

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

A handwritten signature in blue ink, appearing to be "TS", is written over the name "Tina Strong".

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

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

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