



JAN 29 2007

RSL-2007-01

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

THRU: ANTHONY E. COSTA 
DEPUTY COMMISSIONER, PBS - PD

FROM: MARTHA J. BENSON 
ACTING ASSISTANT COMMISSIONER FOR OFFICE OF
NATIONAL CUSTOMER SERVICES MANAGEMENT - PQ

SUBJECT: Updated Lease Representations and Certifications

1. Purpose. To issue updated representations and certifications forms to incorporate dollar threshold and textual changes.
2. Background. Two changes have occurred that required us to update the GSA Form 3518, Representations and Certifications, and 3518A, Representations and Certifications (Short Form).
 - a. The Small Business Administration (SBA) increased the small business size standard for North American Industry Classification System code 531190. This code covers leasing of building space to the Federal Government by owners; it does not apply to agents. The standard is increased from \$17.5 M to \$19.0 M in annual average gross revenue of the concern for the last 3 fiscal years.
 - b. FAR 52.203 11, Certification And Disclosure Regarding Payments To Influence Certain Federal Transactions (SEP 2005), is changed to delete reference to "the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement...." This change does not appear to affect leasing.
3. Effective Date/Expiration Date. These operating policies and forms are effective immediately and are mandatory for all solicitations for offers created on or after the date of issuance. This Realty Services Letter will expire in 1 year, unless modified, extended, or canceled earlier.
4. Cancellation. The GSA Forms 3518 and 3518A dated July 2004 are canceled.
5. Applicability. All real property leasing activities.

6. Policies/Procedures.

- a. Go to the SBA website at <http://www.sba.gov/services/contractingopportunities/sizestandardstopics/tableofsize/index.html> for more on small business size standards.
- b. Go to FAR Part 19, Small Business Programs, for definitions and additional information.
- c. The Central Contractor Registration (CCR) provision is also revised to require Lessors to submit verification of active CCR registration and the provision is dated JAN 2007.
- d. The revised forms are not attached, but are posted at gsa.gov/leasing and on the Solutions Development page of PBS InSite.
- e. eLease is updated to include the revised forms.