
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</table>

**INSURED**

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarpy County</td>
<td>1210 Golden Gate Drive</td>
</tr>
<tr>
<td></td>
<td>Papillion, NE 68046</td>
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</table>

**CONTACT NAME**

<table>
<thead>
<tr>
<th>PHONE</th>
<th>FAX</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>(402) 742-9220</td>
<td>(402) 742-9230</td>
<td><a href="mailto:Larry@nirma.info">Larry@nirma.info</a></td>
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**INSURER(S) AFFORDING COVERAGE**

<table>
<thead>
<tr>
<th>NAIC #</th>
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<tr>
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**COVERAGE**

**LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 191, Additional Remarks Schedule, if more space is required)**

RE: Property associated with sublease agreement #65163025

**THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.**

<table>
<thead>
<tr>
<th>INSURER</th>
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<th>POLICY NUMBER</th>
<th>POLICY EFFECTIVE DATE (MM/DD/YYYY)</th>
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**CERTIFICATE HOLDER**

Department of Administrative Services
State Building Division
P.O. Box 94940
Lincoln, NE 68509-8940

**CANCELLATION**

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

Authorized Representative

[Signature]

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ACORD 24 (2009/09) The ACORD name and logo are registered marks of ACORD

CERTIFICATE OF LIABILITY INSURANCE

Policy Number: 1206455-12
Date Entered: 8/9/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Nirma
100 N 12th Street, Suite 200
P.O. Box 85210
Lincoln, NE 68508

INSURED: Sarpy County
1210 Golden Gate Drive
Papillion, NE 68046

CERTIFICATE NUMBER: N-1617-59

COVERAGE:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY APPEAR, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAY CLAUSES.

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RE: Liability associated with sublease agreement #65163025

CERTIFICATE HOLDER
Department of Administrative Services
State Building Division
P.O. Box 98940
Lincoln, NE 68509-98940

CANCELLATION

AUTHORIZED REPRESENTATIVE

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