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**Arizona, California, Hawaii, Nevada,
Guam, Federated States of Micronesia,
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Palau, and American Samoa**

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450 Golden Gate Avenue, 3rd Floor
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Alaska, Idaho, Oregon, and Washington

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**Office of National Customer Services Management
Solutions Development Division - National Realty Services Office**

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18th & F Streets, NW, Room 2326
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Smarter Solutions



Solutions Development Division

Office of National Customer Services Management

Public Buildings Service
U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405
www.gsa.gov



GSA Public Buildings Service



gsa leased space



Superior space at a quality price

The General Services Administration (GSA), the nation's largest public real estate organization, provides workspace for more than 1 million federal workers, through GSA's Public Buildings Service (PBS). Approximately half of the employees are in buildings owned by the federal government, and half are located in over 7,400 leased buildings across the country.

PBS leases space in both cities and small towns when leasing is the only practical answer to meeting federal space needs. PBS leases more than 173 million rentable square feet of space. More than 50 percent of leases are for 10,000 square feet or less of space, so building owners do not have to be a corporate giant to compete for lease contracts.

Scope of GSA Leasing

PBS leases all types of space, including offices, laboratories, warehouses, clinics and border stations in urban, suburban and rural areas throughout the United States and its territories.

Lease Conditions

To satisfy various needs, GSA leases space in a wide range of sizes, locations, and terms; thus, each Solicitation for Offers for a new lease differs in its requirements. The size of a lease opportunity may range from a single room to an entire building. Initial alterations to prepare space for occupancy differ according to the needs of the tenant agency. In some cases, new construction is solicited. Terms for GSA leases are usually 5 to 10 years, although some leases are for shorter durations or for as long as 20 years. The term is based on customer agency requirements and market conditions for the present and foreseeable future.

Offering Space to GSA

All requirements for space over 10,000 square feet are advertised in the federal business opportunities webpage at www.fedbizopps.gov, and more rarely in local newspapers. Space requirements under 10,000 square feet are usually handled by a more informal canvassing of the market and contacts with potential offerors or a local newspaper ad. Property managers or owners interested in offering space to GSA for lease are encouraged to contact the appropriate regional office once a requirement for space is posted on the website. Regional offices no longer maintain mailing lists of interested parties.

Submitting a Proposal

Each Solicitation for Offers to lease space indicates the type and amount of space needed and the conditions of the lease. The solicitation also gives detailed information on how to submit a proposal, FBS contact name and address, and the deadline by which it must be received in the regional office.

Lease Awards

GSA normally solicits offers on a competitive basis, negotiates with offerors, and for most acquisitions makes awards to the lowest priced technically acceptable offeror. Some solicitations also consider trade-offs between price and other technical factors. Typically for acquisitions greater than 10,000 square feet, the award is based on a rental rate that includes operating costs, taxes, building "shell" rate, and a specific allowance for the build-out of the tenant space. Once the award is made, the final costs of the build-out are determined based on the design drawings of the tenant's space. After acceptance of the space, GSA begins monthly rent payments in arrears.

Lease Forms and the Solicitation for Offers

GSA's standard solicitation for offers (SFO) and lease forms are available on line at gsa.gov/leasing. They are listed under "FORMS."

For more information about leasing space at GSA,
visit our website at www.gsa.gov

Regional Offices of Realty Services

District of Columbia Metropolitan Area

Arthur Turowski 202.708.6952
GSA Public Buildings Service
7th & D Streets, SW, Room 7905
Washington, DC 20407

Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont

Jane Senk 860.240.3542
GSA Public Buildings Service
A.A. Ribicoff Federal Building
450 Main Street
Hartford, CT 06103

New Jersey (Northern), New York, Puerto Rico, and Virgin Islands

Carol Diaz 212.264.4214
GSA Public Buildings Service
26 Federal Plaza
Room 16-100
New York, NY 10278

Delaware, Maryland*, New Jersey (Central and Southern), Pennsylvania, Virginia*, and West Virginia

Nancy Hall 215.446.4642
GSA Public Buildings Service
The Strawbridge Building
20 North 8th Street, 8th Floor
Philadelphia, PA 19107-3191

Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee

Rosemary C. Phillips 404.562.2750
GSA Public Buildings Service
77 Forsyth Street, SW, Suite 500
Atlanta, GA 30303-3427

Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin

Nanette L. Wauchop 312.353.5637
GSA Public Buildings Service
230 South Dearborn Street, Room 3820
Chicago, IL 60604-1696

Iowa, Kansas, Missouri, and Nebraska

William P. McGowan 816.823.1211
GSA Public Buildings Service
1500 East Bannister Road (6PW), Room 2211
Kansas City, MO 64131-3009

Arkansas, Louisiana, New Mexico, Oklahoma, and Texas

Janice Trevino, Acting 817.978.4432
GSA Public Buildings Service
819 Taylor Street, Room B15
Fort Worth, TX 76102

*Except DC Metropolitan suburbs.