



**GSA Public Buildings Service**

June 23, 2023

*Via Email*

Re: Request for Lease Proposal No. 1OR2113("RLP")  
General Services Administration

Thank you for your interest in leasing space to the Government. I have enclosed RLP 1OR2113 and Lease #**GS-10P-LOR00443** which solicits lease proposals for a maximum of 1,862ABOA (ANSI/BOMA Office Area) Office Area, SF in Salem, Oregon.

To be responsive, your offer should be based on all the terms, conditions and responsibilities expressed throughout the RLP and Lease and be submitted electronically using the Lease Offer Platform (LOP) Application located at <https://lop.gsa.gov/RSAP>. Please see Paragraph 3.02 on page 9 of the RLP for more information.

Please review the RLP and all attachments carefully paying particular attention to the solicitation requirements. The following forms must be completed, initialed and/or signed and returned electronically with your initial offer:

- A. Agency Special Requirements, initialed
- B. Security Requirements – Facility Security Level I, initialed
- C. GSA Form 3517B, General Clauses, initialed
- D. Seismic Forms. Please note that these do need to be signed and returned with your initial offer.
- E. Lease Number **GS-10P-LOR00443** (Please initial every page to indicate that it has been read. The documentation will be completed upon successful negotiated offer).

Please note that you are not required to initial and return the following documentation at this time:

- A. Request for Lease Proposal No. **1OR2113** ("RLP"). This is attached for your information and direction.
- B. GSA Form 3516, Solicitation Provisions (This is attached for your information only.)
- C. Representation Regarding Certain Telecommunication and Video Surveillance Equipment or Services. Please note this form does not need to be signed and returned with your initial offer.
- D. GSA Form 12000, Prelease Fire Protection and Life Safety Evaluation for an Office Building (Part A). Please note this form does not need to be signed and returned with your initial offer.

In addition to the items above, the initial offer will be required to include the following documentation and information in accordance with RLP paragraph 3.03, "OFFER SUBMITTAL," of the RLP and the Special Requirements documentation: **(PLEASE USE THE CHECKLIST BELOW TO ENSURE ALL DOCUMENTS ARE PROVIDED IN ACCORDANCE WITH THE RLP.)**

- ☐ 2.01 Efficiency of Layout
- ☐ 2.02 Evidence of Flood Plain Compliance
- ☐ 2.04 Evidence of Seismic Safety Compliance



## GSA Public Buildings Service

### 3.03 Step 1 Price Submittal list of Documents

- ☐ Proposal to Lease Space (GSA Form 1364)
- ☐ Authorization to submit offer on behalf of ownership (if not the owner).
- ☐ Lessor's Annual Cost Statement (GSA Form 1217)
- ☐ Scaled Floor Plan showing the offered space
- ☐ Parking Plan
- ☐ Fully executed copy of contract to acquire an interest in the property (if offeror is not the owner).
- ☐ Evidence of seismic compliance

The GSA Contracting Officer, Samantha Barr, will be signing the lease for the Government.

OFFERS ARE DUE NO LATER THAN 4:30 p.m. Pacific Time on 7/24/23. Please return your complete proposal using the Lease Offer Platform (LOP) Application located at <https://lop.gsa.gov/RSAP>. Please see Paragraph 3.02 on page 9 of the RLP for more information.

Thank you for your interest in the Government's space needs. Please review the RLP closely and please contact Joel Wilson by email at [joel.wilson@gsa.gov](mailto:joel.wilson@gsa.gov) if you have any questions.

Very Respectfully,

A handwritten signature in black ink that reads "Joel Wilson". The signature is written in a cursive, flowing style.

Joel Wilson  
Lease Contracting Specialist  
General Services Administration