

GENERAL SERVICES ADMINISTRATION  
PUBLIC BUILDING SERVICES

SUPPLEMENTAL LEASE AGREEMENT

SUPPLEMENTAL  
AGREEMENT

No. 4  
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DATE

**AUG 13 2012**

TO LEASE NO.  
**GS-03B-09604**

ADDRESS OF PREMISE

Meridian Commons  
14 Compass Pointe  
Martinsburg, WV 25404-6303

**PS0024080**

THIS AGREEMENT, made and entered into this date by and between

**Meridian North Partners LLC.**

whose address is 55 Meridian Parkway  
Suite 101  
Martinsburg, WV 25404-5422

hereinafter called the Lessor, and the UNITED STATES OF AMERICA, hereinafter called the Government:

WHEREAS, the parties hereto desire to amend the above Lease to **issue notice to proceed with change orders #3-#7, and to provide invoicing directions.**

NOW THEREFORE, these parties for the considerations hereinafter mentioned covenant and agree that the said Lease is amended, effective August 2, 2012, as follows:

A. This SLA serves as Notice to Proceed (NTP) for change orders #3, #4, #5, #6, and #7

I. Change Order #3: Blinds in the amount of [REDACTED]

II. Change Order #4: Counter in the amount of [REDACTED]

III. Change Order #5: Folding Partition in the amount of [REDACTED]

IV. Changer Order #6: Exterior Signage in the amount of [REDACTED]

V. Change Order #7: ABCD Interview signage in the amount of [REDACTED]

**Total cost for change orders 3 – 7 = \$20,026.84**

B. Upon completion of all work, the Lessor shall notify the Contracting Officer to arrange for an inspection. The Government will pay the Lessor in the total amount of \$20,026.84 upon completion, inspection and acceptance of the work by the GSA Contracting Officer. After inspection and acceptance of work by the Government, a properly executed original invoice in the amount of \$20,026.84 shall be forwarded to:

General Services Administration (GSA)  
Greater Southwest Region (7BC)  
P.O. Box 17181  
Fort Worth, TX 76102-0181

All other terms of the lease shall remain in force and effect.  
IN WITNESS WHEREOF, the parties have subscribed their names as of the above date.

LESSOR **Meridian North Partners LLC.**

BY [REDACTED] \_\_\_\_\_  
(Signature)

*[Handwritten Signature]* \_\_\_\_\_  
(Title)

IN TESTIMONY WHEREOF, the Lessor has hereunto set its hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 2012.  
[REDACTED] \_\_\_\_\_

\_\_\_\_\_  
(Address)

**UNITED STATES OF AMERICA** General Services Administration, PBS

BY [REDACTED] \_\_\_\_\_

\_\_\_\_\_  
Contracting Officer  
(Official Title)

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A copy of the invoice must also be mailed to:

GSA, Public Buildings Service  
Real Estate Acquisition Division (3PR)  
Attn: Joe Beck, Contracting Officer  
20 North 8<sup>th</sup> Street, 8<sup>th</sup> Floor  
Philadelphia, PA 19107-3191

For an invoice to be considered proper, it must:

1. Be received after the execution of this SLA
2. Reference the Pegasys Document Number (PDN) specified on this form
3. Include a unique, vendor-supplied, invoice number
4. Indicate the exact payment amount requested, and
5. Specify the payee's name and address.

Payment will be due within thirty (30) calendar days after GSA's designated billing office receives a properly executed invoice or acceptance of the work by the Government, whichever is later.

Initials:

JL  
Lessor

&

JB  
Gov't