



Deschutes County Board of Commissioners
1300 NW Wall St., Suite 200, Bend, OR 97701-1960
(541) 388-6570 - Fax (541) 385-3202 - www.deschutes.org

AGENDA REQUEST & STAFF REPORT

For Board Business Meeting of February 25, 2015

Please see directions for completing this document on the next page.

DATE: February 3, 2015

FROM: James Lewis Property & Facilities 541-385-1414

TITLE OF AGENDA ITEM:

Consideration of Chair signature of document 2015-101.

PUBLIC HEARING ON THIS DATE? No

BACKGROUND AND POLICY IMPLICATIONS:

Effective January 1, 2015, The State of Oregon – Department of State Police, entered into an intergovernmental office space agreement (lease) with Deschutes County for approximately 410 square feet of office space (Suites 201A and 201B) at 117 NW Lafayette Avenue, Bend. The premises is used for functions related to its business as a law enforcement agency. Since that time, the State Police has indicated a need for additional space within the same building related to their existing use. The amendment will add Suite 201-C, add the right for one additional parking space, and will increase the base rent to \$1,187. The Term of the agreement will not change and will remain January 1, 2015 through June 30, 2018.

FISCAL IMPLICATIONS:

Annual rental income is \$ 14,244 (\$1187/month).

RECOMMENDATION & ACTION REQUESTED:

Staff recommends that the Board of County Commissioners sign Document 2015-101.

ATTENDANCE: James Lewis

DISTRIBUTION OF DOCUMENTS:

One fully signed original returned to James Lewis will come back for our permanent records and copy to tenant.

DESCHUTES COUNTY DOCUMENT SUMMARY

(NOTE: This form is required to be submitted with ALL contracts and other agreements, regardless of whether the document is to be on a Board agenda or can be signed by the County Administrator or Department Director. If the document is to be on a Board agenda, the Agenda Request Form is also required. If this form is not included with the document, the document will be returned to the Department. Please submit documents to the Board Secretary for tracking purposes, and not directly to Legal Counsel, the County Administrator or the Commissioners. In addition to submitting this form with your documents, please submit this form electronically to the Board Secretary.)

Please complete all sections above the Official Review line.

Date: 2-3-2015

Department: Property & Facilities

Contractor/Supplier/Consultant Name: State of Oregon – Department of State Police

Contractor Contact: Randy Hinrichsen **Contractor Phone #:** 503-934-0244

Type of Document: Intergovernmental Office Space Agreement (Lease) - Amendment

Goods and/or Services: N/A

Background & History: Effective January 1, 2015, The State of Oregon – Department of State Police, entered into an intergovernmental office space agreement (lease) with Deschutes County for approximately 410 square feet of office space (Suites 201A and 201B) at 117 NW Lafayette Avenue, Bend. The premises is used for functions related to its business as a law enforcement agency. Since that time, the State Police has indicated a need for additional space within the same building related to their existing use. The amendment will add Suite 201-C, add the right for one additional parking space, and will increase the base rent to \$1,187. The Term of the agreement will not change and will remain January 1, 2015 through June 30, 2018.

Agreement Starting Date: January 1, 2015

Ending Date: June 30, 2018

Annual Value or Total Payment: \$14,244 (\$1,187 base rent per month)

N/A – statutory coverage

Insurance Certificate Received (check box)

Insurance Expiration Date: State of Oregon is self- insured

N/A

Check all that apply:

- RFP, Solicitation or Bid Process
- Informal quotes (<\$150K)
- Exempt from RFP, Solicitation or Bid Process (specify – see DCC §2.37)

N/A

Funding Source: (Included in current budget? Yes No

If **No**, has budget amendment been submitted? Yes No

Is this a Grant Agreement providing revenue to the County? Yes No

Special conditions attached to this grant:

Deadlines for reporting to the grantor:

If a new FTE will be hired with grant funds, confirm that Personnel has been notified that it is a grant-funded position so that this will be noted in the offer letter: Yes No

Contact information for the person responsible for grant compliance: Name:
Phone #:

Departmental Contact and Title: James Lewis **Phone #:** 541-385-1414

Department Director Approval:  2-3-2015
Signature Date

Distribution of Document: One fully signed original returned to James Lewis for our permanent records and copy to tenant.

Official Review:

County Signature Required (check one): BOCC Department Director (if <\$25K)

Administrator (if >\$25K but <\$150K; if >\$150K, BOCC Order No. _____)

Legal Review _____ Date _____

Document Number **2015-101**

**STATE OF OREGON
INTERGOVERNMENTAL OFFICE SPACE AGREEMENT**

THIS AMENDMENT, dated February 3, 2015, is made by and between DESCHUTES COUNTY, a political subdivision of the State of Oregon ("Lessor") and THE STATE OF OREGON, acting by and through its Department of State Police ("Lessee").

Lessor and Lessee are parties to a lease dated December 8, 2014, (herein referred to as the Lease), covering premises described as approximately 410 square feet of office space in Suites 201A and 201B in a building located at 117 NW Lafayette Avenue, Bend, Deschutes County, Oregon 97701.

In consideration of the mutual agreements contained herein, Lessor and Lessee agree that the Lease shall be amended or supplemented as follows:

1. **Premises.** Effective February 1, 2015, the Premises section shall be deleted in its entirety and replaced with the following:

Premises. Approximately 550 square feet of office space in Suites 201A, 201B, and 201C, in a building located at 117 NW Lafayette Avenue, Bend, Deschutes County, Oregon 97701, as shown on the modified Exhibit B attached.

2. **Rent.** Effective February 1, 2015, Section 2 – Rent of the lease is hereby deleted in its entirety and replaced with the following:

2. **Rent.** Lessee shall pay Base Rent in arrears by the 10th day of each month for the preceding month or partial month. The Base Rent for any partial month shall be prorated on a per diem basis. The monthly Base Rent shall be per the following Rent Schedule:

LEASE PERIOD	NET RENT	PHONE & DATA	BASE RENT
02/01/15 – 06/30/18	\$1,087.80	\$100.00	\$1,187.80

3. **Parking.** Effective February 1, 2015, Section 5 – Option to Extend of the lease is hereby deleted in its entirety and replaced with the following:

5. **Parking.** Lessee, its employees, and clientele shall have the right to park in four (4) spaces of which two (2) are secured, in the parking lot shown on the original Exhibit A. Parking for the disabled will always be provided in compliance with the Oregon Revised Statutes (ORS) 447.233.

This Lease shall not become effective and shall not be binding upon the State of Oregon or any agency thereof until it has been executed, in the signature spaces provided below, by all parties to this Lease, including those whose approval is required.

LESSOR: DESCHUTES COUNTY, a political subdivision of the State of Oregon

By _____

By _____

By _____

Date _____

LESSEE: STATE OF OREGON, acting by and through its
Department of State Police

By *R.M. Anderson*

Date 2-3-15

APPROVAL: STATE OF OREGON, acting by and through its
Department of Administrative Services

By _____
Real Estate Services

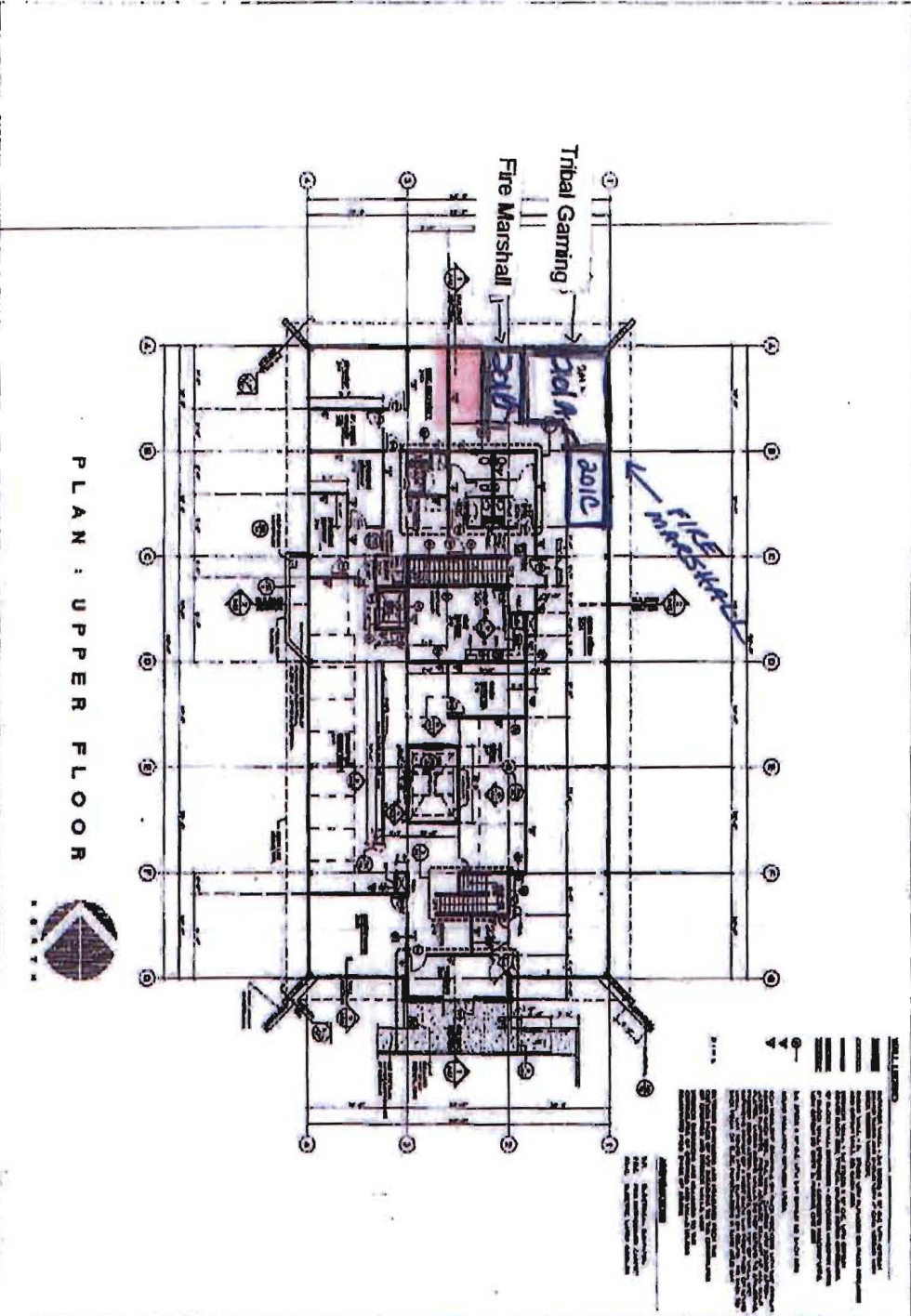
Date _____

EXHIBITS

- 1. Modified Exhibit B – Floor Plan

DG 1/15/15

Lessee Initial & Date *RM* 2/3/15 Lessor Initial & Date



PLAN : UPPER FLOOR



NOTES:

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2000 INTERNATIONAL BUILDING CODE (IBC) AND THE 2000 INTERNATIONAL PLUMBING CODE (IPC).
2. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2000 INTERNATIONAL ELECTRICAL CODE (IEC).
3. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2000 INTERNATIONAL MECHANICAL AND PLUMBING CODE (IMPC).
4. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2000 INTERNATIONAL FIRE AND ALARM CODE (IFAC).
5. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2000 INTERNATIONAL SMOKE CONTROL CODE (ISCC).
6. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2000 INTERNATIONAL SAFETY CODE (ISC).
7. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2000 INTERNATIONAL ACCESSIBILITY AND MOBILITY ACT (AMA).
8. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2000 INTERNATIONAL ENERGY CONSERVATION CODE (IECC).
9. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2000 INTERNATIONAL GREEN BUILDING CONSTRUCTION AND MAINTENANCE SOURCEBOOK (IGBC).
10. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2000 INTERNATIONAL SUSTAINABLE DESIGN AND CONSTRUCTION SOURCEBOOK (ISDC).

A22	DATE: 10/15/03	DESCHUTES COUNTY COMMUNITY DEVELOPMENT ADMINISTRATION BUILDING #2 BEND, OREGON	
	DRAWN BY: [Name] CHECKED BY: [Name] PROJECT NO: [Number]		

Exhibit B - Bldg Plan Lease 3169