



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](http://www.deschutes.org)

---

## **AGENDA REQUEST & STAFF REPORT**

**For Board Business Meeting of April 8, 2015**

---

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

**DATE:** March 26, 2015

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

**TITLE OF AGENDA ITEM:**

Consideration of Board signature of document 2015-202.

**PUBLIC HEARING ON THIS DATE?** No

**BACKGROUND AND POLICY IMPLICATIONS:**

A 7-month lease extension for approximately 8,037 square feet of office space (1300 NW Wall Street, Suite 100) to the State of Oregon - Department of Justice, Division of Child Support. The DOJ is currently seeking new space and therefore only requires a 7-month extension at this time. The premises will continue to be used for functions related to its business as a social service provider. The Term of the agreement is from July 1, 2015 through January 31, 2016. The base rent is \$15,012.48 (which includes \$2,152.50 for base operating expenses) per month through the entire length of the term.

**FISCAL IMPLICATIONS:**

Annual (term) rental income is \$60,169.92 (\$15,012.48/month).

**RECOMMENDATION & ACTION REQUESTED:**

Staff recommends that the Board of County Commissioners sign Document 2015-202.

**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:** 3-26 2015

**Department:** Property & Facilities

**Contractor/Supplier/Consultant Name:** State of Oregon – Department of Justice,  
Division of Child Support

**Contractor Contact:** Lisa Haver

**Contractor Phone #:** 503-373-7084

**Type of Document:** Lease Extension (Lease)

**Goods and/or Services:** N/A

**Background & History:** A 7-month lease extension for approximately 8,037 square feet of office space (1300 NW Wall Street, Suite 100) to the State of Oregon - Department of Justice, Division of Child Support. The premises will be used for functions related to its business as a social service provider. The Term of the agreement is from July 1, 2015 to January 31, 2016. The base rent is \$15,012.48 (which includes \$2,152.50 for base operating expenses) per month through the entire length of the term.

**Agreement Starting Date:** July 1, 2015

**Ending Date:** January 31, 2016

**Annual Value or Total Payment:** \$60,169.92 (\$15,012.48 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:  3/30/15  
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 **2015-202**



Oregon

Kate Brown, Governor

Department of Administrative Services
Enterprise Asset Management - Real Estate Services
1225 Ferry Street SE, U100
Salem, OR 97301-4281
PHONE: 503-373-7084
FAX: 503-373-7210

March 25, 2015

Deschutes County
PO Box 6005
Bend, Oregon 97708-6005
ATTN: Susan Ross, or successor

Re: Lease between DESCHUTES COUNTY, a political subdivision of the State of Oregon (Lessor) and the STATE OF OREGON, acting by and through its Department of Justice, Division of Child Support (Lessee)

Dear Ms. Ross,

The above referenced Lease dated October 10, 2002, (DAS Lease #2412), is due to expire on June 30, 2015.

The Lessee would like to extend the lease to January 31, 2016.

Therefore, this letter shall serve as formal documentation that the Lease between Lessor and Lessee dated October 10, 2002, as amended or supplemented by lease amendments dated December 18, 2001, April 16, 2004 and August 19, 2013, and lease extension letter dated December 19, 2014 (herein referred to as the Lease), covering Premises described as approximately 8,037 rentable square feet of office space located at 1300 NW Wall Street, Suite 100, Bend, Deschutes County, Oregon 97701, shall remain in full force and effect pursuant to current terms until January 31, 2016.

This letter is being sent by Department of Administrative Services acting as leasing agent for Lessee, the STATE OF OREGON, acting by and through its Department of Justice, Division of Child Support.

Thank you for your consideration in this matter. ACCEPTED AND AGREED:
Sincerely,

LESSEE: STATE OF OREGON, acting by and through its Department of Justice, Division of Child Support

[Handwritten signature of Lisa Haver]

By: [Handwritten signature]

Lisa Haver, Leasing & Property Agent
Dept. of Administrative Services
Enterprise Asset Management
Real Estate Services
1225 Ferry Street SE, U100
Salem, OR 97301-4281
Phone: 503-373-7084
Fax: 503-373-7210

Date: \_\_\_\_\_

SIGNATURES FOLLOW

DC 2015-202

REVIEWED

---

LEGAL COUNSEL

DATED this \_\_\_\_ day of \_\_\_\_\_

BOARD OF COUNTY COMMISSIONERS  
OF DESCHUTES COUNTY, OREGON

\_\_\_\_\_  
ANTHONY DEBONE, Chair

ATTEST:

\_\_\_\_\_  
ALAN UNGER, Vice-Chair

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
TAMMY BANEY, Commissioner

STATE OF OREGON            )  
  ) ss.  
County of Deschutes        )

Before me, a Notary Public, personally appeared ANTHONY DEBONE, ALAN UNGER and TAMMY BANEY, the above-named Board of County Commissioners of Deschutes County, Oregon and acknowledged the foregoing instrument on behalf of Deschutes County, Oregon.

DATED this \_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public for Oregon

My Commission Expires: \_\_\_\_\_