

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 
Legislative Affairs Agency

DATE: February 19, 2013

SUBJ: Ombudsman's Anchorage Office Space

The current lease for the Ombudsman's Anchorage office space has expired and we are on a month-to-month tenancy.

Per Sec. 033 of the Legislative Procurement Procedures, a lease that is under 3,000 square feet and less than \$50,000 per year can be approved by contacting three firms or persons for proposals in lieu of the Request for Proposals process.

Linda Lord-Jenkins, Ombudsman, and her staff reviewed many sites in the downtown area and found four sites that had the approximate amount of space needed. Linda then drafted a bid offering with a list of required/desired attributes for the office space and sent the bid information to the four property management companies, including the current landlord. The companies were:

- Bond, Stephens & Johnson, property located at 431 W. 7th Ave #108 Anchorage, Alaska
- Jack White Commercial, Agency Gary W Petros property located at 801B Street #100 Anchorage, Alaska
- Ship Creek Center, LLC and JRW Ventures, property located at 333 W. 4th Avenue, Anchorage, Alaska
- KRK Management, LC property located at 1007 W 3rd Ave, Anchorage, Alaska

The only offer received was from the current landlord, Windward Town and Country Plaza who has changed their name to Ship Creek Center, LLC and JRW Ventures. The space offered is the current space plus an additional 664 square feet adjacent space that would house the two additional employees authorized by the Legislature in 2008 and 2012. The additional employees currently sit at desks in the conference room.

The total square footage is 1,943 square feet for \$3,341.96 per month, \$40,103.52 (plus yearly CPI increases beginning in 2014) per year. This space would also require a one-time payment of \$5,152 for leasehold improvements. The cost per usable square foot is \$1.72 and is comparable to other state lease costs in Anchorage.

Based on the above information, I recommend approval for a three-year lease term with three, one-year renewals, between the Office of the Ombudsman and Ship Creek Center, LLC and JRW Ventures, for a cost of \$40,103.52 per year (plus yearly CPI increases beginning in 2014) and a one-time payment of \$5,152.00 for leasehold improvement costs.