



SEP 25 2015

LAC-2015-06

MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS
REGIONAL LEASING DIRECTORS
REGIONAL LEASING SERVICES OFFICERS

FROM: JAMES C. WISNER
ASSISTANT COMMISSIONER FOR OFFICE OF LEASING - PR

SUBJECT: Issuance of Global RLP and Lease Templates

1. Purpose. This Lease Acquisition Circular (LAC) issues the Global Request for Lease Proposals (RLP) and Lease templates, which combine and incorporate the language and logic from three separate models (Standard, Succeeding/Superseding, and Streamlined). This LAC also issues the Global GSA Form 1364, Proposal to Lease Space, to be used in conjunction with the global documents. In addition to the model consolidation, the documents reflect the following changes:

a. Global Lease template (GSA Form L100):

- i. Paragraph 1.01 THE PREMISES updated to include free space language issued via RSL 2007-11
- ii. Paragraph 1.03 RENT AND OTHER CONSIDERATION updated to include free space language issued via RSL 2007-11
- iii. Paragraph 1.04 BROKER COMMISSION AND COMMISSION CREDIT updated to delete references to NBC
- iv. Paragraph 5.09 PARTITIONS – SUBDIVIDING updated to include PBS Key Sustainable Products language that was omitted from LAC-2015-02
- v. Paragraph 6.04 UTILITY CONSUMPTION REPORTING updated to require lessors to report utility consumption data in all leases exceeding 10,000 rentable square feet per Executive Order 13693 (prior version required reporting only upon request by the Lease Contracting Officer or Contracting Officer’s Representative).

- b. The updated language made to the paragraphs identified under 1. a. above will be incorporated into the Simplified, On-Airport, and Warehouse lease models, where applicable, in fiscal year 2016.
- c. National Office of Leasing is working toward a long-term strategic plan to develop a clause builder and Online Offeror Portal, which will require the consolidation of lease models and logic into one platform. This LAC is the first step in achieving this goal.
- d. For ease of use of the Global RLP and Lease templates, National Office of Leasing is formatting the documents to incorporate macros and script functionality. New versions of the documents containing this functionality will be issued once complete.

2. Background. The PBS Lease Reform effort developed five lease models, each of which used separate sets of RLP and Lease templates, tailored to the respective model. These RLP and Lease templates were issued via LAC-2012-02 and updated through subsequent LACs. Each model also included a tailored GSA Form 1364, Proposal to Lease Space, issued via LAC-2014-05. While having separate model-driven templates provided structure and consistency while working within a particular model, it did not allow for flexibility in drafting RLP packages and did not allow for achieving the long-term plan identified under 1. c. above.

The Global RLP and Lease templates incorporate the options and logic of three models, the Standard Model, the Succeeding/Superseding Model, and the Streamlined Model Options 1 and 2, into one RLP and Lease Form. This Global RLP and Lease has updated hidden blue text that instructs the Leasing Specialist/Lease Contracting Officer to choose or delete paragraphs and sub-paragraphs based on certain parameters including, method of award, construction type, DID delivery methodology, and TI pricing structure.

3. Effective Date. This LAC, instructions, and attachments are effective 30 days from the date of signature for all RLP packages, except for those involving the following models (these model templates are unaffected by this LAC). RLP packages issued prior to this date may be modified at the discretion of the Lease Contracting Officer.

- a. Simplified Model
- b. On-Airport Model
- c. Warehouse Model

As noted under 1. b., the updated language made to paragraphs in this LAC will be incorporated, where applicable, to the Simplified, On-Airport, and Warehouse Models in fiscal year 2016.

4. Applicability. This LAC and its attachments are mandatory and apply to all General Services Administration (GSA) real property leasing activities and to leasing activities delegated by GSA to other Federal agencies. National Office of Leasing will provide training via SME2U for this LAC before the effective date identified above.

5. Cancellation. The following are canceled:

- a. Streamlined RLP Template, GSA Form R101B (05/15)
- b. Streamlined Lease Template, GSA Form L201B (05/15)
- c. Standard RLP Template, GSA Form R101C (05/15)
- d. Standard Lease Template, GSA Form L201C (05/15)
- e. Succeeding/Superseding RLP Template, GSA Form R102 (05/15)
- f. Succeeding/Superseding Lease Template, GSA Form L202 (05/15)
- g. GSA Forms 1364 B, C and D (09/14).

6. Instructions and Procedures. Leasing Specialists and Lease Contracting Officers shall prepare RLP packages using the Global RLP and Lease templates, following the instructions provided by the hidden blue text. These RLP packages must include the updated GSA Form 1364 issued with this LAC. Leasing specialists and Lease Contracting Officers must not use the former Streamlined, Standard, and Succeeding/Superseding RLP or Lease templates, or GSA Forms 1364 B, C or D in future procurements, as these will no longer be updated by National Office of Leasing. Note that lease procurements involving Simplified, On-Airport, and Warehouse Models shall continue to use their respective RLP and lease templates until updated versions are issued as identified under 1. b. above.

Attachment 1, Global RLP template (GSA Form R100)

Attachment 2, Global Lease template (GSA Form L100)

Attachment 3, Proposal to Lease Space (GSA Form 1364)

COVER PAGE FOR ATTACHMENTS 1 THROUGH 3