

Alaska State Legislature

Legislative Affairs Agency

Administrative Services, Procurement & Supply Section
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MEMORANDUM

TO: Representative Sara Hannan, Chair
Legislative Council

FROM: JC Kestel, Procurement Officer

DATE: October 28, 2025

SUBJ: Assembly Building Apartments Property Management Services Contract Amendment

The Agency has a contract with TNT Realty, LLC dba Juneau Real Estate (JRE) for property management services for the Assembly Building Apartments. This amendment request is to increase the contract amount to account for the special session that occurred in August.

The contract has billing rates for session months and interim months - during a session or special session, the monthly contracted cost is \$8,715.00, and during interim months the contracted cost is \$4,550.00. However, the current contract's not-to-exceed amount does not include contingency for a special session.

Therefore, the Agency requests amending the existing contract with JRE to add \$4,165.00 to the existing not-to-exceed amount of the current contract to pay the additional expense of the August special session.

Thank you for your consideration.

MOTION: I move that Legislative Council approve Amendment No. 1 of the Agency's contract with TNT Realty, LLC dba Juneau Real Estate, to increase the contract amount by four thousand one hundred sixty-five dollars and zero cents (\$4,165.00) to a total of one hundred sixty-three thousand three hundred forty-five dollars and zero cents (\$163,345.00).