

Leasing Frequently Asked Questions

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STATE TENANT

We have continual problems with maintenance items not getting repaired in our space. Who do I call to get this resolved?

If you do not get resolution after one attempt directly with the landlord, email your Contracting Officer (CO) immediately with detailed information of the problem, when you contacted the landlord and what you have been told. Basically, give the CO all the information and documentation (include your direct phone number) - they will take it from there. Daily follow-up will be made with you until resolved.

Our carpets and walls are in horrible shape. Can we get carpets replaced and the walls painted?

Each lease most likely has renovation clauses in them that the CO can execute. Email your CO with your name and phone number and mention renovations, your CO will make telephone contact with you. This is a contract administration item.

We have outgrown this space. How do we get more space?

Your department procurement person is your first contact. They can and will prepare a PCN/occupancy study and assist you in determining how much additional space is needed. At that time, if funding is available, a PR will be prepared and sent to DGS/CO. The CO will then inquire of the lessor what adjacent space may be available for the agency to occupy - the CO handles all negotiations and contacts on the lease acquisition.

Who do I call if the toilet is stopped up or we run out of toilet paper?

The Building Manager/Property Manager and then write a note in your file and send an e-mail to the contracting officer. If constant problem, call or e-mail the Contracting Officer.

What do I do if the janitorial service continues to be bad month after month?

First contact the Building Manager and keep a written record of contacts. When it is continuous, send e-mail or call the Contracting Officer.

What do I do when employees slip and fall?

Take care of employee. Contact Building Manager to fix any problems. Contact Risk Management to report. Contact Contracting Officer.

What do I do when people are going home sick from smells in the building?

Contact the Contracting Officer for further instruction.

What do I do to get some office walls put up?

Contact the State Agency Procurement Officer.

What do I do to add space because we've added new employees/programs?

Prepare a RAP and PR for your departmental approval, then forward to DGS.

LESSOR/LANDLORD

EXISTING:

The state employees are smoking at the main entrance of my building. I find smoldering butts and trash constantly at the front entrance of my building. What are we going to do to stop this?

Re-designate a different exit as the outdoor smoking area. Make sure the ash containers are emptied daily - so that they are not overflowing. Post "Non-Smoking" signs and remove containers from the front entrance.

State employees are leaving vehicles in my parking lots at night and on weekends interfering with snow plow/snow removal operations. How can I notice them to remove their vehicles?

Post a notice on all bulletin boards in the building that states all vehicles must be removed from the parking lots by 9:00 PM week days and that no vehicles may be left in the parking lots on weekends. They will be towed. Post it and enforce it. Send or fax a copy of your notice to the Contracting Officer managing the lease.

State employees are burning scented candles/incense at their desks during the day. I am concerned someone is going to forget to extinguish the product at the end of the work day and cause a fire. What can be done about this?

Remind state employees that their office is not a state owned facility. Notify the offending person directly with a letter to extinguish, remove and cease from igniting open flames in the leased space. Note the concern of fire. Fax or send a copy of the notice to the Contracting Officer managing the lease. The CO will follow up with the offending person's manager to make sure the problem is resolved.

Who do I call if my rent check is late?

Juneau Accounting (907) 465-5692

Who do I call if the the tenant is asking for things not in the lease?

The Contracting Officer. If you are unsure who the contracting officer is, consult the regional information found [here](#).

Who do I call to talk about renewing my lease?

The Contracting Officer. If you are unsure who the contracting officer is, consult the regional information found [here](#).

Do I really have to replace the carpet and paint every 3-5 years like it says in my lease if the carpet is ok?

Call the Contracting Officer. If you are unsure who the contracting officer is, consult the regional information found [here](#).

POTENTIAL LESSORS:

I am contemplating becoming an active, qualified bidder on the State of Alaska Bid List for leases. I am concerned about long term leases because I hear nightmare stories from other property owners regarding state leases. Do I need to be concerned?

First, the State of Alaska occupying space in your building needs to benefit both parties. We need space and you have space to offer. Our bid documents are very detailed documents and at all times you have a direct line and contact to the Contracting Officer responsible for the bid. Other property owners may have experienced an unfortunate circumstance - however, it should never escalate to the degree of property owners non-desire to lease to the State of Alaska. The lease contract will be administered to the fullest extent of provisions. If both Lessor and Lessee understand that, it should be a good relationship.

I have trouble finding leasing solicitations on the online public notices. Who do I call for assistance?

Contact our Shared Services Admin Assistant at 907-269-5786. They will be able to assist you.

What if I submit a bid and then discover that I really do not want the state in my space because I found another tenant who will pay a higher rate?

As long as the bids have not been opened, you may withdraw your offer by notifying us in writing as soon as you determine that you are not going to bid. Once the bid has been opened, offers cannot be withdrawn.

GENERAL INFORMATION

How much, on the average, does the state spend on private leases annually?

\$30 million

How many private leases does the state currently maintain?

Approximately 400.

3,263,049 square feet (office, warehouse and ground.)

I despise getting electronic voice mail messages. What is main telephone number for State Leasing where I know I can reach a person?

(907) 269-5786 in Anchorage.

I just cannot seem to make the state employees happy in my lease with the State of Alaska. What else can I do?

Contact your Leasing Contracting Officer. There may be requests you are trying to fulfill that are not your responsibility. Your Contracting Officer needs to intervene and determine what the circumstances are.



Leasing Contracting Officers
Regions and Contact Information

Updated October 26, 2020

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 * Atwood Building
 * Atwood Garage

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NORTHERN REGION
 * Barrow * Nome
 * Deadhorse * Northway
 * Delta * Nulato
 * Fairbanks * Point Hope
 * Galena * Teller
 * Kotzebue * Tok
 * Koyukuk * Unalakleet
 * Nenana

MATSU BOROUGH
 * Big Lake * Palmer
 * Gakona * Willow
 * Glenallen * Wasilla

Rashaad Esters
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 (907) 269-0305

SOUTHWEST REGION
 * Aniak * Kodiak
 * Bethel * McGrath
 * Dillingham * Naknek
 * Dutch Harbor * Newhalen
 * Emmonak * St. Mary's
 * Iliamna * Unalaska
 * King Salmon

SOUTH-CENTRAL REGION
 * Anchor Point * Kenai
 * Clam Gulch * Seldovia
 * Cooper Landing * Seward
 * Homer * Soldotna

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SOUTHEAST REGION
 * Angoon * Ketchikan
 * Cordova * Klawock
 * Craig * Petersburg
 * Douglas * Sitka
 * Haines * Valdez
 * Juneau * Wrangell