

September 21, 2001-10-25

PX-2001-02

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

FROM: PAUL LYNCH  
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BUSINESS PERFORMANCE - PX

SUBJECT: Revised Leasing Forms

1. Purpose. This real property letter issues updated leasing forms to incorporate the latest versions of provisions and clauses.
2. Background.
  - a. The GSA leasing forms were last updated in September 1999. Since that time a number of GSAR and FAR clauses used in the acquisition of leasehold interests in real property have been revised. Two new clauses have been required by law and a provision has been dropped. The forms have been modified to include these changes.
  - b. Miscellaneous references to "Usable" and "BOMA Usable" square footage have been replaced with "ANSI/BOMA Office Area."
  - c. These changes are reflected in revisions to GSA Forms 3516, 3516A, 3517, 3517A, 3517B, 3517C (previously called 3517A Full Text), 3518, 3518A, and 3626. The official version of each form is dated September 2001.
3. Effective Date/Expiration Date. These instructions and forms are effective for new lease solicitations for offers (SFOs) prepared on or after the date of issuance, and will expire 12 months from the date of issuance, unless extended. Specialists may amend SFOs for ongoing acquisitions as deemed appropriate.
4. Cancellation. PX 99-02, *Revised Leasing Forms*, is canceled.
5. Applicability. All real property leasing activities.
6. Instructions/Procedures. Details in the specific revisions to each form are included in the Attachment. The revised forms may be accessed and downloaded from:  
<http://www.gsa.gov/Portal/offering.jsp?OID=113404>.

Attachment

## Details on Revision of Leasing Forms

1. General. The following are applicable to more than one GSA form.
  - a. References to the web site where the full text of provisions and clauses may be found have been changed to <http://www.gsa.gov/Portal/offering.jsp?OID=113404>.
  - b. References to “Usable” square footage and “BOMA Usable” square footage have been changed to “ANSI/BOMA Office Area.”
2. Solicitation Provisions, GSA Forms 3516 and 3516A. Added provision 52.215-5, *Facsimile Proposals*, which authorizes the acceptance of facsimile proposals.
3. General Clauses, GSA Form 3517.
  - a. Added a note to offerors about the change to “ANSI/BOMA Office Area.”
  - b. Added clause 52.222-24, *Preaward On-Site Equal Opportunity Compliance Evaluation*, updated clause 52.219-9, *Small Business Subcontracting Plan*, and deleted clause 552.203-71, *Restriction on Advertising*.
  - c. Inserted dollar thresholds for several clauses that do not apply to all dollar value leases.
4. General Clauses (Simplified Leases), GSA Form 3517A.
  - a. Updated clauses 52.209-6, *Protecting the Government’s Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment*, 52.219-9, *Small Business Subcontracting Plan*, and 52.219-16, *Liquidated Damages – Subcontracting Plan*.
  - b. Added clauses 552.219-72, *Preparation, Submission, and Negotiation of Subcontracting Plans*, and 552.219-73, *Goals for Subcontracting Plan*. These clauses apply to leases over \$500,000 total contract value if the solicitation requires submission of the subcontracting plan with initial offers. For standard leases, these clauses are being included in the SFO as optional paragraphs.
  - c. Deleted clause 552.203-71, *Restriction on Advertising*.
  - d. Inserted dollar thresholds for several clauses that do not apply to all dollar value leases.
5. General Clauses, GSA Form 3517B. This is the full text of form 3517.
  - a. Added clause 52.222-24, *Preaward On-Site Equal Opportunity Compliance Evaluation*, and deleted 552.203-71, *Restriction on Advertising*.
  - b. Updated clause 52.219-9, *Small Business Subcontracting Plan*. Subcontracting plans must now include veteran-owned small businesses.
  - c. Corrected the text of clauses 552.270-18, *Default In Delivery – Time Extensions*, 52.222-35, *Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era*, 52.222-36, *Affirmative Action for Workers with Disabilities*, and 52.219-16, *Liquidated Damages – Subcontracting Plan*.

6. General Clauses (Simplified Leases), GSA Form 3517C. This is the full text of form 3517A, previously called 3517A (Full Text), renumbered as 3517C.
  - a. Updated clause 52.219-9, *Small Business Subcontracting Plan*.
  - b. Corrected the text of clauses 52.219-16, *Liquidated Damages – Subcontracting Plan* and 52.222-35, *Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era*.
  - c. Deleted clause 552.203-71, *Restriction on Advertising*, and a duplicated clause.
7. Representations and Certifications, GSA Form 3518.
  - a. Revised provision 52.219-1, *Small Business Program Representations*. Among other things the revised representations include the new North American Industry Classification System (NAICS) which has replaced the Standard Industrial Classification Code. The NAICS code for our lease acquisitions is 531190.
  - b. Revised provisions 52.203-11, *Certification and Disclosure Regarding Payments To Influence Certain Federal Transactions*, and 52.204-3, *Taxpayer Identification*.
8. Representations and Certifications (Simplified Leases), GSA Form 3518A.
  - a. Revised the unnumbered Small Business Representation, to reflect the new North American Industry Classification System.
  - b. Revised provisions 52.203-11, *Certification and Disclosure Regarding Payments To Influence Certain Federal Transactions*, and 52.204-3, *Taxpayer Identification*.
9. U.S. Government Lease for Real Property (Short Form), GSA Form 3626. Corrected the Federal Register and Federal Property Management Regulations reference to UFAS.