



January 25, 2023

Honorable Board of Supervisors
City and County of San Francisco
City Hall, Room 244
1 Carlton B. Goodlett Place
San Francisco, CA 94102

RE: Exercise of Extension Option – 101 South Van Ness Street/110 12th Street

Dear Board Members:

Attached for your consideration is a proposed Resolution to execute a lease amendment extending the term for five (5) years for approximately 10,469 rentable square feet located at 110 12th Street for use by the Department of Administration's ReproMail Services ("ReproMail").

The property at 110 12th Street consists of a two-story building of approximately 10,469 sq. ft. plus a fenced parking area. It is also known as 101 South Van Ness. The facility is close to the Civic Center area, providing ReproMail Services with easy access to our client departments. ReproMail Services' production equipment, printers, and mailing machines are centrally located to provide timely service to all City and County of San Francisco departments.

The original Lease, dated February 1, 2013, was approved by the Board of Supervisors on October 23, 2012 (Resolution No. 407-12) (the "Lease"); The Lease includes the right to extend the term two (2) additional five (5) year periods ("Extend Term").

This first exercise of the option to extend the lease term adds additional five years from February 1, 2023, through January 31, 2028. Per the Lease, the initial annual base rent will be \$454,668.67 (\$37,889.06 per month), with an annual increase of 3% from the base rent for the Extend Term.

All other terms and conditions, including the calculation of Base Rent for the extensions, remain the same.

If you have any questions regarding this matter, please get in touch with Tracy Irvin of our office at 415-554-9871.

Respectfully,

A handwritten signature in blue ink, appearing to read "Andrico Q. Penick".

Andrico Q. Penick
Director of Real Estate