

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



MEMORANDUM

TO: Representative Sam Kito, Chairman
Legislative Council

FROM: Tina Strong, Procurement Officer 
Legislative Affairs Agency

DATE: January 24, 2018

SUBJ: Renewal No. 2 of Lease for Ketchikan Office Space

The original lease agreement between the Legislative Affairs Agency and Ketchikan Gateway Borough for office space in Ketchikan, Alaska, was for a five-year term that began March 1, 2012, and terminated February 28, 2017. There were five additional renewals of lease available under the lease agreement: each for a one-year period. We have exercised one of the renewal options.

Renewal No. 1 of lease expires on February 28, 2018. We would like approval to proceed with Renewal No. 2 for the period March 1, 2018, through February 28, 2019.

If Legislative Council approves Renewal No. 2, this will leave three more renewals of lease available before we must issue a 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. 2 of Lease

March 1, 2018, through February 28, 2019

\$47,569.44

Additional lease information is attached.

**MOTION: I MOVE THAT LEGISLATIVE COUNCIL APPROVE RENEWAL
NO. 2 OF LEASE FOR KETCHIKAN OFFICE SPACE IN AN AMOUNT
OF \$47,569.44.**

LEASE AGREEMENT INFORMATION

LESSOR: Ketchikan Gateway Borough

OCCUPANTS: Legislative Information Office, Senator Stedman, Rep. Ortiz, Senator Hoffman

LOCATION: 1900 First Ave, Suite 310, Ketchikan, Alaska

TOTAL SQ. FOOTAGE: 2,565

CURRENT LEASE INFORMATION

MONTHLY RENT: \$3,951.06

PRICE PER SQ. FOOT: \$1.54

LEASE TYPE: Renewal No. 1 of Lease

LEASE TERM: March 1, 2017 – February 28, 2018

TOTAL LEASE AMT.: \$47,412.72

NEW LEASE INFORMATION

MONTHLY RENT: \$3,964.12

PRICE PER SQ. FOOT: \$1.55

LEASE TYPE: Renewal No. 2 of Lease

LEASE TERM: March 1, 2018 – February 28, 2019

TOTAL LEASE AMT.: \$47,569.44

COMMENTS: