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:

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

(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)

Insurance Certificate Received (check box)

Insurance Expiration Date: State of Oregon is self insured

Check all that apply:

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

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:

3/26/2015
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: ___________________________ Signature 3/20/15 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
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. Sincerely,

ACCEPTED AND AGREED:

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

By: __________________________

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

SIGNATURES FOLLOW
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

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 ____________

______________________________

My Commission Expires: ________________

Notary Public for Oregon