



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

FROM: ALLISON H. AZEVEDO
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LEASING - PR

SUBJECT: LEASING ALERT (LA-FY18-01) – Revisions to RLP and
Lease Templates, GSA Forms 1364, 1364A, and 1364WH
and Elimination of GSA Form 3518-SAM.

1. **Purpose.** This Leasing Alert issues revisions to Request for Lease Proposals (RLP) and Lease templates, in response to feedback received from various sources within PBS, for the following five (5) models:

- Global (R100 and L100)
- Simplified (R101A and L101A)
- On-Airport (L201D)
- Warehouse (R101WH and L201WH)
- Small (R103 and Supplemental Lease Requirements Template)

This Leasing Alert also issues revised GSA Forms 1364, 1364-A, and 1364WH, which, in addition to minor edits, include a block to obtain an offeror's DUNS number. The DUNS number, which was previously collected via the 3518-SAM, was added to the 1364 to allow for the elimination of GSA Form 3518-SAM, as discussed below.

Note that the Automated Advanced Acquisition Program (AAP) RLP and Lease templates have been revised to conform as appropriate.

Among the changes include edits to various "green lease" paragraphs, in an effort to update, streamline and standardize sustainability specifications.

In addition, the templates reflect the elimination of GSA Form 3518-SAM, Addendum to the System for Award Management (SAM) REPRESENTATIONS AND CERTIFICATIONS (Acquisitions of Leasehold Interests in Real Property). This form, which was originally developed in order to capture a missing representation that was not previously in SAM, is no longer required, since SAM now includes this representation.

Please note that LCOs are still required to download, review, and place in the lease file an offeror's SAM *online* representations and certifications, as described under Leasing Desk Guide Chapter 2.

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, Lease, and 1364 forms 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, Supplemental Lease Requirements Template
- Attachment 11, GSA Form 1364, Proposal to Lease Space (Global Model)
- Attachment 12, GSA Form 1364A, Simplified Lease Proposal (Simplified Model)
- Attachment 13, GSA Form 1364WH, Proposal to Lease Space (Warehouse Model)

ATTACHMENT 1

LEASING ALERT - SUMMARY OF SIGNIFICANT CHANGES

Request for Lease Proposals (RLP) templates (note that changes vary according to model)

- Added blue text reminder about pre-issuance review requirements
- Added clarifying blue text for Randolph-Sheppard space requirements
- Revised Floodplain language to address access issues
- Eliminated GSA Form 3518-SAM submittal
- Added paragraph to provide NAICS code information
- Added paragraph to address requirement for offerors to submit DUNS number
- Clarified requirement for offerors to fill out online representations and certifications in SAM
- Clarified that step rents are submitted as shell, not fully-serviced rates
- Updated website addresses

Lease templates (note that changes vary according to model)

- Added blue text reminder about pre-award review requirements
- Changed order of subparagraphs addressing parking rates and free rent
- Added paragraph to capture lessor's DUNS number
- Updated blue text for percentage of occupancy
- Clarified requirement for lessors to fill out fill out online representations and certifications in SAM
- Clarified Adjustment for Vacant Premises language
- Clarified 24/7 HVAC requirements that are included in operating rent
- Revised DID definitions to reflect DID Review Guide and proposed changes to Pricing Desk Guide
- Amended format of as-built drawings from CD-ROM to digital
- Updated Sensitive But Unclassified paragraph to include an additional contact for incident reporting
- Updated blue text for cyclical carpet replacement
- Updated "Green Lease" specifications throughout

GSA Form 1364s (note that changes vary according to model)

- BSAC entry: deleted reference to Security Unit Price List (SecUP)
- Operating rent: grayed out block for entry of # of days effective
- Tax Information: added language about multiple buildings on tax parcel
- Added DUNS number

COVER PAGE FOR ATTACHMENTS 2 THROUGH 13