



gsa leased space



# Quality space at a fair price delivered when you need it.

The U.S. General Services Administration (GSA), the nation's largest public real estate organization, provides workspace for more than 1.1 million federal workers, through GSA's Public Buildings Service (PBS). Approximately half of the employees are in buildings owned by the federal government, and half are located in over 7,200 leased buildings across the country.

PBS leases space in both cities and small towns when leasing is the only practical answer to meeting federal space needs. More than 50 percent of leases are for 10,000 square feet or less of space, so building owners do not have to be a corporate giant to compete for lease contracts.

## Scope of GSA Leasing

PBS leases all types of space, including offices, laboratories, warehouses, clinics, and border stations in urban, suburban and rural areas throughout the United States and its territories.

For more information about

## Lease Conditions

To satisfy various needs, GSA leases space in a wide range of sizes, locations, and terms; thus, each Solicitation for Offers for a new lease differs in its requirements. The size of a lease opportunity may range from a single room to an entire building. Initial alterations to prepare space for occupancy differ according to the needs of the tenant agency. In some cases, new construction is solicited. Terms for GSA leases are usually 5 to 10 years, although some leases are for shorter duration or for as long as 20 years. The term is based on customer agency requirements and market conditions for the present and foreseeable future.

## Offering Space to GSA

All requirements for space over 10,000 square feet are advertised in the federal business opportunities webpage at [www.fedbizopps.gov](http://www.fedbizopps.gov) or in local newspapers. Space requirements under 10,000 square feet are usually handled by a more informal canvassing of the market and contacts with potential offerors or a local newspaper ad. Property managers or owners interested in offering space to GSA for lease are encouraged to contact the appropriate regional office once a requirement for space is posted on the website. Regional offices no longer maintain mailing lists of interested parties.

## Submitting a Proposal

Each Solicitation for Offers to lease space indicates the type and amount of space needed and the conditions of the lease. The solicitation also gives detailed information on how to submit a proposal, contact name and address, and the deadline by which it must be received in the regional office.

## Lease Awards

GSA solicits offers on a competitive basis, negotiates with offerors, and for most acquisitions makes awards to the lowest priced acceptable offeror. Some solicitations also consider trade-offs between price and other factors. Typically for acquisitions greater than 10,000 square feet, the award is based on a rental rate that includes operating costs, taxes, building "shell" rate, and a specific allowance for the build-out of the tenant space. Once the award is made, the final costs of the build-out are determined based on the design drawings of the tenant's space. After acceptance of the space, GSA begins monthly rent payments in arrears.

## Lease Forms and the Solicitation for Offers

GSA's standard solicitation for offers (SFO) and lease forms are available on line at [gsa.gov](http://gsa.gov). Click on "QuickLinks" then "Leasing Form."

**For more information about leasing space to GSA, please visit our website at [www.gsa.gov](http://www.gsa.gov).**

## Regional Realty Services Officers

### District of Columbia metropolitan area

Arthur Turowski 202.708.5891  
GSA Public Buildings Service  
7th & D Streets, SW, Room 7080  
Washington, DC 20407

### Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont

Jane Senk 860.240.3542  
GSA Public Buildings Service  
A.A. Ribicoff Federal Building  
450 Main Street  
Hartford, CT 06103

### New Jersey (Northern), New York, Puerto Rico, and Virgin Islands

Donald Eigendorff 212.264.4210  
GSA Public Buildings Service  
26 Federal Plaza  
Room 16-100  
New York, NY 10278

### Delaware, Maryland\*, New Jersey (Central and Southern), Pennsylvania, Virginia\*, and West Virginia

Nancy Hall 215.446.4642  
GSA Public Buildings Service  
The Strawbridge Building  
20 North 8th Street  
Philadelphia, PA 19107-3191

### Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee

Rosemary C. Phillips 404.562.2750  
GSA Public Buildings Service  
77th Forsyth Street, SW, Suite 500  
Atlanta, GA 30303-3427

### Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin

Nanette L. Wauchop 312.353.5637  
GSA Public Buildings Service  
230 South Dearborn Street, Room 3626  
Chicago, IL 60604

### Iowa, Kansas, Missouri, and Nebraska

Barbara Bodinson 816.926.7508  
GSA Public Buildings Service  
1500 East Bannister Road (6PW)  
Kansas City, MO 64131

### Arkansas, Louisiana, New Mexico, Oklahoma, and Texas

Lynda Audas 817.978.7162  
GSA Public Buildings Service  
819 Taylor Street, Room 12A  
Fort Worth, TX 76102

\*Except DC Metropolitan suburbs.

Colorado, Montana, North Dakota,  
South Dakota, Utah, and Wyoming

Wanda Hobart 303.236.7131 x 241  
GSA Public Buildings Service  
Building 41 - Denver Federal Center  
Room 288  
Denver, CO 80225-0006

Arizona, California, Hawaii, Nevada,  
Guam, Federated States of Micronesia,  
Marshall Islands, Northern Mariana Islands,  
Palau, and American Samoa

James Draley 415 522 3199  
GSA Public Buildings Service  
450 Golden Gate Avenue, 3rd Floor  
San Francisco, CA 94102-3434

Alaska, Idaho, Oregon, and Washington

Katherine Reddick 253.931.7255  
GSA Public Buildings Service  
400 15th Street, SW  
GSA Center (10PDE)  
Auburn, WA 98001

## Office of National Customer Services Management Solutions Development Division - Lease Policy

Gary Roberts 202.501.0407  
GSA Public Buildings Service  
1800 F Street, NW  
Washington, DC 20405



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