

Crystal Koeneman

From: Tina Strong
Sent: Tuesday, August 22, 2017 2:53 PM
To: Sen. Anna MacKinnon; Sen. Shelley Hughes; Rep. Dan Saddler; Rep. Lora Reinbold
Cc: Susan Wallen; Kim Skipper; Aaron Bigelow; Buddy Whitt; Pamela Varni; Crystal Koeneman
Subject: Eagle River Office Space

Good Afternoon.

Our current Lease agreement for Eagle River office space is due to expire on October 31, 2017. We have five, one-year renewal options available under the lease terms. Do you wish to renew the lease for the period November 1, 2017, through October 31, 2018?

Rent is \$6,325.21 per month; \$75,902.52 yearly. If we wish to renew, the amount exceeds our threshold of \$35,000 in one fiscal year; therefore, Legislative Council would need to approve at their next meeting. If we wish not to renew, we would need to issue a Request for Proposal (RFP) to look for new space.

Please let me know if you have any questions or need additional information.

Thank you.

Tina Strong, Procurement Officer
Legislative Affairs Agency
(907) 465-6705