




GSA Public Buildings Service

September 30, 2021

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

FROM: JOHN D. THOMAS 
ACTING ASSISTANT COMMISSIONER FOR OFFICE OF
LEASING – PR

SUBJECT: LEASING ALERT (LA-21-14) – Revision 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)
- **On-Airport Model** - L201D (Lease)
- **Warehouse Model** - R101WH and L201WH (RLP and Lease)
- **SLAT** - R100A and L100A (RLP and Lease)
- **Small Model** - Form R103 (RLP) and Supplemental Lease Requirements
- **FEMA** - R103D (Oral RLP), Supplemental Office Lease Requirements, and Supplemental Land Lease Requirements

b. GSA Form 3626

The changes are summarized under Attachment 1.

The Automated Advanced Acquisition Program (AAP) RLP and Lease templates will be revised to conform as appropriate.

2. **Background.**

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- a. The attached templates incorporate policy changes implemented since the prior release of these templates, in addition to suggestions received from regional and other PBS business line stakeholders.
3. **Effective Date.** This Leasing Alert and attachments are effective immediately for all RLPs issued on or after October 1, 2021.
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. **Cancellation.** Prior revisions of applicable RLP and Lease templates are canceled and replaced by versions containing the new language attached hereto. In addition, GSA Form 3626 (REV 10/2020) is cancelled.
6. **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.

Attachments:

- **Attachment 1**, Summary of Significant Changes
- **Attachment 2**, Global RLP, GSA Template R100
- **Attachment 3**, Global Lease, GSA Template L100
- **Attachment 4**, On-Airport Lease, GSA Template L201D
- **Attachment 5**, Warehouse RLP, GSA Template R101WH
- **Attachment 6**, Warehouse Lease, GSA Template L201WH
- **Attachment 7**, SLAT RLP, GSA Template R100 A
- **Attachment 8**, SLAT Lease, GSA Template L100A
- **Attachment 9**, Small RLP, GSA Template R103
- **Attachment 10**, Small Supplemental Lease Requirements Template
- **Attachment 11**, FEMA Oral RLP, GSA Template R103D
- **Attachment 12**, FEMA Office Supplemental Lease Requirements Template
- **Attachment 13**, FEMA Land Supplemental Lease Requirements Template
- **Attachment 14**, U.S. Government Lease for Real Property (Short Form), GSA Form 3626

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Attachment 1 - Summary of Significant Changes

Overall Edits (note that changes may vary, according to model)

Request for Lease Proposals (RLP) templates

- Added instructional blue text about modifications by LCO in consultation with regional counsel and other Subject Matter Experts, as applicable.
- Revised frontage paragraph to be more akin to boundaries and not building entrance.
- Addressed public parking language between inside and outside city center paragraphs.
- Addressed Senate Bill S.1869 - Secure Federal LEASEs Act requiring representations for high security leases for foreign ownership, to include foreign beneficial ownership and financing.
- Changed FSL II to a placeholder dollar amount for non-turnkey projects.
- Removed the Routine Cleaning & Disinfection requirement due to CDC updates.
- Updated beta.SAM.gov to SAM.gov.
- Indicated that in instances where the Government commences the lease term pending completion of TI & BSAC, these rental components won't commence until work has been completed and accepted.
- Updated various paragraphs based on Subject Matter Expert feedback, e.g. asbestos, floodplain, commissioning.
- Reflected transition, effective April 2022, from DUNS-generated UEI to SAM-generated UEI consistent with FAR 52.204-6, Unique Entity Identifier.
- Updated broken links.
- Removed dollar amount for pricing terms of broker commissions to align with Form 1364 and GLS *Plus* contract terms.
- Provided a build-out financing alternative for an offeror to provide self-financing.
- Added Additional Submittal per LA-21-01 Considerations and Options for Non-traditional Lease Physical On-Site Tours & Inspections.

Lease templates (note that changes may vary according to model)

- Addressed senate bill 1869 requiring representations for high security leases for foreign ownership, to include foreign beneficial ownership and financing.
- Changed FSL II to a placeholder dollar amount for non-turnkey projects.
- Removed the Routine Cleaning & Disinfection requirement due to CDC Updates.
- Updated beta.SAM.gov to SAM.gov.
- Updated various paragraphs based on Subject Matter Expert feedback, e.g. asbestos, floodplain, commissioning.
- Added a Government's designated project management system for lessor's post-award and post-occupancy activities, in anticipation of Kahua being ready for lease projects in FY22.

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- Incorporated provisional acceptance language per LA-21-01 Considerations and Options for Non-traditional Lease Physical On-Site Tours & Inspections.

The following are edits that are in addition to those noted above and are specific to a particular model:

On-Airport Model

- Updated relocation rights for the annual rental to remain the same if the airport moves the Government to a larger space (Lease 2.05).

SLAT

- Updated title to all capitalized letters (Lease 4.05).

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COVER PAGE FOR ATTACHMENTS 2 - 14