



DEPARTMENT OF ADMINISTRATIVE SERVICES

February 21, 2020

Mr. George A. Coleman, Chairman
SERC Board of Directors
100 Roscommon, Suite 110
Middletown, CT 06457

Re: SERC's New Location – 175 Union Street, Waterbury, CT

Dear Mr. Coleman:

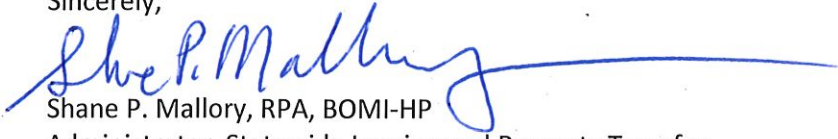
Thank you for your letter dated February 13, 2020 regarding the status of your proposed new location and I appreciate hearing the exceptional service Tom is providing. Please note, there are no signatures or approvals yet, the document last year could not be used because it didn't include the tenant improvements. I've outlined below the timing (all estimated) and status of the new location under a new lease agreement that includes the tenant improvements:

- The landlord owes us two bids as required under the lease, for the tenant improvements.
- Once they are received then SERC and DAS signs off on the budget and the plans.
- Tom finalizes the lease document.
- Its signed by the lessor, 1 day
- Its then signed by SERC, 1 day
- Signed by the DAS Commissioner, 1 day
- The lease is forwarded to OPM for their budget, legal and asset management approvals, 60 days
- Then the lease is sent to the State Properties Review Board, 30 days
- The last stop is the Attorney General's office, 5 days
- Provide notice for current location (three year lease with right to terminate with 180 days' notice). Note, this is not yet signed or approved. Pending information back from landlord.
- The landlord can then begin the tenant improvements, 90 days
- Relocate from 100 Roscommon to 175 Union St.

Regarding the space at a vocational school that can be accomplished via a memorandum of understanding which has similar approvals as outlined above with exception that the Attorney General Approval is not required. I wouldn't want to estimate the timing without knowing if improvements are necessary. Without improvements the approval process would take approximately 3-4 months.

Thank you for offering your assistance, but until the landlords respond we can't move forward. Please know that we are following up on these requirements as we know this is crucial for SERC. Please feel free to contact me (860-713-5682) should you have any questions or need additional information.

Sincerely,



Shane P. Mallory, RPA, BOMI-HP
Administrator, Statewide Leasing and Property Transfer

SPM/spm/jr

Cc: Josh Geballe, DAS Commissioner
Noel Petra, DAS Deputy Commissioner
Allan Taylor, Chairperson, State Board of Education (SDE)
Dr. Miguel Cardona, Commissioner of Education
Melissa McCaw, Secretary, Office of Policy and Management
Konstantinos Diamantis, Deputy Secretary, Office of Policy and Management
Paul Hinsch, Director OPM Asset Management
Ingrid M. Canady, Executive Director, SERC
Thomas Pysh, DAS Property Agent 2
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Thomas Swan
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