



STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson St. SE, Olympia, WA 98501
PO Box 41468, Olympia, WA 98504-1468

August 27, 2021

TO: Kelly Lerner, Chief, Leased Facilities and Maintenance Operations
Department of Social and Health Services

FROM: Seth Wallace, Assistant Director *Seth Wallace*
Seth Wallace (Aug 27, 2021 15:40 PDT)

SUBJECT: **Delegation Approval Memo – New Space Pierce/King County**

In reference to your recent request and pursuant to RCW 43.82, the Department of Social and Health Services is delegated the authority for the following activity:

To lease approximately 2,556 square feet of residential space for a Children's State Operating Living Alternatives (SOLA) in Pierce and King Counties. The term shall be no longer than five (5) years.

This delegation is approved under the following condition:

- a. The Department of Social and Health Services shall comply with the terms documented in the Office of Financial Management (OFM) Approval Letter dated August 6, 2021. If the terms of the approval change, the Department of Social and Health Services must notify OFM of the changes.
- b. The Department of Enterprise Services' (DES) Residential Rental Agreement form shall be used (attached).
- c. The Department of Social and Health Services Assistant Attorney General shall approve any changes to the boiler plate language on the Residential Rental Agreement Template; and sign and approve as to form the final lease agreement.
- d. The Department of Social and Health Services shall seek OFM approval of a lease over \$1 million annually, and a lease for privately owned buildings that are in the planning stage of development or under construction if applicable.
<https://ofm.wa.gov/facilities/lease-approvals>.
- e. Signatures must be notarized if term exceeds one year.

- f. The Department of Social and Health Services shall record the final lease agreement with the County Assessor's Office within the county the leased facility is located.
- g. Reference **DEL 21-0077** in the agreement.
- h. The Department of Social and Health Services shall provide a copy of the executed, recorded lease to Enterprise Services, Real Estate Services (RES) within thirty (30) calendar days of lease execution.

Responsibility:

Implicit in this delegation is the Department of Social and Health Services responsibility for the following:

1. Employ best practices using a competitive procurement process to seek proposals for leased space.
2. The condition of the leased space relative to quality, life/safety, barrier-free accessibility, and hazardous substances. A copy of the State Leased Space Requirements (LSR) 1.0, LSR 1.0 Bid Cost Breakdown, New Space Addendum 1.0, and the New Space Addendum 1.0 Bid Cost Breakdown are available on the DES website at [Forms | Department of Enterprise Services \(wa.gov\)](#) for your information and use.
3. The negotiation of reasonable terms and conditions
4. The contract is legally binding.
5. Fulfilling all financial and contractual obligations.
6. Complying with, and fulfilling, all necessary approvals and authorizations.

A one-time administrative fee in the amount of \$250 will be charged to your agency for maintaining, overseeing, and updating the central registry's database.

SEW: rla

cc: Richard J. Bushnell, Operations Manager, RES
Crystal Skinner, Leasing Agent, RES
Anita Black, Planning and Design Manager, DSHS
Barry Hanson, DDA Housing Specialist, DSHS






Delegation Approval Memo DEL 21-0077 (SOLA) New Space

Final Audit Report

2021-08-27

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