

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: Senator Gary Stevens, Chairman
Legislative Council

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

DATE: February 14, 2019

SUBJ: Renewal No. 3 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 two of the renewal options.

Renewal No. 2 of lease expires on February 28, 2019. We would like approval to proceed with Renewal No. 3 for the period March 1, 2019, through February 29, 2020.

If Legislative Council approves Renewal No. 3, this will leave two 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. 3 of Lease

March 1, 2019, through February 29, 2020

\$47,926.00

Additional lease information is attached.

**MOTION: I MOVE THAT LEGISLATIVE COUNCIL APPROVE RENEWAL
NO. 3 OF LEASE FOR KETCHIKAN OFFICE SPACE IN AN AMOUNT
OF \$47,926.00.**

LEASE AGREEMENT INFORMATION

LESSOR: Ketchikan Gateway Borough
OCCUPANTS: Legislative Information Office, Senator Stedman, Rep. Ortiz
LOCATION: 1900 First Ave, Suite 310, Ketchikan, Alaska
TOTAL SQ. FOOTAGE: 2,565

CURRENT 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

NEW LEASE INFORMATION

MONTHLY RENT: \$4,008.69
PRICE PER SQ. FOOT: \$1.56
LEASE TYPE: Renewal No. 3 of Lease
LEASE TERM: March 1, 2019 – February 28, 2020
TOTAL LEASE AMT.: \$47,926.00

COMMENTS: The monthly increase from \$3,964.12 to \$4,008.69 does not take effect until July 1, 2019. March 1, 2019 – June 30, 2019, the Agency will continue to pay the \$3,964.12.