

# State of Alaska



## Legislative Affairs Agency

Administrative Services, Supply Section

State Capitol Room 3 ~ Juneau, AK 99801-1182 ~ Phone (907) 465-3853 ~ Fax (907) 465-2918

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### MEMORANDUM

**TO:** Pamela A. Varni, Executive Director  
Legislative Affairs Agency

**FROM:** Tina Strong, Procurement Officer   
Legislative Affairs Agency

**DATE:** January 28, 2017

**SUBJ:** Renewal No. 1 of Lease for Ketchikan Office Space

The original lease between the Legislative Affairs Agency and Ketchikan Gateway Borough for Ketchikan office space was for five years beginning March 1, 2012, and terminating February 28, 2017. There are five renewals of lease available under the lease agreement: each for a one year period.

Senator Stedman, Representative Ortiz, and the LIO would like to proceed with Renewal No. 1 for the period March 1, 2017, through February 28, 2018.

If Legislative Council approves Renewal No. 1, this will leave four more renewals of lease available before we have to go out to bid or do a lease extension.

This lease exceeds \$35,000 in one fiscal year; therefore, Legislative Council's approval is required.

#### **Ketchikan Office Space**

Ketchikan Gateway Borough

Renewal No. 1 of Lease

March 1, 2017, through February 28, 2018

\$47,412.72

Additional lease information is attached.

Attachment(s)

**LEASE AGREEMENT INFORMATION**

**LESSOR:** Ketchikan Gateway Borough  
**OCCUPANTS:** Legislative Information Office, Senator Bert Stedman, Rep. Dan Ortiz  
**LOCATION:** 1900 First Ave, Suite 310, Ketchikan, Alaska  
**TOTAL SQ. FOOTAGE:** 2,565

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**CURRENT LEASE INFORMATION**

**MONTHLY RENT:** \$3,943.65  
**PRICE PER SQ. FOOT:** \$1.53  
**LEASE TYPE:** Lease  
**LEASE TERM:** March 1, 2012 – February 28, 2017  
**TOTAL LEASE AMT.:** \$47,323.80

**NEW LEASE INFORMATION**

**MONTHLY RENT:** \$3,951.06  
**PRICE PER SQ. FOOT:** \$1.54  
**LEASE TYPE:** Renewal No. 1 of 5  
**LEASE TERM:** March 1, 2017 – February 28, 2018  
**TOTAL LEASE AMT.:** \$47,412.72

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**COMMENTS:** Senator Stedman, Representative Ortiz, and the LIO are happy with this space and wish to renew.