

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: Pamela A. Varni, Executive Director
Legislative Affairs Agency

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

DATE: May 2, 2013

SUBJ: Kenai Office Space Lease Renewal

The Kenai State Facility Lease Agreement is up for renewal for next fiscal year. This lease exceeds \$25,000 in one fiscal year; therefore, Legislative Council's approval is required.

The lease is for office space currently occupied by the Kenai Legislative Information Office, Senator Peter Micciche, Senator Cathy Giessel, Speaker Mike Chenault, Representative Kurt Olson, and Representative Paul Seaton. This is a state-owned building lease with the Lessor being the Department of Transportation and Public Facilities.

Kenai Office Space

Department of Transportation and Public Facilities

Lease Renewal

July 1, 2013 – June 30, 2014

\$106,485.00

Because this space is a state-owned facility that is administered by Department of Transportation and Public Facilities, we are only charged a percentage of yearly administrative costs to run the building based on the amount of square footage we occupy.

Additional lease information is attached.

Enclosure(s)

LEASE AGREEMENT INFORMATION

LESSOR: Dept of Transportation and Public Facilities
OCCUPANTS: LIO, Sen Micciche, Rep Chenault, Rep Olson, Sen Giessel, Rep Seaton
LOCATION: 145 Main Street Loop, Kenai, Alaska
TOTAL SQ. FOOTAGE: 3,624

CURRENT LEASE INFORMATION

TOTAL SQ. FOOTAGE: 3,624
TOTAL LEASE AMT.: \$75,127.00
LEASE TYPE: State-Owned Facility Lease Agreement
LEASE TERM: July 1, 2012 – June 30, 2013

NEW LEASE INFORMATION

TOTAL SQ. FOOTAGE: 3,624
TOTAL LEASE AMT.: \$106,485.00
LEASE TYPE: State-Owned Facility Lease Agreement
LEASE TERM: July 1, 2013 – June 30, 2014

COMMENTS: This space is in a State-Owned Facility that is administered by DOT. We are charged a percentage of yearly administrative costs to run the building based on the amount of square footage we occupy. This is why the total lease amount fluctuates each year. The increased cost is due to building upgrades during FY12. Some upgrades were new ceiling tiles, new windows and doors, and an upgraded handicap access door. There are no large projects planned for this building during the current fiscal year so the amount due should decrease significantly in the coming year.