



JUL 21 2004

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MEMORANDUM TO ASSISTANT REGIONAL ADMINISTRATORS, PBS
1P, 2P, 3P, 4P, 5P, 6P, 7P, 8P, 9P, 10P, WP
REGIONAL REALTY SERVICES OFFICERS

FROM: CHRISTOPHER REUTERSHAN
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NATIONAL CUSTOMER SERVICES MANAGEMENT - PQ

SUBJECT: Revised Leasing Forms

1. Purpose. This Realty Services Letter (RSL) issues updated leasing forms to incorporate the latest versions of provisions and clauses, including the requirement for Offerors to register using the Central Contractor Registration system.
2. Background.
 - a. A number of GSAR and FAR clauses and provisions used in the acquisition of leasehold interests in real property have been revised. The forms have been modified to include these changes.
 - b. These changes are reflected in revisions to General Clauses, GSA Forms 3517A and 3517C; and Representations and Certifications, GSA Forms 3518 and 3518A.
 - c. The official version of each new form is dated JUL 2004.
3. Effective Date/Expiration Date. These instructions and forms are effective for new lease solicitations for offers (SFOs) issued after the date of this RSL, and will expire 12 months from the date of issuance, unless extended. Specialists shall amend SFOs for ongoing acquisitions as appropriate.
4. Cancellation. PE-2003-08, *Revised Leasing Forms*, is canceled.
5. Applicability. All real property leasing activities.
6. Instructions/Procedures. Details on the specific revisions to each form are included in the Attachment.

Attachment

Revised Leasing Forms

1. General. The revised forms are not attached to this RSL; they must be accessed and downloaded from <http://www.gsa.gov/leasingform>.
2. Solicitation Provisions, GSA Forms 3516 and 3516A. The DEC 2003 versions of these forms remain in effect.
3. General Clauses, GSA Forms 3517A, and 3517C. The following changes were made to update these forms.
 - a. 52.219-16, Liquidated Damages-Subcontracting Plan (JAN 1999) – the date identifier on the canceled 3517A was incorrect.
 - b. 52.219-72, Preparation, Submission and Negotiation of Subcontracting Plans (SEP 1999) – this clause had been omitted by mistake on the 3517C.
 - c. 52.219-73, Goals for Subcontracting Plans (SEP 1999) – this clause had been omitted by mistake on the 3517C.
 - d. The DEC 2003 versions of General Clauses, GSA Forms 3517 and 3517B issued by RSL PE-2003-08 remain in effect.
 - e. Several editing corrections were made to the 3517C.
4. Representations and Certifications, GSA Forms 3518 and 3518A. The following provisions were modified on these forms.
 - a. DUNS Number (JUL 2004) – added this new provision to require that the Offeror's DUNS number be included on the form.
 - b. 52.204-6, Data Universal Numbering System (DUNS) Number (OCT 2003) – updated form to include the latest version. The Dun & Bradstreet D-U-N-S number is a nine-digit identification sequence for single business entities. It has become the industry standard for linking corporate family structures together and keeping track of businesses.
 - c. Central Contractor Registration (JUL 2004) – new paragraph added requiring Offerors to register prior to lease award. Offeror registration within this system will have a number of positive benefits: collection of contractor information such as DUNS numbers, addresses, and phone numbers by the CCR system will eventually eliminate paper-based sources for that information; Contracting Officers will be able to locate/access contractor data and industry information in one place; all contractor payments will be made to the address in CCR; Finance will use this information as its primary source; Pegasys will be able to incorporate CCR data automatically, therefore making it a more efficient system for vendor payment; and at some time in the future, an interface between STAR and the CCR system will transmit the information to STAR.