



OCT 31 2018

MEMORANDUM FOR: REGIONAL COMMISSIONERS, PBS
REGIONAL LEASING DIRECTORS
REGIONAL LEASE ACQUISITION OFFICERS

FROM: 
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ASSISTANT COMMISSIONER FOR OFFICE OF LEASING
- PR

SUBJECT: LEASING ALERT (LA 18-09) – Revisions to Leasing Forms
and Templates.

1. **Purpose.** This Leasing Alert issues revisions to GSA PBS leasing forms and templates as follows:

A. RLP and Lease Templates

- Global Model - R100 and L100 (RLP and Lease)
- Simplified Model - R101A and L201A (RLP and Lease)
- On-Airport Model - L201D
- Warehouse Model - R101WH and L201WH (RLP and Lease)
- Small Model - Form R103 (RLP) and Supplemental Lease Requirements
- FEMA – Supplemental Office and Land Lease Templates; Oral RLP template (R103D) is unchanged.

The changes, which include language approved under previously issued Leasing Alerts, are summarized under Attachment 1. Note that the Automated Advanced Acquisition Program (AAP) RLP and Lease templates have been revised to conform as appropriate.

B. Offer form

- Foreign Ownership and Financing Representation (only applies for prospectus-level projects)

This new template must be included in all prospectus-level RLPs to be completed by offerors in order to confirm foreign ownership or foreign financing. LCOs must advise the client agency in the event the apparent successful offerors represents either foreign ownership or foreign financing.

2. **Effective Date.** This Leasing Alert and attachments are effective immediately for all RLPs issued on or after the signature date.

3. **Cancellation.** Prior revisions of applicable RLP and Lease templates are canceled and replaced by versions containing the new language attached hereto.

4. **Applicability.** This Leasing Alert and its attachments are mandatory and apply to all General Services Administration (GSA) real property leasing activities and to activities delegated by GSA to other Federal agencies.

5. **Instructions and Procedures.** This Leasing Alert, instructions, and attachments are effective for all RLPs issued on or after the effective date of this Leasing Alert. RLP packages issued prior to this date may be modified at the discretion of the LCO.

- Attachment 1, Summary of Significant Changes
- Attachment 2, Global RLP template, GSA Form R100
- Attachment 3, Global Lease template, GSA Form L100
- Attachment 4, Simplified RLP template, GSA Form R101A
- Attachment 5, Simplified Lease template, GSA Form L201A
- Attachment 6, On-Airport Lease template, GSA Form L201D
- Attachment 7, Warehouse RLP template, GSA Form R101WH
- Attachment 8, Warehouse Lease template, GSA Form L201WH
- Attachment 9, Small RLP template, GSA Form R103
- Attachment 10, Small Supplemental Lease Requirements Template
- Attachment 11; FEMA Office Supplemental Lease Requirements Template
- Attachment 12; FEMA Land Supplemental Lease Requirements Template
- Attachment 13, Foreign Ownership and Financing Representation

ATTACHMENT 1

LEASING ALERT - SUMMARY OF SIGNIFICANT CHANGES

Request for Lease Proposals (RLP) templates (applies to Global and Warehouse models only)

- Added several references to "Foreign Ownership and Financing Representation," as requested in prospectus resolution language (*applies to prospectus-level projects only*).
- Incorporated changes outlined under Leasing Alert FY18-07 – Payment for Extended, Multi-Shift, or Continuous Mission-Related Services in Leases.
- Added blue text guidance regarding process for determining FSL for actions 10,000 RSF or less, per updated MOA between GSA and Federal Protective Service (FPS).

Lease templates (note that changes vary according to model)

- Added reference to "Foreign Ownership and Financing Representation," as requested in prospectus resolution language (*applies to prospectus-level projects only*).
- Added a General Clause addendum, "No Federally Elected Officials to Benefit" as required under prospectus resolution language (*applies to prospectus-level projects only*).
- Incorporated changes outlined under Leasing Alert FY18-07 – Payment for Extended, Multi-Shift, or Continuous Mission-Related Services in Leases.
- Minor adjustments affecting real estate tax adjustments (added requirement for lessors to submit tax documentation to a specified electronic mailbox as well as added blue text guidance requiring LCOs to consult with regional counsel prior to making any changes to the tax clause language).
- Edited requirements for municipal or public water systems for clarity.
- Added blue text guidance to several "new construction" paragraphs clarifying requirement to add language via RLP amendment in instances where the Government only has offers for new construction.
- Revised Overtime to reflect higher micro-purchase threshold.
- Updated "Mold" paragraph to clarify definition of actionable mold, clarify timeframes for remediation, and update referenced EPA remediation standards.
- Added blue text guidance regarding process for determining FSL for actions 10,000 RSF or less, per updated MOA between GSA and FPS.
- Updated FEMA model Supplemental Lease Requirements templates to reflect updated FAR reference for 52.204-07 (System for Award Management, Alternate I).

Offer form

- Added "Foreign Ownership and Financing Representation" template, to obtain information as requested in prospectus resolution language.

COVER PAGE FOR ATTACHMENTS 2 THROUGH 13