



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS, PORTLAND DISTRICT
PO BOX 2946
PORTLAND, OR 97208-2946

April 25, 2023

Real Estate Division

Pat Albaugh
Executive Director
Port of Skamania
PO Box 1099
212 SW Cascade AVE
Stevenson, Washington 98648-1099

Dear Mr. Albaugh,

This letter is in response to your request for a Lease to utilize the property and building at 458 Evergreen Drive, Bonneville Lock and Dam Project, Skamania County, Washington.

The U.S. Army Corps of Engineers completed a scope of work to process the Lease and the estimated costs for the transaction are **\$31,600.00**. We request payment based on Title 10, U.S. Code § 2695, which authorizes the collection of administrative fees for processing requests to use Government-controlled property. The party who benefits from the transaction shall pay for the associated administrative costs. These costs include, but are not limited to, review and preparation of products such as environmental, cultural and historical assessments, mapping, contract preparation, and compliance.

All customers doing business with the Federal Government must be registered in the System for Award Management (SAM) database, access online at <http://sam.gov/content/home>. There are no fees associated with the registration. Customers will also need to ensure that the grantee information in the SAM database is correct, current, and matches the information reported on the grantees W-9 and Request for Vendor/Debtor Setup forms.

Thank you for providing the customer's W-9 Form, Request for Vendor/Debtor Setup Form, and the SAM.gov verification. Enclosed you will find the Administrative Cost and Fee Agreement. Please sign, date and return the agreement to the U.S. Army Corps of Engineers, Portland District, ATTN: Jennifer Howard, Real Estate Division, P.O. Box 2946, Portland, Oregon 97208 or you may digitally fill out, sign, and return to the email address listed below. Upon receipt of the agreement and payment **made payable to "Finance and Accounting Officer, Portland District"**, we will initiate our review. In the event the transaction cannot be executed, the remaining funds will be refunded. Please note, if the actual administrative costs are greater than the estimate (above), you

will be notified in writing and required to pay the additional amount prior to us continuing.

If you have any questions, please contact Jennifer Howard, Realty Specialist, at 503-808-4677, or by email Jennifer.A.Howard@usace.army.mil.

Sincerely,

Oliver W. King
Chief, Realty Services Branch
Real Estate Contracting Officer

Enclosure