



**COMMISSIONERS COURT  
COMMUNICATION**

COURT ORDER NUMBER 145145  
PAGE 1 OF 6  
DATE: 5/6/2025

**SUBJECT: CONSIDERATION OF A TENANT IMPROVEMENT REQUEST FROM  
THE TEXAS HEALTH AND HUMAN SERVICES COMMISSION TO  
MAKE PLUMBING REPAIRS AT THE LANCASTER ANNEX BUILDING**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court consider a Tenant Improvement Request (TIR) from the Texas Health and Human Services Commission (THHSC) to make plumbing repairs at the Lancaster Annex Building, located at 2700 Ben Avenue in Fort Worth.

**BACKGROUND**

THHSC has leased the 33,476 square foot Lancaster Annex Building from Tarrant County since 1988. The building is utilized by the Family and Protective Services Division and serves the public by offering children and their families protection from abuse.

On May 24, 2011, the Commissioners Court, through Court Order #110491, approved an Interlocal Lease Agreement (ILA) for sixty (60) months commencing August 1, 2011, and ending July 31, 2016, with five (5) 60-month renewal options under the same terms and conditions.

On April 14, 2015, the Commissioners Court, through Court Order #119861, approved the first renewal for the period commencing August 1, 2016, and ending July 31, 2021.

On February 11, 2020, the Commissioners Court, through Court Order #132126, approved the second renewal for period commencing August 1, 2021, and ending July 31, 2026.

The current ILA, under Article II, Section (i), allows the Lessee to request and pay for alterations and improvements necessary for the continued effective operation of the assigned program, upon receipt of a notification letter, and the approval of the Commissioners Court. All improvements, or alterations made to the Leased Premises shall remain the property of the County.

With approval of this TIR, repairs will be made to the plumbing's collapsed line and the failed concrete. The scope of services should include, but not limited to the following:

- Excavation and replacement of a section of an existing sewer line to correct a belly in the pipe.
- Removing an 8'x6' concrete path, excavating a 4-foot-deep pit, tunneling approximately 10 feet to access and replace 6 feet of sewer pipe, and restoring the site, including concrete repairs.

All cost associated with the project will be the responsibility of THHSC.

|              |                       |              |                |
|--------------|-----------------------|--------------|----------------|
| SUBMITTED BY | Facilities Management | PREPARED BY: | Milissa Warner |
|              |                       | APPROVED BY: | Frank Lopez    |



# COMMISSIONERS COURT COMMUNICATION

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|                                   |                   |
|-----------------------------------|-------------------|
| Plumbing Stoppage                 | \$ 750.00         |
| Excavation                        | \$ 7500.00        |
| Plumbing Labor and repair service | \$ 5850.00        |
| Concrete labor                    | <u>\$ 5200.00</u> |
|                                   | \$19,300.00       |

## **FISCAL IMPACT**

There is no fiscal impact associated with this item.



## TEXAS HEALTH AND HUMAN SERVICES COMMISSION

04/01/2025

Health and Human Services  
2700 Ben Ave. Street  
Fort Worth, Texas 76103

RE: Lease #20067, 2700 Ben Ave, Fort Worth, Texas 76103

Dear: Mr. Willie R. Shepard

The Texas Health and Human Services (HHS) is requesting your permission to conduct a Tenant Improvement (TIR) at the leased property located at **2700 Ben Ave, Fort Worth, Texas 76103**. This improvement is needed for the plumbing repairs.

To move forward, we need to make the following modifications to the lease space:

The construction required to conduct the TIR (Scope of Work) will be as follows:

- This project involves the excavation and replacement of a section of an existing sewer line to correct a belly in the pipe. The work includes removing an 8' x 6' concrete path, excavating a 4-foot-deep pit, tunneling approximately 10 feet to access and replace 6 feet of sewer pipe, and restoring the site, including concrete repairs.
- Please see the attached floor plan.

Please be advised that all costs associated with this project will be the responsibility of the agency. HHS is requesting your approval to have the work performed on the above-referenced premises, and the work will be performed by Lessee and/or Lessee vendor. All work will be coordinated between the Lessor and the occupying agency.

All work completed must resemble current workmanship and décor.

If you concur with the above modifications, please answer each question on the following page, sign and return by either: faxing all pages of this request to: 972-337-6286, Attn: Dominique Patterson, or scanning and emailing to our email at [dominique.patterson@hhs.texas.gov](mailto:dominique.patterson@hhs.texas.gov) and [tyrone.mosley@hhs.texas.gov](mailto:tyrone.mosley@hhs.texas.gov)

If additional information is needed, please contact us at the phone numbers listed below.

**Lease Number:** 20067

**Lease address:** 2700 Ben Ave, Fort Worth, Texas 76103

Lease 20067  
Ben Ave. Street  
Fort Worth, Texas 76103

04/01/2025

Sincerely,

Tyrone Mosley  
Regional Business Services (Officer)  
972-337-6264 (office)  
214-284-1046 (cell)

Dominique Patterson  
Regional Business Services Manager  
972-337-6261 (office)  
469-369-3673 (cell)

|  |  |
|--|--|
|  | <p><b>FUNDING AUTHORIZATION (please answer each)</b></p> <p><input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> I agree to fund this project at no cost to the occupying agency.</p> <p><input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> I agree to partially fund this project. My contribution to the expense will be _____% of the total cost.</p> <p><input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> I authorize the occupying agency to fund this project. This request is for construction, remodeling, modifications, and/or other permanent changes to existing lease space for which the Lessor is NOT responsible for providing under the terms and conditions of the lease contract.</p> <p>-----<br/>---</p> <p><b>PROJECT MANAGEMENT (please answer each)</b></p> <p><input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> I agree to contract and manage the project on behalf of the occupying agency.<br/><i>(Please attach an ITEMIZED price quote).</i></p> |
|--|--|

***Lessor Authorization:***

I authorize the work to be performed and agree with the terms indicated by my selections. This request includes tenant improvements, which WILL NOT be considered the property of the occupying agency, and will not be retained by the occupying agency upon move out. Therefore, the lessor will assume responsibility for maintenance, repair and inspections (where applicable).

X  
\_\_\_\_\_  
Lessor signature

\_\_\_\_\_  
Date

ALL IN ONE SERVICES  
 P.O. BOX 490  
 CEDAR HILL, TEXAS 75106

**Re:** Proposal Balance:  
\$19,300.00

**Address: 2700 Ben Ave Fort Worth Texas**

**Contact:**  
**Email**  
**Phone:**

**Description of Work:** Locate fault in plumbing system, including any defects not draining.

|  | Notes               | Quantity |          |
|--|---------------------|----------|----------|
| Areas inspected :<br>Plumbing Stoppage on main line<br>Had to clear line to see pipe, pull one toilet to camera line.<br>Pull and replace clean out cap 4" | Cost for first hour | 1        | \$750.00 |
| Cost to dig 50ft tunnel to remove 6ft of 4in pvc pipe replacement.   |                     | 1        | 7500.00  |
| plumbing labor to cut repair service line  |                     | 1        | 5850.00  |
| including cutting removal of sidewalk concrete and haulaway concrete .   |                     | 1        | 5200.00  |
| 1.<br>2.<br>3.<br>4.   |                     |          |          |
| 5. today   | total               |          |          |

Customer Approval: \_\_\_\_\_

Date: \_\_\_\_\_

|                    |             |  |          |
|--------------------|-------------|--|----------|
| 6. Quote to repair | Paid Blance |  | \$19 300 |
| Total              |             |  |          |

Customer Approval: \_\_\_\_\_

Date: \_\_\_\_\_