



General Services Administration  
Public Buildings Service  
Washington, DC 20405

MAR 12 1987

POP-87-02

MEMORANDUM FOR ALL REAL PROPERTY LEASING ACTIVITIES  
(POP DISTRIBUTION LIST)

FROM: *for* H. D. HARVELL  
ASSISTANT COMMISSIONER  
FOR REAL PROPERTY DEVELOPMENT - PQ *[Signature]*

SUBJECT: Format for Lease Alteration Files

1. Purpose. To issue a standard file format for lease alterations.

2. Background. The Office of the Inspector General has recommended that a file format be developed.

3. Effective date/expiration date. The format is effective 30 days from the date of this issuance and thereafter, for all lease alteration projects awarded on or after that date. These procedures expire 6 months from the date of issuance, unless extended.

4. Cancellation. None.

5. Coverage. All real property leasing activities.

6. Instructions/Procedures.

(a) The attached file format shall be used when alterations exceeding \$25,000 are negotiated with lessors as a supplement to a lease. The blank spaces shall be marked to indicate that the corresponding document is included in the package.

(b) The alteration file may be placed with other lease supplements on top of TAB 8 of the lease contract file or kept in a separate contract administration, lease alteration, or supplemental lease agreement file.

Concurrence: *Ida M. Ustad*

IDA M. USTAD, Director  
Office of GSA Acquisition  
Policy and Regulations

Attachment

## FORMAT FOR LEASE ALTERATION FILES

### TAB A - REQUIREMENT

- \_\_\_\_\_ 1. GSA Form 2957 or other funding document signed and certified, including plans, specifications, and narrative scope of work.
- \_\_\_\_\_ 2. Review of plans and specifications by Firesafety.
- \_\_\_\_\_ 3. Economy Act limitation certification, including Certificate of Determination for exceeding the Economy Act, if required.

### TAB B - PRE-PROPOSAL

- \_\_\_\_\_ 1. Justification for other than full and open competition.  
  
OR  
  
\_\_\_\_\_ Statement of lease alterations being within scope of the lease.
- \_\_\_\_\_ 2. For alterations exceeding \$2 million, an analysis, with any necessary approvals, of the alternative actions considered prior to recommending that the Government alter the space.

### TAB C - REQUEST FOR PROPOSAL

- \_\_\_\_\_ 1. Request to lessor for proposal including all plans, specifications, contract clauses, and cost and pricing documents.
- \_\_\_\_\_ 2. Amendments.

### TAB D - EVALUATIONS - PRE-NEGOTIATION

- \_\_\_\_\_ 1. Detailed independent Government estimate with labor, cost and hours, materials, and time and cost for supervision and design.
- \_\_\_\_\_ 2. Lessor's offer, including proposal, cost and pricing data and certifications or waiver, if applicable.

- \_\_\_\_\_ 3. Technical analysis of offer, including cost and price analysis, when necessary.
- \_\_\_\_\_ 4. I. G. audit report or waiver, if action meets audit threshold.
- \_\_\_\_\_ 5. Notification to Central Office 45 days prior to award design contract of all alterations over \$500,000.

TAB E - NEGOTIATIONS

- \_\_\_\_\_ 1. Pre-negotiation objectives, including any provisions for ownership, restoration, and maintenance.
- \_\_\_\_\_ 2. Records of contact and correspondence.
- \_\_\_\_\_ 3. Price negotiation memorandum.

TAB F - AWARD

- \_\_\_\_\_ 1. Award document or form signed by lessor and Government.
- \_\_\_\_\_ 2. Proposed schedule of inspections of work, if provided.

TAB G - APPROVAL DOCUMENTS

- \_\_\_\_\_ 1. Statement of legal concurrence.
- \_\_\_\_\_ 2. Transmittal letter from PBS to OPCO, if applicable.
- \_\_\_\_\_ 3. OPCO approval.
- \_\_\_\_\_ 4. Any other required approvals.

TAB H - COMPLETION DOCUMENTS

This tab includes all documents subsequent to award, such as:

- \_\_\_\_\_ 1. Notification by Lessor that work is completed; request for inspection and payment.
- \_\_\_\_\_ 2. Inspection report(s).
- \_\_\_\_\_ 3. Payment documentation.

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