



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 June 8, 2016

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

DATE: May 26, 2016

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

TITLE OF AGENDA ITEM:

Consideration of Chair signature of document 2016-254, an Addendum (amendment) to a Lease between Deschutes County and the State Building Codes Division.

PUBLIC HEARING ON THIS DATE? No

BACKGROUND AND POLICY IMPLICATIONS:

Effective July 1, 2012, Deschutes County leased office space at 117 NW Lafayette Avenue in Bend, to the State of Oregon Department of Consumer and Business Services for the Building Codes Division. The original Lease is amended for a new increased total space of approximately 211 square feet of office space, includes an extension of the term to June 30, 2018 (two additional years), and an increase of the total rent to \$433 per month. All other provisions will remain the same.

FISCAL IMPLICATIONS:

Increasing base rent to \$433.00 per month (\$5,196.00 per year).

RECOMMENDATION & ACTION REQUESTED:

Staff recommends that the Board of County Commissioners authorize the Chair to sign Document 2016-254.

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:

Department:

Contractor/Supplier/Consultant Name:

Contractor Contact:

Contractor Phone #:

Type of Document: Fifth Amendment to Lease

Goods and/or Services: N/A

Background & History: Effective July 1, 2012, Deschutes County leased office space at 117 NW Lafayette Avenue in Bend, to the State of Oregon Department of Consumer and Business Services for the Building Codes Division. The original Lease is amended for a new increased total space of approximately 211 square feet of office space, includes an extension of the term to June 30, 2018 (two additional years), and an increase of the total rent to \$433 per month. All other provisions will remain the same.

Agreement Starting Date:

Ending Date:

Annual Value or Total Payment:

N/A – statutory coverage

Insurance Certificate Received (check box)

Insurance Expiration Date:

N/A

Check all that apply:

RFP, Solicitation or Bid Process

Informal quotes (<\$150K)

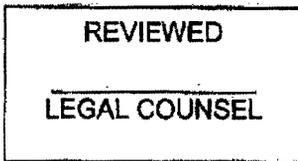
Exempt from RFP, Solicitation or Bid Process (specify – see DCC §2.37)

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



FIFTH ADDENDUM TO LEASE

Parties:

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

LESSEE: STATE OF OREGON, acting by and through its DEPARTMENT of CONSUMER AND BUSINESS SERVICES, BUILDING CODES DIVISION;

WHEREAS, Lessor and Lessee entered into a Lease (DC 2012-378) with an effective date of July 1, 2012, as amended or supplemented by the First Lease Addendum (DC 2013-053) with an effective date of March 1, 2013, the Second Lease Addendum (DC 2014-347) with an effective date of July 1, 2014, the Third Lease Addendum (DC 2014-409), with an effective date of October 1, 2014, and the Fourth Lease Addendum (DC 2015-193) with an effective date of July 1, 2015, ("the Lease") covering space last described as Room 111, approximately one hundred fifty-five (155) square feet of office space located at 117 NW Lafayette Avenue, Bend, Oregon 97701 Deschutes County (the "Premises"); and

WHEREAS, the parties now desire to make changes to the Lease regarding the Term and Renewal, and the Rent;

NOW, THEREFORE, the parties agree that, effective June 1, 2016, the Lease is hereby amended to read as follows:

Lessor hereby leases to Lessee and Lessee takes for Lessor the "Premises" described as:

Room 111, the former Premises, will be entirely replaced by approximately two hundred eleven (211) square feet of office space within a portion of Room 201, the new Premises, located at 117 NW Lafayette Avenue, Bend, OR 97701. The new Premises are shown in Attachment A.

1. Term and Renewal. The effective date of this Lease shall be June 1, 2016, or the date on which each party has signed this Lease, whichever is later, and shall continue until ~~June 30, 2017~~ June 30, 2018. This Lease may be terminated by either party upon thirty (30) days' prior written notice.

If this Lease is not terminated and Lessee is not in default, Lessee shall have the option to renew this Lease for successive terms of twelve (12) months each (from July 1 to June 30). This option, if exercised, shall be made by written notice to Lessor given not less than sixty (60) days prior to the last day of the expiring term. This Lease shall not be considered renewed for the additional twelve months unless and until Lessor agrees in writing.

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. Rent shall be payable without notice or demand at the office of Deschutes County Property & Facilities Department, PO Box 6005, Bend,

Oregon 97708-6005, or at such other place as may be designated in writing by Lessor. The monthly Base Rent shall be ~~Three Hundred Twenty Five Dollars~~ Four Hundred Thirty-Three Dollars (~~\$325.00~~) (\$433.00) per month. Base rent includes office furnishings.

3. Utilities, Services. The cost for utilities for the Premises is included in the monthly rent, except for internet or telephone services which are in addition to the monthly rent. Lessee shall pay Fifty Dollars (\$50.00) per month for internet connection and Twenty Dollars (\$20.00) per month for telephone service.

Base Rent is Four Hundred Thirty-Three Dollars (\$433.00), Internet connection is Fifty Dollars (\$50.00), and telephone service is Twenty Dollars (\$20.00) for a monthly total of Five Hundred and Three Dollars (\$503.00).

Except as otherwise provided in this Addendum, the terms and conditions of the original Lease, and previous Addendums thereto, remain in effect.

LESSOR: DATED this _____ day of _____, 2016

BOARD OF COUNTY COMMISSIONERS
OF DESCHUTES COUNTY, OREGON

ALAN UNGER, CHAIR

ATTEST: TAMMY BANEY, VICE CHAIR

Recording Secretary ANTHONY DEBONE, COMMISSIONER

LESSEE: STATE OF OREGON, acting by and through its Department of
Consumer and Business Services, Building Codes Division

By: Jean Shaught
DATED this 24 day of May, 2016

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

By: _____

DATED this _____ day of _____, 2016

