CHAPTER 21:

Warehouse Leases

1. Introduction

This chapter explains the general purpose and use of the Warehouse Lease Model. This model is specifically designed to accommodate the special characteristics of warehouse space, which otherwise typically require numerous modifications to the standard lease form. The different characteristics of warehouse space require a distinct approach to its procurement, including acquisition strategy, evaluation of offers, and pricing and paying for tenant improvements (TI).

2. When to Use the Warehouse Lease Model

The Warehouse Lease Model is optimized for space whose predominant use is for storage, distribution, or manufacturing—such as for equipment, repair parts, documents, furnishings, or any other of the innumerable things for which our client agencies require holding space—as opposed to general-purpose areas, offices, data centers, technical labs, parking, and other non-storage uses. If most of the space will be used for general-purpose or unique applications, then the Warehouse Lease Model is probably not the correct model to use.

This lease can be used for any size or rental value of warehouse space.

It is important to keep in mind that not all organizations or databases define warehouse space the same way. For example, CoStar regards “flex space” in industrial parks as warehouse space, but a warehouse lease would not be appropriate for such space because its purpose would not be primarily for storage.

3. Component Documents

A warehouse lease acquisition uses the documents listed in Table 21-1 for the Request for Lease Proposals (RLP) and Lease contract. Except where noted otherwise, all are required.

Table 21-1. Documents for Warehouse Lease

Document	RLP	Lease	Comment
GSA Form R101WH: GSA Request for Warehouse Lease Proposal	**X**		Specifically designed for warehouse lease
Agency Special Requirements	**X**	**X**	Includes racking plan for storage area
Security Requirements	**X**	**X**	
GSA Form 1364WH, Warehouse Proposal to Lease Space	**X**		Specifically designed for warehouse lease
GSA Form 1217, Lessor’s Annual Cost Statement	**X**		
GSA Form 12000-WH: Prelease Fire Protection and Life Safety Evaluation for a Warehouse Building	**X**		Specifically designed for warehouse lease

Document	RLP	Lease	Comment
GSA Form 3516: Solicitation Provisions	X		These are not incorporated into the RLP (R101WH) and must be included as a separate attachment
Seismic Offer Forms A through F	X		If in an applicable zone
GSA Form 3518 Representations and Certifications	X	X	
Building Security Unit Price List	X	X	
GSA Form 3517B, General Clauses	X	X	Be sure to use the version with the most recent effective date
Broker Commission Agreement from G-REX (formerly eLease) template, if it is a brokered lease	X		
GSA Form L201WH: Lease contract	X	X	Specifically designed for warehouse lease

As Table 21-1 shows, four documents are specific to the Warehouse Lease Model: GSA Form R101WH, Warehouse Request for Lease Proposals; GSA Form 1364WH, Warehouse Proposal to Lease Space; GSA Form 12000-WH, Prelease Fire Protection and Life Safety Evaluation for a Warehouse Building, which is a specifically modified version of the GSA Form 12000 evaluation used for other lease models; and GSA Form L201WH, the Lease contract. Also, as the table indicates, a number of documents may be issued with the RLP but at award become part of the Lease contract.

4. Warehouse versus Standard Lease

The Warehouse Request for Lease Proposals (RLP) form is similar in format to the Standard RLP form. However, it differs significantly in substance from the standard RLP to highlight the most important pricing considerations in order to enable potential offerors to more quickly understand the principal warehouse requirements affecting offer pricing.

The Warehouse RLP and lease contain language and provisions that are similar to much of the Standard RLP and lease, but they are not identical. Thus, specific provisions as well as paragraph numbers and headings do not match those of other lease types. Although much of the language is similar, do not assume that the language is identical to that in the other lease models.

a. Price Evaluation

Historically, GSA has typically accomplished the price evaluation process for warehouse space by evaluating area. However, the Warehouse Lease Model allows the Leasing Specialist the flexibility to seek space and evaluate price by volume or area based upon certain assumptions, such as market conditions or client agency requirements. (Note: once the Leasing Specialist determines to evaluate price by either volume or area, any change will require an amendment to the RLP. Therefore, it is important that Leasing Specialists determine the preferred method of price evaluation before issuing the RLP). Evaluating price by volume will maximize value to the Government when height is a useful factor that can result in increased space utilization because a greater amount can be stored, by using the added height. Evaluating price by volume also significantly helps agencies comply with the Office of Management and Budget's "Freeze the

Footprint/No Net New" requirement, as it will generally allow an agency to meet its warehouse space requirements within a smaller footprint. A specific present value analysis (PVA) spreadsheet is available to determine the present value analysis for warehouse space value in terms of cubic feet (volume). (See the sample in Attachment 1 to this chapter.) If the RLP specified area rather than volume for price evaluations, then use the regular Standard Lease PVA spreadsheet/calculator.

To properly evaluate price by volume, it is important to consider the agency's minimum and maximum stacking height requirements, including any additional height needed for top shelf maneuverability, or to meet local codes. The evaluation of price by volume also provides for adjustments for the lesser height requirement of office or other non-storage space within the overall warehouse. Also, in some instances, such as vehicle servicing uses, the minimum and maximum heights may be identical, as there will be no advantage to additional height beyond the minimum required. In such instances, use of the area price evaluation (rather than volume) is recommended.

It is also important to realize that the Warehouse Model only allows for single-floor space, and all space must be on the ground floor. Therefore, any mezzanine or other space not on the ground level will not be counted toward the square and cubic footage. This should not pose a problem, as in most markets mezzanine space is not counted in square footage, regardless of the method of measurement. Lastly, even if mezzanine space is offered free of charge, the Government cannot use it without an elevator to meet accessibility requirements. This will generally not be economically feasible, so any mezzanine space should typically be either demolished or sealed off.

b. Shell Definition

The building shell for warehouse space is defined generally as unfinished walls, sealed concrete floors, and roof (but no finished ceiling, merely exposed joists), with sprinklers, restrooms, loading docks (including overhead doors) and ramps or aprons, lighting to 10 foot-candles (30 foot-candles in shipping and receiving areas), and ceiling mounted heat, typically without ductwork. Warehouse shell space will have fewer components than those covered in the Pricing Desk Guide for warm lit shell as defined for general-purpose office space. Consequently, tenant improvements in warehouses may result in more costly build-out than permitted under the TI allowance for a tenant agency's assigned tier.

For this reason, when a significant office area is to be built out within the overall warehouse, it is important to either use the Standard Lease Model, or—if using the Warehouse Lease model—to determine whether a functional estimate methodology is applicable for setting the TI allowance. See Section 6 of this desk guide chapter for additional information on TI allowances for warehouses. Note: if more than 50 percent of the space is to be used for office or other non-storage purposes, then use the Standard Lease Model.

c. Fire Protection and Life Safety

Similar to the procedures for office space leasing, a fire protection and life safety (FPLS) review for warehouse space leasing by the GSA regional fire protection engineer is required under certain situations. However, the fire protection and life safety requirements for warehouse space are different, because of the higher risk of loss associated with a fire within warehouse space. The determining factors for when an FPLS review for warehouse space is required are based on the proposed location of the offered space (whether it is on the ground floor or not); the area of the offered space; proposed height of the storage; the existence of fire sprinklers, a fire alarm

system, and number of remote exits; and whether the building's certificate of occupancy was issued under any edition of the International Code Council's International Building Code (IBC).

This approach also permits a Leasing Specialist to forego the need for an offeror to provide an FPLS submittal package of information to the regional fire protection engineer for a technical FPLS review if the building meets the limited number of FPLS requirements that are unique to PBS and if the building has a valid certificate of occupancy complying with any edition of the IBC. In addition, warehouse leases will be permitted without a GSA FPLS review for space less than 10,000 rentable square feet located on the first floor having a proposed height of storage less than or equal to 12 feet. These criteria are the same regardless of whether evaluating offers on volume or area.

In addition, similar to the GSA Form 12000, *Prelease Fire Protection and Life Safety for an Office Building*, which is required to be completed for offered space in an office building, a new GSA Form 12000-WH has been developed for offered space in a warehouse building. The new GSA Form 12000-WH is titled *Prelease Fire Protection and Life Safety Evaluation for a Warehouse Building*. It is very important to recognize that whenever a GSA Form 12000-WH is required, the leasing specialist must work with offerors to provide them with proposed schematic and racking plans (see Attachment 5 of this chapter for examples), along with a list of the proposed type and amount of commodity to be stored. Offerors must then incorporate that information into their completed Forms 12000-WH for the GSA regional fire protection engineer's review. Approval by the regional GSA fire protection engineer is also required during the life of the lease whenever the Schematic and Racking Plan undergoes modification or the nature of the materials to be stored changes.

Attachment 2 at the end of this chapter contains the decision flow chart for determining the inspection requirement. Attachment 3 shows GSA Form 12000-WH, *Prelease Fire Protection and Life Safety Evaluation for a Warehouse Building.*

If a fire protection and life safety review is required, the GSA Form 12000-WH must be provided. It contains two parts that must be completed depending on the area of the space the offeror proposes to lease to the Government. Only Part A of Form 12000-WH is required from the offeror or an authorized representative when an offered space is less than 40,000 rentable square feet in area. Part B must be completed when offered space is greater than or equal to 40,000 rentable square feet in area. These criteria for using Part A or Part B are the same regardless of whether evaluating offers on volume or area. The licensed fire protection engineer must complete Part B.

The Fundamental Code Requirements of GSA Form 12000-WH apply to Part A and Part B. Those requirements are as follows:

a. A warehouse building is defined as a building that is built for materials storage and handling operations with features such as concrete floors, unfinished ceilings, industrial lighting, overhead doors, minimal HVAC, large column spacing, and special floor load capacities.

b. The offered warehouse building shall be evaluated for compliance with the most recent edition of the building and fire code adopted by the jurisdiction in which the warehouse building is located; with the exception that the technical egress requirements of the building shall be evaluated based on the egress requirements of the most recent edition of the National Fire Protection Association (NFPA) 101, Life Safety Code. (Note: a building with a certificate of occupancy indicating that the building fully complies with the International

Building Code shall be deemed to comply with this requirement.) All areas that do not meet the above stated criteria shall be identified as to the extent that they do comply.

It is important to determine in requirements development what type and amount of commodities the Government intends to store in the warehouse, as it may affect the fire protection requirements. It is also important to understand what type and amount of commodity is being stored in the balance of any space not leased by the Government, so as to avoid cross-contamination or undue hazards posed by the potential interaction of the materials being stored. GSA Leasing Specialists must consult with the GSA regional fire protection program office to determine whether additional fire protection requirements are required because of the nature of the materials to be stored in the warehouse.

d. Energy and Other Building Services (Operating Costs)

In preparing the RLP, the Leasing Specialist must determine whether the RLP will require offerors to propose a fully serviced lease in which rent covers operating costs such as utilities and other services, or a lease that is net of utilities, meaning that it excludes utilities or other building services from the rent. These considerations are discussed in more detail below under paragraph 7, "Operating Costs," and paragraph 8, "Non-Fully Serviced Leases: Service Contracts."

Energy

In general, the energy efficiency requirements in warehouses are the same as in general-purpose office space, although warehouse space does have very different electrical, mechanical, and plumbing specifications. Also, to the extent that portions of the warehouse building are built out as general-purpose office area, the requirements for those portions of the space are virtually identical to those for general-purpose office space.

There are, however, a few key differences found in warehouses:

- *Utilities*—Per general practice in the private sector, utilities consumed within warehouse space are usually paid by tenants directly to the utility companies and not included in operating expenses or shell rent. This is often done because it is very difficult for lessors to estimate utility consumption in warehouses, since utility use varies widely depending on what activities occur within the warehouse. For instance, if the receiving doors are left open for much of the day, it is understandable that utility consumption for heat could be dramatically higher than otherwise. Also, the set point for heat in a warehouse is often, but not always, maintained at a much lower level than it would be for occupancy by people. Furthermore, warehouses are generally not air-conditioned. If conditioned air is required for the storage portion of the warehouse, utility consumption will be much higher than otherwise, especially if receiving doors are left wide open. It is therefore extremely difficult for lessors to properly price utilities into the rent; when they must do so, they will typically charge an excessive premium in order to mitigate the unknown risk.

- *Lighting*—Typical lighting output in warehouse storage areas is only 10 foot-candles, significantly less than that required in office areas, including office areas within warehouses.

- *Plug load*—Plug load requirements are also generally much lower than general-purpose office areas, as there is often only a limited requirement for electrical receptacles in warehouse space, apart from those in any office area within the warehouse space.

The Leasing Specialist should check with the Facilities Management & Services Programs (FMSP) Energy Management Division to determine whether GSA's bulk power purchase arrangement may offer a cheaper price than that available from local utilities. If utilities are being paid by GSA or the client agency, then additional lead time is probably needed to arrange for setting up a utility billing account. If the tenant agency will be paying for utilities, then the Leasing Specialist and Lease Administration Manager must coordinate setting up that account with the tenant agency so that utilities are available when the space is accepted for occupancy.

Building Services

Janitorial

Because of the lack of interior common facilities—such as a lobby, restrooms, corridors, or elevators—lessors of warehouses typically do not need to arrange for cleaning. This tenant-centric approach is also reinforced by the varying nature of tenant-required warehouse janitorial services. These services can range from none to cleaning substances such as oil, grease, or sawdust multiple times daily, making the pricing of janitorial service extremely difficult without detailed specifications. Of course, if an agency has detailed cleaning specifications for the specific occupancy planned and those specifications can be included in the RLP, then janitorial services can—but might not necessarily—be reasonably priced by a lessor. If janitorial services are being paid directly by either GSA or the client agency, then additional lead time is probably needed to arrange for their procurement and set up an account. If the tenant agency will be paying for janitorial services, then the Leasing Specialist and Lease Administration Manager must coordinate setting up that account with the tenant agency so that the janitorial services are available when the space is accepted for occupancy.

Other Contract Services

Some leases are not fully serviced, and some standard level operating costs, such as cleaning and utilities, are provided by PBS for the tenant agencies through separate service contracts. The cost of the standard level of service obtained through these contracts must be billed to the tenant agency through the OA, and may not be billed through an RWA. Within the OA Tool, it is possible to see the difference between the operating rent (services provided within the lease) and other contract services (services provided by PBS by separate contract). These services are included as part of the operating costs rate shown on the financial summary of the OA. Other contract services are adjusted at the beginning of the fiscal year and not on the lease anniversary.

Trash Removal

As with utilities and janitorial services, because of the wide variety of tenant disposal requirements in warehouses, lessors do not typically include trash removal in operating costs or shell rent. Trash removal is typically handled by tenants, who maintain their own appropriately sized trash containers and arrange for them to be emptied at whatever periodic rate they require. This allows for maximum flexibility by the tenant agency in modifying its trash service as needed. If a client agency wishes a lessor to include trash removal in a warehouse lease, then the RLP must detail the precise level and amount of service to be provided. If it is desired that trash removal be provided by the lessor and included in operating expenses, then the lease will have to be modified every time the amount or interval of the agency's trash requirements increase or decrease, including any special pickups required. If trash removal is being paid directly by either GSA or the client agency, then additional lead time is probably needed to arrange for setting up an account. If the tenant agency will be paying for trash removal, then the Leasing Specialist and Lease Administration Manager must coordinate setting up that account with the tenant agency so that trash services are available when the space is accepted for occupancy, if not before.

e. Other Differences

The following are other differences between the Standard and Warehouse Lease Models:

- Although the Warehouse Lease model uses the TIA method (not turnkey), and there is more than one method of setting the TIA, the amount of the TIA will be different from the amount that results from applying the allowance for general-purpose office space. (See the detailed explanation below in Section 6 of this chapter.)

- The efficiency of the space will depend not only on the amount of clear ceiling height that the client agency can use (if needed) but also the dimensions of the space, column spacing, and the client agency's racking system and aisle requirements. A "test fit" will best determine the efficiency of the planned agency space layout, and can ultimately indicate best value among competing spaces. (See paragraph 5.a below.)

5. Establishing Requirements

It is critical for the Leasing Specialist to work closely with the client agency to prepare a sufficiently detailed package of agency special requirements addressing features unique to that agency's warehouse operation. Although warehouses do not use a turnkey lease model, the requirements for warehouse space should be developed in great detail in order to maximize the efficiency of the volume of storage. That includes an ideal theoretical "test fit." The following issues involve requirements unique to warehouse space that demand careful advance consideration and definition.

a. Space Configuration

The particular configuration of warehouse space has an impact on its suitability for a particular storage purpose, and therefore on its overall cost and efficiency. The RLP must be careful to capture the client agency's specific needs.

The dimensions of shelving racks define the usability of vertical space. The minimum clear ceiling height is the sum of the agency's maximum stacking height and the clearance necessary for top shelf maneuverability and to meet any local codes. Stacking shelf intervals, their maximum stacking height, and any needed top clearance, must be considered in determining the minimum required ceiling height, and any maximum clear ceiling height for price evaluation purposes. A generic racking plan, showing the proposed rack widths and heights, aisle widths between racks, and acceptable racking height intervals must be prepared. This plan is provided to offerors when a fire protection and life safety review is required. The offerors must use the generic racking plan to design more customized drawings of their particular space being offered. Sample racking plans are attached to this chapter as Attachment 5.

In some circumstances, depending on the client's requirements, the RLP may need to specify storage bay width, depth, and/or column spacing to maximize layout efficiency.

Use of the cubic foot measurements and volumetric price evaluation is an optional methodology. While use of the volumetric price evaluation method should be considered, it may not make sense in some situations, such as for vehicle servicing, where an agency's minimum and maximum clear ceiling heights may be identical, which means that an agency might not require

additional height beyond the minimum acceptable clear ceiling height. In these cases, remove all references to cubic feet from the RLP, and merely use ANSI/BOMA ABOA SF as defined in the Warehouse RLP. As another example, if it is not cost-effective to purchase new shelving and equipment in order to relocate to another warehouse that offers better height utilization, it is preferable to use ANSI/BOMA ABOA square feet price evaluation method rather than the cubic feet price evaluation method for a short-term succeeding lease or lease extension.

In addition, the Warehouse Lease Model provides for defining specific requirements for warehouse space floor levelness and load capacity; non-structural slabs are strongly preferred, with a general minimum load-bearing capacity of 350 pounds per square foot. The model also addresses circulation routes, accessible ramps, the number and types of loading docks, wareyards, and fencing.

Note that fencing can be industry standard, tenant-driven, or security-driven, as provided in Pricing Desk Guide paragraphs 2.9.2 and 2.9.3. For example, interior fencing within the leased warehouse space is always considered tenant-driven, and therefore TI. On the other hand, outdoor wareyard fencing mandated by the tenant agency's requirements is always considered a shell item, regardless of whether there is existing fencing already or it is still to be installed. Lastly, new exterior perimeter fencing—but not wareyard fencing—meets Building-Specific Amortized Capital (BSAC) requirements for security fixtures, per Pricing Desk Guide paragraph 2.9.2, but existing perimeter fencing is considered shell, and all other fencing is TI.

b. Loading Docks

Among the issues crucial for storage and warehousing facilities are the number and type of loading docks. The Leasing Specialist must work with the client agency to establish requirements such as the following:

- Whether the client agency requires traditional or cross-docked space; the number of docks that must be trailer bed height, and their exact height (48 inches is often typical); and the number of drive-in docks required. Leasing Specialists must remember that if docks are not the appropriate dock height, or if different sized trucks will use the docks, then dock levelers need to be specified, except for drive-ins. Dock levelers are generally funded in shell rent, unless they are determined to not be a strict necessity, in which case they are funded either through the TIA or an RWA. The Leasing Specialist must confirm with the client agency whether dock levelers are acceptable or if one or more docks must be trailer high.

- Size of loading dock opening and type of loading dock door (height and width, powered or manual, extent of bumpers and lighting).

- Whether the facility will have areas where food is prepared, and if so, include the RLP sentence that requires separate, dedicated loading docks to serve these food preparation areas. Also verify that floor plans shown in exhibits have properly designated those loading docks to be dedicated to food service.

- The size of loading berths (the areas where vehicles park for loading or unloading)

- Whether dock loading or staging areas should have their own separate HVAC system.

- The type of weatherization required for the receiving dock, in order to minimize loss of heat or air conditioning, if it is expected that the dock doors will remain open much of the time because of constant loading and unloading.

In general, loading docks adjoining the premises should be for the Government's exclusive use. If the market survey suggests that shared docks or platforms will be necessary to satisfy the agency's requirements while avoiding lease construction, modify the RLP to allow for shared docks or platforms, and detail how such arrangements must be governed in the lease in order to be acceptable to the client agency.

c. Vehicle Accommodation

The RLP must also clearly state any requirements necessary to accommodate delivery or other vehicles, such as:

- maximum truck and trailer size;
- minimum truck court depth (depth of the area adjacent to the building's loading docks). This area includes the truck apron for actual parking, loading, and unloading at the docks, plus the driveway or circulation area to maneuver trucks to and from the docks, based on the largest expected tractor-trailer;
- truck turning radius;
- semi-trailer staging or parking areas; and
- ease of highway access (ingress/egress).

6. Tenant Improvement Pricing

In warehouse space, any improvements or additions beyond the warehouse shell are considered and priced as tenant improvements. The default allowance for TIs in warehouses is 20 percent of the general portion of the tenant agency's TI Allowance for general-purpose (office) space, adjusted for locality. This default allowance is often adequate to fund the cost of minimal office build-out within the overall warehouse, even with the reduced shell definition in warehouses.

a. Default versus Customized TIA

In some cases the default TI Allowance would fall significantly short of covering required improvements, in which case the client agency would have to pay the excess costs via Reimbursable Work Authorization (RWA). It should be noted that where applicable, the Pricing Desk Guide allows for setting the TI Allowance using the Functional Cost Estimate methodology. Because of the time needed to develop this estimate, the Leasing Specialist and client agency should allow for added time in the project schedule for obtaining a Functional Cost Estimate.

A warehouse building that will not have a significant amount of office space, laboratory space, or other habitable or conditioned spaces will probably be best built out using the default warehouse TIA found in the Occupancy Agreement (OA) tool. The OA tool automatically calculates the

warehouse TIA as 20 percent of the general portion of the tenant agency's TI Allowance, as adjusted for the locality.

In contrast, warehouse space that will also require a significant amount of associated office space will probably be best constructed using a blended TIA, which is a composite of the warehouse default TIA for the warehouse space and the full agency tier TIA for the general use space. In this situation, the OA tool will automatically calculate the blended TIA based upon the amount of general use (office) and storage (warehouse) space within the warehouse. Alternatively, Leasing Specialists can use the Functional Cost Estimate methodology to establish the TI Allowance.

b. Archival or Climatized Warehouse Space

In some instances—for example, storage facilities for the National Archives and Records Administration (NARA)—the agency's specific requirements for the storage area itself may have highly specialized "archival" requirements, such as an air-conditioned or humidity-controlled storage area or special needs for security and/or fire suppression. In these instances, the Leasing Specialist may, in consultation with regional Portfolio Management, determine that the best method for setting the TI Allowance is through the Functional Cost Estimate option to avoid a sizeable RWA. This determination should be made before issuing the RLP and Lease. The TIA can also be set by Functional Cost Estimate in any other instance as provided in the Pricing Desk Guide.

A building leased for archival records storage must conform to the fire safety, security, and other NARA records protection requirements stated in 36 CFR 1234 (September, 2005), "Facility Standards for Records Storage Facilities," and NARA Directive 1571 (February, 2002). These requirements contain special provisions for fire safety that dramatically exceed normal warehouse standards. For example, the fire suppression system must be certified by a licensed fire protection engineer to be designed to limit the anticipated loss in any single fire event to a maximum of 300 cubic feet of records. Another provision limits any single records storage area within a building to a maximum total capacity of 250,000 cubic feet. Additional information regarding archival storage requirements may be found in Files 5, 6 and 7 at: http://www.archives.gov/records-mgmt/storage-standards-toolkit/.

If archival storage is specified by the client agency, then the offeror must attach a Fire Protection and Life Safety Evaluation (GSA Form 12000-WH Parts A & B) completed by a licensed Fire Protection Engineer.

If the warehouse space is anticipated to store hazardous materials, Leasing Specialists must consult with their regional fire protection office to determine the proper requirements. In a multi-tenant facility, where the Government is not the sole tenant, consideration should also be given to the potential interactions that could arise from storing hazardous or chemically reactive materials near commodities stored by other tenants.

7. Operating Costs

In most communities, warehouse leases are not full-service leases but net of operating costs, or a modified net version, with some operating services provided by the lessor and paid for via rent and some paid for directly by the tenant. Unless the local market customarily provides operating services as a part of basic rent, the Government will often achieve a cost benefit by acquiring a

lease that is net of operating costs for services within the leased space. In such cases, only operating expenses for the exterior common areas—such as site maintenance, landscaping, snow removal, utilities for exterior lighting, and other applicable costs listed on GSA Form 1217—should be included in the operating rents as supported by GSA Form 1217. Real estate taxes should be adjusted and paid over a base amount.

As in the Standard Lease Model, the Warehouse Lease Model provides for optional use of an annual escalation (Consumer Price Index) on operating costs. However, when the lease is net of utilities, janitorial services, and trash removal—meaning the Government, GSA, or the client agency obtains and pays directly for these services—then there should be only an annual adjustment in the lease for operating cost escalations as supported by those applicable costs shown on the GSA Form 1217, which Leasing Specialists should retain as part of the Price Negotiation Memorandum.

8. Non-Fully Serviced Leases: Service Contracts

This section presents a standardized process for procuring service contracts for non-fully serviced leases.

GSA policy generally does not encourage awarding non-fully serviced leases for general-purpose office space. For warehouse leases, however, GSA may be required to procure some building services, such as janitorial services, trash removal, and utilities, since these services may not be available for warehouse space, or not available from lessors at a reasonable price. FMSP's Lease Management Desk Guide identifies the procedures, deliverables, responsible parties, and time frames for procuring these services; see the discussion in Lease Management Desk Guide Chapter 4, New Leases, paragraph B, Service Contracts (Non-Fully Serviced Leases). Throughout this process, the Lease Administration Manager (LAM) coordinates the procurement for services, acting as liaison between the Lease Contracting Officer or Leasing Specialist and GSA's Contracting Officer (CO) for utility, trash, or janitorial services procurement.

When the Lease Contracting Officer or Leasing Specialist specifies in the RLP that offerors are to offer a lease that is net of some services, the Lease Contracting Officer or Leasing Specialist must immediately notify the LAM, using the Non-Fully Serviced Lease—Information Form contained in Appendix III-a of the Lease Management Desk Guide. Upon notification, the LAM is responsible for delivering the completed scope of work and estimate for services to the CO. The Lease Contracting Officer or Leasing Specialist modifies the draft OA, within the "Other Services" line item, to reflect the services not included within the lease.

These steps for the Lease Contracting Officer or Leasing Specialist are summarized as follows:

1. Notify LAM of need and provide information via the Non-Fully Serviced Lease—Information Form.

2. Modify OA to include "Other Services" line item (if applicable).

3. Prepare the BA53 Fund Certification (if applicable).

4. Sign Fund Certification and return to BA53 Funds Manager (if applicable).

5. Notify LAM that funds have been certified.

6. Notify LAM when lease acceptance date is firm.

7. Issue final OA to tenant agency (according to established processes).

9. Other Considerations

The following are other factors to consider for warehouse leases.

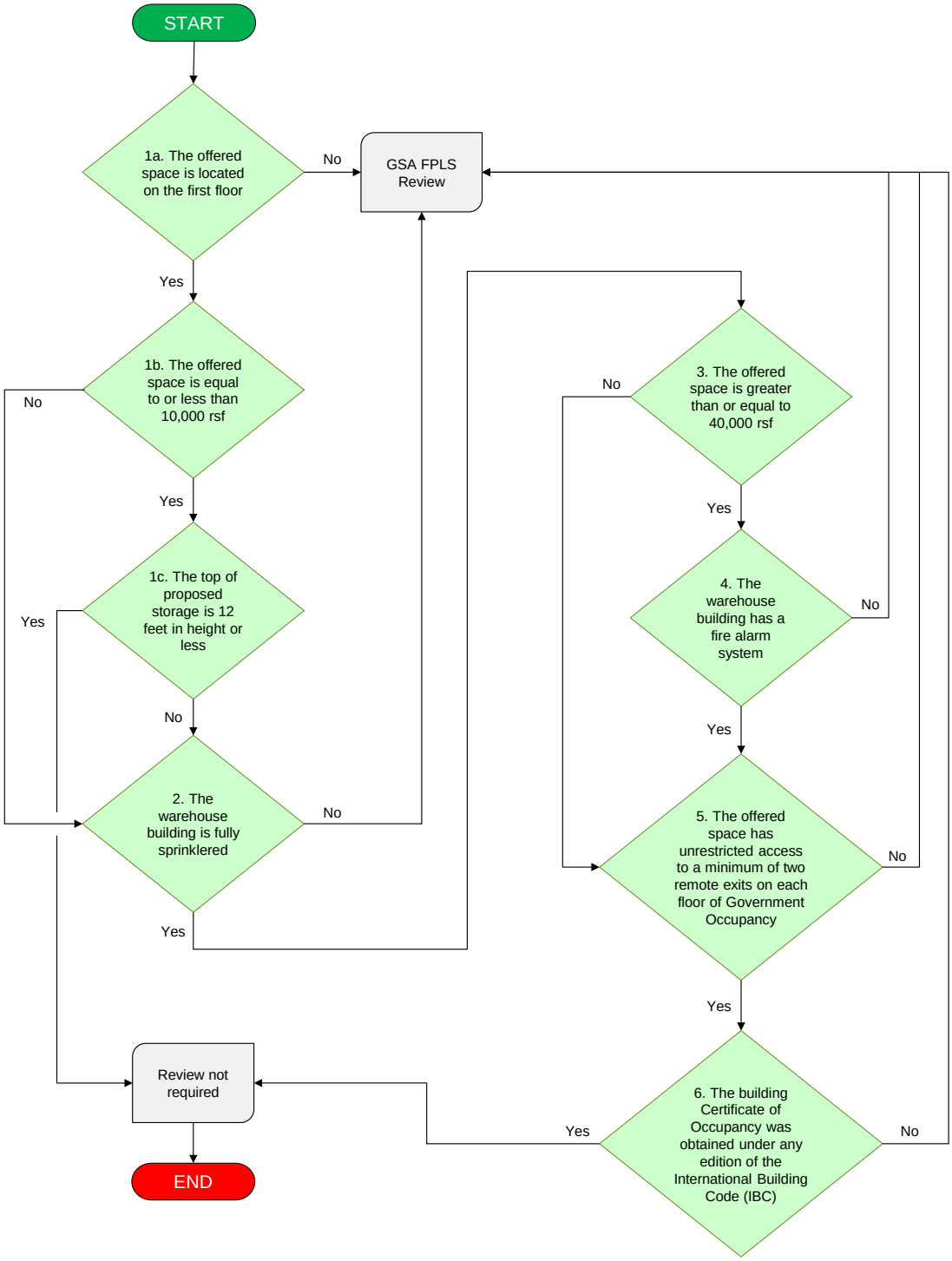
- Because the standard attachments for security requirements reflect an office-type space, be certain to also include any security requirements appropriate for a warehouse facility, such as ISC-recommended fencing for buildings or wareyards.

- Include the racking system plan and additional lease requirements under Lease Section 7, “Additional Terms and Conditions.”

Attachment 1: Sample Present Value Analysis Calculation for Space by Volume (Cubic Feet)

WAREHOUSE (CUBIC) PRESENT VALUE ANALYSIS				
Building Name	Warehouse Cubic Foot PV analysis		**Discount Rate**	5.00%
Building Street Address			**Escalation Rate**	2.50%
Building City, State, Zip Code			**Parking Escalation Rate**	2.50%
Offeror's Name				
Client Agency			**Present Value Per Cubic Foot**	
Term		Years	Months	
Total Term to be Evaluated Per SFO, in Months	0	0	0	
Initial Term (months)	0	0	0	
Renewal Term (months)	0	0	0	
Areas, Ceiling Heights & Parking				
Storage-warehouse area ABOA square feet	0			
Warehouse ceiling height for price evaluation purposes *	0	* Warehouse ceiling height for price evaluation purposes is the offered clear ceiling height limited by the maximum clear ceiling height specified in the RLP after consultation with the agency.		
Office area ABOA square feet	0			
Office ceiling height for evaluation purposes	0			
Total ABOA Area, office & storage (Usable Square Feet)	0	**R/U Factor**		
Total Rentable Square Feet	0			
otal usable cubic area, storage & office, for price evaluation	0			
Structured Parking Spaces	0			
Surface Parking Spaces (Auto & Truck)	0			
Rent				
Does Shell Rent Step? (Y/N)	y		**GO TO STEPPED RENT INPUT**	
Does Parking Rate Step? (Y/N)	n			
Does Parking Rate Escalate? (Y/N)	n			
Does Offer Include Free Rent? (Y/N)	n			
	Initial Term			
	Rate per USF	Annual Rent		
Shell Rent		$ -		
Op Cost (in Lease)		$ -		
Op Cost (Government)		$ -		
Amortization of TIA				
Total Lessor's Overhead and Fees				
Rate Per Sq Ft for Security	$0.00	$ -		
Structured Parking Rate		$ -		
Surface Parking Rate		$ -		
Tenant Improvement Allowance	Office Area (Usable)	Total TIA Principal		
Total TIA Rate pusf provided in Annual Rent		$ -	**NO TENANT IMPROVEMENTS**	
Lessor's Amortization Rate	0.000%	Years	Months	
Term in Months to Amortize TIA				
Total Lessor's Overhead and Fees	0.000%			
Overtime Utilities		Annual OT	**Lump Sum and Broker Credit**	
Number of Estimate Hours	0	Charge	Total Lump Sum	$0
Rate Per Hour	$0.00	$ -	Commission Credit	$0
Does Overtime Charge Escalate? (Y/N)	n			
Building Specific Amortized Capital				
Total Cost of Security	$0.00	**NO BUILDING SPECIFIC AMORTIZED CAPITAL**		
Security Amortization Rate	0.000%	Years	Months	
Term in Month to Amortize Security	0	0	0	
Rate Per Sq Ft for Security	$0.00			

Attachment 2: Decision Tree for Fire Protection and Life Safety Review



Attachment 3: Prelease Fire Protection and Life Safety Evaluation

The following pages show GSA Form 12000-WH, Prelease Fire Protection and Life Safety Evaluation for a Warehouse Building. Use this form for a Warehouse Lease instead of GSA Form 12000, Prelease Fire Protection and Life Safety Evaluation for an Office Building.

PRELEASE
FIRE PROTECTION AND LIFE SAFETY EVALUATION FOR A WAREHOUSE BUILDING

(THIS FORM IS REQUIRED WHEN THE OFFERED SPACE IS NOT EXEMPT FROM THE GSA FIRE PROTECTION AND LIFE SAFETY PRELEASE REVIEW AS PER PARAGRAPH 3.06(I) OF THE REQUEST FOR LEASE PROPOSALS (RLP)

The prelease form contains two parts that must be completed depending on the area of the offered space proposed to be leased to the Government. Part A must be completed when any portion of offered space is located above the ground floor or when an offered space is less than 40,000 square feet in area. Part A shall be completed by the Offeror or their authorized representative. Part B must be completed when offered space is greater than or equal to 40,000 square feet in area. Part B shall be completed by a professional engineer. The Fundamental Code Requirements apply to Part A and Part B.

Fundamental Code Requirements

a. A warehouse building is defined as a building that is built for materials storage and handling operations with features such as concrete floors, unfinished ceilings, industrial lighting, overhead doors, minimal HVAC, large column spacing, and special floor load capacities.

b. The offered warehouse building shall be evaluated for compliance with the most recent edition of the building and fire code adopted by the jurisdiction in which the warehouse building is located; with the exception that the technical egress requirements of the building shall be evaluated based on the egress requirements of the most recent edition of the National Fire Protection Association (NFPA) 101, *Life Safety Code*. (Note: a building with a Certificate of Occupancy indicating that a building fully complies with the International Building Code shall be deemed to comply with this requirement.) All areas that do not meet the above stated criteria shall be identified as to the extent that they do comply.

PRELEASE
FIRE PROTECTION AND LIFE SAFETY EVALUATION FOR A WAREHOUSE BUILDING

PART A

The Offeror or their representative shall complete Part A. Part A consists of a series of short answer and Yes/No/NA applicable questions related to general warehouse building information and fire protection and life safety systems. Upon completion of Part A, the Offeror must sign and date the "Offeror's Statement". Part A is applicable to any portion of offered space located in a warehouse building above the ground floor or when offered space is less than 40,000 square feet in area. Note: The Offeror may need to obtain additional information from the Government to complete Sections IV, V, and VI of this form.

I. WAREHOUSE BUILDING ADDRESS
Warehouse Building Name:
Address:
City:
State:
9-Digit Zip Code:

II. GENERAL WAREHOUSE BUILDING INFORMATION							
a. Identify each floor on which space is offered and the square footage of space on each floor offered to Government:							
Floor							
Sq. Ft. Per Floor							
b. Identify the total number of floors in the warehouse building starting at the street floor:							
c. Identify the total number of floors in the warehouse building below the street floor:							
d. Identify the height of each floor in the warehouse building:							
e. Identify the number of fire department access doors:							

III. OTHER USES IN WAREHOUSE BUILDING (Check All That Apply)			
☐ Storage Percentage of Offered Space: ____%	☐ Office Percentage of Offered Space: ____%	☐ Parking Garage Percentage of Offered Space: ____%	☐ Other (list) Percentage of Offered Space: ____%

IV. STORAGE COMMODITY CLASSIFCATION (PER INTERNATIONAL FIRE CODE)			
Please Check YES, NO, or N/A to the following questions:	YES	NO	N/A
a. Is the proposed storage considered a Class I commodity?			
b. Is the proposed storage considered a Class II commodity?			
c. Is the proposed storage considered a Class III commodity?			
c. Is the proposed storage considered a Class IV commodity?			
d. Is the proposed storage considered a Group A Plastic commodity?			
c. Is the proposed storage considered a Group B Plastic commodity?			
d. Is the proposed storage considered a Group C Plastic commodity?			

V. STORAGE CONFIGURATION			
Please Check YES, NO, or N/A to the following questions:	YES	NO	N/A
a. Is the proposed storage to be configured in a solid pile arrangement?			
b. Is the proposed storage to be configured in a palletized arrangement?			
c. Is the proposed storage to be configured in a shelf arrangement?			
d. Is the proposed storage to be configured in a rack array arrangement?			

Rev. 3/11/2014 GSA Form 12000-WH Page 2

PRELEASE
FIRE PROTECTION AND LIFE SAFETY EVALUATION FOR A WAREHOUSE BUILDING

VI. STORAGE HEIGHTS				
Please indicate the available height for storage in respect to the following storage configurations: Note: *The maximum height at which the commodity can be stored above the floor and still maintain the necessary clearance from structural members and the required clearance below the sprinklers.*	FEET		N/A	
a. Storage arranged in solid pile configurations.				
b. Storage arranged in palletized configurations.				
c. Storage arranged in shelf configurations.				
d. Storage arranged in rack configurations				
VII. AUTOMATIC FIRE SPRINKLER SYSTEM				
Please Check YES, NO, or N/A to the following questions:	YES		NO	N/A
a. Is an automatic fire sprinkler system installed throughout the warehouse building?				
b. If an automatic fire sprinkler system is installed, have early suppression fast-response sprinklers been installed in the warehouse building?				
c. If automatic fire sprinklers are installed within the warehouse building, is the automatic fire sprinkler system maintained in accordance with NFPA 25, *Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems*?				
VIII. AUTOMATIC FIRE SPRINKLER SYSTEM – DESIGN CRITERIA				
a) If the answer to question in Section VII (a) is "YES", please complete the following fire sprinkler system design criteria information:	GPM	PSI	GPM/FT^2	FT^2
Existing Fire Sprinkler Design Criteria				
System Demand at Base of Riser (GPM) at a Residual Pressure (PSI)				
Fire Sprinkler Density				
Designated Area of Discharge				
b) If the answer to question Section VII (a) is "No", please complete the following fire sprinkler system design criteria information for the proposed fire sprinkler system to be installed:	GPM	PSI	GPM/FT^2	FT^2
Proposed Fire Sprinkler Design Criteria				
System Demand at Base of Riser (GPM) at a Residual Pressure (PSI)				
Fire Sprinkler Density				
Designated Area of Discharge				
c) If the answer to question Section VII (b) is "YES", please compete the following fire sprinkler information for early suppression fast-response sprinklers:	$GPM/PSI^{1/2}$		PSI	
Early Suppression Fast-Response Sprinkler K Factor				
Design Pressure				
IX. SMOKE AND HEAT REMOVAL				
Please Check YES, NO, N/A to the following questions:	YES		NO	N/A
a. Are smoke and heat vents installed in the warehouse building?				

PRELEASE
FIRE PROTECTION AND LIFE SAFETY EVALUATION FOR A WAREHOUSE BUILDING

X. FIRE ALARM SYSTEM			
Please Check YES, NO, N/A to the following questions:	YES	NO	N/A
a. Is a fire alarm system installed in the warehouse building?			
b. If a fire alarm system is installed in the warehouse building, are audible devices (e.g., horns, bells, speakers, etc.) installed in the offered space?			
c. If a fire alarm system is installed in the warehouse building, are strobe devices installed in the offered space?			
d. If a fire alarm system is installed in the warehouse building, is the fire alarm system over 25 years old?			
e. If a fire alarm system is installed in the warehouse building, does the operation of the fire alarm system automatically notify the local fire department, remote station, or UL listed central station?			
f. If a fire alarm system is installed in the warehouse building, is the fire alarm system maintained in accordance with NFPA 72, *National Fire Alarm and Signaling Code*?			
XI. MEANS OF EGRESS			
Please Check YES, NO, or N/A to the following questions:	YES	NO	N/A
The offered space has unrestricted access to a minimum of two remote exits on each floor of Government occupancy?			
XII. EXIT SIGNS			
Please Check YES, NO, or N/A to the following question:	YES	NO	N/A
Are exit signs installed in the paths of egress travel to the exits?			
XIII. ADDITONAL INFORMATION			

OFFEROR'S STATEMENT

I hereby attest that the above information is complete and accurate to the best of my knowledge.

Signature: _____ Date: _____

Printed Name: _____

Title: _____

Name of Firm: _____

Rev. 3/11/2014 GSA Form 12000-WH Page 4

PRELEASE
FIRE PROTECTION AND LIFE SAFETY EVALUATION FOR A WAREHOUSE BUILDING

PART B

The Offeror's professional engineer shall complete this prelease evaluation form when offered space is located within a warehouse building and is equal to or greater than 40,000 square feet in area. The prelease evaluation form Part B consists of a detailed narrative report based on an evaluation of the entire warehouse building that also includes the review of the fire protection systems preventive maintenance records (e.g., automatic fire sprinkler system, fire alarm system, etc.). The fire protection engineer shall prepare a detailed narrative report. The detailed narrative report shall address at a minimum the items noted below as they apply to the offered space in the warehouse building, with specific attention to fire safety conditions that affect the floor(s) where the offered space to the Government is located, including those floors located below the offered space. In addition, the detailed narrative report shall include all deficiencies that do not meet the specified criteria associated with Fundamental Code Requirement, the associated code reference(s), as well as any recommended corrective action(s).

NOTES:

a. The professional engineer must be licensed as a fire protection engineer in the same State in which the subject warehouse building is located unless the subject State does not formally recognize fire protection engineering. In such cases, GSA will accept the services of any professional engineer in the subject State provided the professional engineer is also recognized as a fire protection engineer in any other U.S. State or Territory.

b. Upon completion of the detailed narrative report, the Offeror's fire protection engineer must sign and date the "Fire Protection Engineer Statement."

c. Upon completion of the detailed narrative report, the Offeror must sign and date the "Offeror's "Statement of Correction."

d. The accepted GSA Form 12000-WH is valid for a time period of 5 years from the noted date on the completed and accepted narrative report. This acceptance is conditional in that no major modifications or construction has occurred associated with the warehouse building.

The detailed narrative report shall address at a minimum the items noted below as they apply to the proposed offered space located within the warehouse building.

1. General Information.
   a. Identify warehouse building name, address, City, and State.
   b. Identify all current citations or violations noted by the local jurisdiction regarding the warehouse building.
   c. Identify the name and year of the Building Code identified on the Building Certificate of Occupancy.
   d. Provide digital pictures of the warehouse building. Include exterior views showing the front of the warehouse building and all sides of the warehouse building.
   e. Identify the gross square footage and associated floor of the proposed offered space.
   f. Identify by location and describe any potential fire ignition sources in the warehouse building.

2. Occupancy Classifications.
   a. Identify the different types of occupancies and particular uses on each floor. For example, include, storage, mechanical equipment areas, inside parking areas, etc.
   b. Identify the location of these occupancies and particular uses in regard to the offered space.

3. Warehouse Building Information.
   a. Identify the total size and shape of the warehouse building
   b. Identify the height of the warehouse building
   c. Identify the height of each floor in the warehouse building
   c. Identify the building construction type.
   d. Identify the number of occupants on-site.
   e. Describe the usable storage height for each storage area.
   f. Identify the number of floors in the building (above and below grade)
   g. Identify the approximate gross square footage per floor in the warehouse building.

PRELEASE
FIRE PROTECTION AND LIFE SAFETY EVALUATION FOR A WAREHOUSE BUILDING

4. Storage Configuration.
   a. Describe for each storage material the following information:
      - commodity classification, based on the provisions in International Fire Code, (e.g., Class I, Class II, Class III, Class IV, Group A Plastics, Group B Plastics, Group C Plastics)
      - quantities of materials stored
      - intermixing of multiple stored commodities
      - top of storage height
      - sprinkler temperature
      - sprinkler response
      - if in-rack sprinklers are provided
      - height of sprinkler above floor
      - height of sprinkler above storage
   b. Describe the approximate pile volume for each storage array.
   c. Identify by location and describe any solid pile storage.
   d. Identify by location and describe any palletized storage.
   e. Identify by location and describe storage utilizing a shelf configuration.
   f. Identify by location and describe any rack storage array configuration.
      - Identify and describe the number of tiers within each rack and if single or double row rack.
   g. Identify by location and describe any idle pallet storage and type of pallets.
   h. Identify by location and describe any storage that are banded or encapsulated (shrink wrap on all sides and top).
   i. Describe the commodity clearance between the top of storage and the sprinkler deflector for each storage arrangement.
   j. Describe the level of automation used for storage and retrieval.

5. Means of Egress.
   a. Identify the number of exits and locations on each floor of the warehouse building.
   b. Identify and describe all exit doors that do not swing in the direction of exit travel.
   c. Identify and describe if all fire doors are in proper working order.
   e. Identify by floor and describe any concerns regarding the exit access system, as it applies to the proposed offered space.
   f. Identify and describe the aisle dimensions between each storage array.
   g. Identify and describe the location of required fire department access doors
   h. Identify by location and describe any concern regarding the exit signage within the building.
   i. Describe the building's emergency lighting system.
   j. Identify and describe if emergency power is provided within the building.
   k. If emergency lighting is provide, identify and describe the type of system and the appropriate testing and maintenance that is being performed such as the criteria contained in the current editions of NFPA 101, NFPA 110 for emergency generator service and NFPA 111 for stored electrical power.

7. Automatic Fire Suppression Systems.
   a. Identify and describe the building's automatic fire sprinkler system. If the building is not protected throughout by an automatic fire sprinkler system, identify those areas of the building where partial fire sprinkler protection is provided.
   b. Identify and describe the location of valves controlling the water supply of ceiling and in-rack sprinklers
   c. Identify and describe the different types of automatic fire sprinkler systems (e.g., dry, wet, deluge, pre-action, etc.) that are installed within the building and their respective locations.
   d. Identify and describe the location of any early response fast-response sprinklers that have been installed. Include a description of the K factor and design pressure.
   d. Identify and describe any other fire suppression systems installed within the building.
   e. Identify and describe the types of standpipes installed in the building.
   f. If automatic fire sprinkler systems are installed in the building, describe if they are tested and maintained in accordance with the NFPA 25, *Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems.*

PRELEASE
FIRE PROTECTION AND LIFE SAFETY EVALUATION FOR A WAREHOUSE BUILDING

8. Evaluation of Automatic Fire Sprinkler System in Regard to Storage Activities
   a. Provide a detailed evaluation of the performance of the existing fire sprinkler system in regard to the existing commodities and storage arrangement that is currently being protected by the automatic fire sprinkler system in accordance with the requirements of NFPA 13, such as but not limited to, commodity classification, packing materials, storage configurations, aisle widths, storage heights, storage pile stability, sprinkler clearances, sprinkler types, etc.
   b. Provide a detailed evaluation of the performance of the existing fire sprinkler system in regard to the proposed commodities and storage arrangement that would be protected by the automatic fire sprinkler system in accordance with the requirements of NFPA 13, such as but not limited to, commodity classification, packing materials, storage configurations, aisle widths, storage heights, storage pile stability, sprinkler clearances, sprinkler types, etc.
   c. Provide detailed density requirements that would be required of a proposed fire sprinkler system to protect the proposed commodity and storage arrangement with supporting substantiation in accordance with the requirements of NFPA 13, such as but not limited to, commodity classification, packing materials, storage configurations, aisle widths, storage heights, storage pile stability, sprinkler clearances, sprinkler types, etc.
   d. Describe any variables that may affect the performance of the sprinkler system not addressed in items a, b, or c above, such as but not limited to, building ventilation systems, draft curtains and any unique building construction elements, etc.

9. Additional Fire Protection Systems and Features.
   a. Identify by location and describe any existing fire detection systems such as, but not limited to, smoke detection systems, heat detection systems, flame detection systems, etc. that have been installed
   b. Describe any fire protection features such as, but not limited to, fire dampers, smoke partitions, fire barriers, fire walls, smoke and heat vents, curtain board systems, fire proofing of building columns and roofs, etc.
   c. Describe in detail if the fire protection systems and features are tested and maintained in accordance with the applicable NFPA Standard; identify and evaluate the procedures being used.

10. Fire Alarm System.
   a. Identify and describe the fire alarm system, as a minimum, the date of installation, type, manufacturer and model, and components such as manual pull stations, water flow devices, smoke or heat detection, back-up power, etc.
   b. Describe if the fire alarm system is connected to a U.L. listed Central Station, Remote Station, or to the local fire department.
   c. Describe in detail the operation of the fire alarm system.
   d. Describe in detail if the fire alarm system is tested and maintained in accordance with NFPA 72, *National Fire Alarm and Signaling Code*.

PRELEASE
FIRE PROTECTION AND LIFE SAFETY EVALUATION FOR A WAREHOUSE BUILDING

STATEMENT OF FIRE PROTECTION ENGINEER

I hereby attest that I have performed a full assessment of the subject premises; and that the above information is complete and accurate to the best of my knowledge. I have initialed at the bottom of each page. My official seal, professional license information, and signature are affixed below.

I have included findings, recommended corrective action(s), and made specific references to the applicable code sections as an attachment to this report. Such findings specifically identify instances where the building does not comply with the specified criteria, and recommendations have been made in order to rectify the situation and assure substantial compliance of the building to all applicable criteria.

(If no deficiencies were identified, during the evaluation, please explicitly state so in the findings and recommendations portion of the report.)

Signature: _____ Date: _____

Printed Name: _____

Name of Firm: _____ Phone #: ( ) -

License Number: _____

Stamp Here:

OFFEROR'S STATEMENT OF CORRECTION

In the event any of the offered space does not meet the above criteria, the Offeror shall attest below that all work required to bring the offered space into full compliance with all applicable criteria will be completed at the Offeror's sole cost and expense prior to the Government's acceptance of the offered space under the terms of any prospective lease agreement.

NOTE: REPORTS SUBMITTED WITHOUT THE FPE'S FINDINGS, RECOMMENDED CORRECTIVE ACTIONS AND CODE REFERENCES WILL BE RETURNED WITHOUT REVIEW BY THE GSA REGIONAL FIRE PROTECTION ENGINEERING OFFICE.

Signature: _____ Date: _____

Printed Name: _____

Title: _____

Name of Firm: _____

Attachment 4: Proposal to Lease Warehouse Space

The following pages show GSA Form 1364WH–Warehouse, Proposal to Lease Space. Use this form with GSA Form R101WH, GSA Request for Warehouse Lease Proposal.

PROPOSAL TO LEASE SPACE (For use with Warehouse Request for Lease Proposals)	REQUEST FOR LEASE PROPOSAL NUMBER →	XXXXXXX	DATED	MM-DD-YYYY

SECTION I - DESCRIPTION OF PREMISES

1a. BUILDING NAME		1b. BUILDING ADDRESS		
1c. CITY	1d. STATE	1e. 9-DIGIT ZIP CODE		1f. CONGRESSIONAL DISTRICT
2a. FLOORS OFFERED	2b. TOTAL NUMBER OF FLOORS IN BUILDING	3. TOTAL RENTABLE SPACE IN OFFERED BUILDING		
		a. GENERAL PURPOSE (Office) ____ sq. ft.	b. WAREHOUSE ____ sq. ft.	c. OTHER ____ sq. ft.
4. LIVE FLOOR LOAD ____ lbs. / sq. ft.	5. MEASUREMENT METHOD ANSI/BOMA [ ] OTHER [ ]	6. YEAR OF LAST MAJOR RENOVATION (if applicable) ____	7. BUILDING AGE ____	8. SITE SIZE ____ sq. ft. ____ acres
9. CLEAR CEILING HT: ____FT ____INCHES	10. # OF LOADING DOCKS (exclusive to offered space): ____	11. TYPES OF LOADING DOCKS (exclusive to offered space): # DRIVE-THRUS: ____ # DOCK-HT: ____	12. EXISTING HEIGHT OF DOCK-HIGH LOADING DOCKS (exclusive to offered space): ____	13. # OF DOCK LEVELORS AND OPERATING GRADE (exclusive to offered space): ____
14. BAY WIDTH (offered space): ____FT ____INCHES	15. BAY DEPTH (offered space): ____FT ____INCHES	16. COLUMN SPACING (offered space): ____FT ____INCHES	17. MAXIMUM TRUCK TURNING RADIUS: ____	18. # OF VOLTS & # OF PHASE ELECTRIC: ____
19. WAREYARD SIZE: ____ X ____ (Total SF: ____)	20. TRUCK APRON SIZE: ____	21. TRUCK COURT DEPTH: ____	(BLANK)	(BLANK)

SECTION II - SPACE OFFERED AND RATES

22. ANSI/BOMA OFFICE AREA SQUARE FEET (ABOA) ____	23. RENTABLE SQUARE FEET (RSF) ____	24. COMMON AREA FACTOR (CAF) ____

"Tenant Improvements" are all alterations for the Government-demised area above the building shell buildout, excluding costs identified as tenant improvements in the Security Unit Price List. Building Specific Amortized Capital (BSAC) is the sum of costs identified as such in the Security Unit Price List. Neither the Tenant Improvements as stated in Block 25, nor the BSAC as stated in Block 26, are to be included in the shell rent. It is expected that the tenant buildout will be fully amortized at the end of the firm term, and the rent will be reduced accordingly. Any desired rent increases or decreases beyond the firm term of the lease should be reflected in the shell rate and fully explained as part of this written proposal. If Tenant Improvements or BSAC improvements are to be amortized beyond the firm term, those calculations must be itemized as part of this written proposal. The Offeror may attach additional pages as necessary.

Offerors may copy this section through lines 31 as needed. Insert them above Box 33 or in Box 42.					Number of years each cost per square foot is in effect. State any changes for any rent component.	
	a. BUILD-OUT COSTS PER CATEGORY	b. AMORTIZATION TERM	c. AMORTIZATION INTEREST RATE (%)	d. ANNUAL RENT $ PER RSF	e. ANNUAL RENT $ PER ABOA SF	f. NO. YEARS RATE IS EFFECTIVE
25. TENANT IMPROVEMENTS (per RLP requirements)	$ ____	____	____	$ ____	$ ____	____
26. BSAC (per RLP requirements detailed on Security Unit Price List)	$ ____	____	____	$ ____	$ ____	____
27. SHELL BUILD-OUT (per RLP requirements)	$ ____					
28. TOTAL BUILD-OUT COSTS	$ ____					
29. SHELL RENT (Including current real estate taxes. Refer to Line 28 on GSA Form 1217)				$ ____	$ ____	$ ____
30. OPERATING COSTS (Refer to Line 27 on GSA Form 1217				$ ____	____	____
31. TOTAL ANNUAL RATE				$ ____	____	____

PAGE 1 of 5

GSA FORM 1364WH-WAREHOUSE (REV 03/14)

32. TOTAL ANNUAL RENT				$	$	$
	PER ANNUM RENT	FOR YEARS	PER ANNUM RENT	FOR YEARS	PER ANNUM RENT	FOR YEARS
TOTAL ANNUAL STEP RENTS	$_____RSF $_____ABOA	____ Thru ____	$_____RSF $_____ABOA	____ Thru ____	$_____RSF $_____ABOA	____ Thru ____

33.

a. Number of total on-site parking spaces for the entire building/ facility, which are under the control of the Offeror: _____ surface _____ structured
b. Number of auto parking spaces required by local code: _____ surface _____ structured
c. Number of truck/trailer parking spaces required by local code: _____ surface _____ structured
c. Number of auto parking spaces for Employee/Visitor Use (per RLP): _____ surface _____ structured
d. Number of parking spaces (auto & truck) for Official Government Vehicles (per RLP): _____ surface _____ structured
e. Does the rental rate offered above include RLP-required parking costs?
YES ☐ NO ☐ If NO, complete the following: Annual cost per auto space: $ _____ surface $_____ structured
Annual cost per truck/trailer space: $ _____

PAGE 2 of 5

GSA FORM 1364WH-WAREHOUSE (REV 03/14)

SECTION III - LEASE TERMS AND CONDITIONS

34. INITIAL LEASE TERM (Full Term)			35. RENEWAL OPTIONS			
a. Number of years: _____	b. Years firm: _____	c. Number of days notice for Government to terminate lease: _____	a. Shell rate / RSF / Yr: $_____	b. Years each: _____	c. Number of options: _____	d. Number of days NOTICE to exercise renewal option: _____

36. OFFER GOOD UNTIL AWARD
(In accordance with Federal Acquisition Regulations 15.208)

37. Space will be altered and delivered in accordance with the Government's specifications and requirements in accordance with the Request for Lease Proposals (RLP) and the lease.

38. COMMISSIONS--IF APPLICABLE, ATTACH COMMISSION AGREEMENT

a. Tenant Representative Commission:	b. Owner's Representative Commission:	c. Schedule of Commission payments:
_____ %	_____ %	_____ % at lease award and _____ % at lease occupancy

39. OFFEROR'S TENANT IMPROVEMENT FEE SCHEDULE

a. Architectural/Engineering fees will be (choose one):
- ☐ 1. $ _____ per ABOA square foot
- ☐ 2. _____ % of Total TI Construction Costs(
- ☐ 3. $ _____ flat fee

b. Lessor's Project Management fees will be _____ percent of Total TI construction costs

c. If other fees are applicable, state what they are in terms of a per ABOA square foot amount, or if using a percentage, what is the basis for determining the fee.

The Government will add the cost of the proposed fees to the net present value of the offered rental rate as described in the RLP's Price Evaluation paragraph. This schedule will be applicable for Tenant Improvements and change orders during initial construction arising under any resulting lease contract.

40. ADDITIONAL FINANCIAL ASPECTS OF THE OFFER

Adjustment for Vacant Premises: $_____ per ABOA sf

Utilities in Offered Space (By Lessor or Lessee?):_____

Janitorial in Offered Space (Lessor or Lessee?):_____

Trash Removal in Offered Space (Lessor or Lessee?):_____

HVAC Overtime Rate (n/a if net of utilities):$_____per hour per [zone]_[floor [space]_

Areas requiring 24 hour HVAC (LAN, etc.) $_____per _____ ABOA sf

NOTE: THE COST TO PROVIDE 24 HOUR HVAC SERVICE IS REIMBURSED SEPARATELY FROM RENT. THE COST FOR THESE OVERTIME UTILITIES MUST NOT BE INCLUDED IN THE OFFERED RENTAL RATE OR BASE OPERATING COSTS IF THE LEASE IS PROPOSED TO INCLUDE LESSOR SUPPLIED UTILITIES.

Building's Normal Hours of HVAC Operation (indicate n/a if the lease is to be net of utilities) :

Mon-- Fri _____ AM to ____ PM;

Saturday _____ AM to _____PM;

Sunday _____ AM to _____PM

Percent of Government Occupancy: _____%

Current Year Taxes: $_____

Based on fully assessed value? YES NO

Is the offered space part of multiple tax bills? YES NO

If so, provide tax ID numbers and square footage for each. Attach the legal description of the offered property.

If a site is offered, state the total land costs: $_____

41. LIST OF ATTACHMENTS SUBMITTED WITH THIS OFFER
(See Request For Proposal ("RLP") requirements)

_____
_____
_____

42. ADDITIONAL REMARKS OR CONDITIONS WITH RESPECT TO THIS OFFERXXXXX

SECTION IV - OWNER IDENTIFICATION AND CERTIFICATION

43. RECORDED OWNER *(Name and address including ZIP code)*
NAME
STREET
CITY, ST ZIP

44. BY SUBMITTING THIS OFFER, THE OFFEROR AGREES UPON ACCEPTANCE OF THIS PROPOSAL BY THE HEREIN SPECIFIED DATE, TO LEASE TO THE UNITED STATES OF AMERICA, THE PREMISES DESCRIBED, UPON THE TERMS AND CONDITIONS AS SPECIFIED HEREIN, IN FULL COMPLIANCE WITH AND ACCEPTANCE OF THE AFOREMENTIONED REQUEST FOR LEASE PROPOSALS, WITH ATTACHMENTS.

45. OFFEROR'S INTEREST IN PROPERTY	OWNER	AGENT	OTHER *(Specify)*:
	[ ]	[ ]	XXXXXXXXX

33. **OFFEROR**

a.	b.
NAME TITLE STREET CITY, ST ZIP	E-MAIL ADDRESS: XXXXXXXXXXXXXXXXXX c. TELEPHONE NUMBER *(Including area code)* (XXX) XXX-XXXX extension _____

d. SIGNATURE	e. DATE SIGNED MM-DD-YYYY

ATTACHMENT TO GSA FORM 1364WH-WAREHOUSE LEASE PROPOSAL DATA	REQUEST FOR LEASE PROPOSAL NO.	DATE:

1	**Offeror's Interest in the Property:** ☐ Fee owner ☐ Other: Attach evidence of Offeror's interest in property (e.g., deed) and representative's authority to bind Offeror.
2	**Flood Plains:** The Property is ☐ in a base (100-year) flood plain ☐ in a 500-year flood plain ☐ not in a flood plain. *(See RLP for minimum requirements)*
3	**Seismic Safety: The Building** ☐ RLP does not contain seismic requirements. No documentation required. ☐ RLP contains seismic requirements. The Building ☐ Fully meets seismic requirements or meets an exemption under the RLP ☐ Does not meet seismic requirements, but will be retrofitted to meet seismic requirements ☐ Will be constructed to meet seismic requirements ☐ Will not meet seismic requirements *(See RLP for minimum requirements)*
4	**Historic Preference: The Building is a** ☐ Historic property within a historic district. ☐ Non-historic property within a historic district. ☐ Historic property outside of a historic district. ☐ None of the above. *(See RLP for minimum requirements)*
5	**Asbestos: The Property** ☐ Contains no ACM, or contains ACM in a stable, solid matrix that is not damaged or subject to damage. ☐ Contains ACM not in a stable, solid matrix. *(See RLP minimum requirements)*
6	**Fire Protection and Life Safety: The Property** ☐ Meets the Lease fire protection and life safety requirements. ☐ Does not meet the Lease fire protection and life safety requirements. *(See RLP and Lease documents for minimum requirements)*
7	**Accessibility:** The Property ☐ Meets ☐ Does not meet Lease accessibility standards. *(See RLP and Lease documents for minimum requirements)*

PAGE 4 of 5

GSA FORM 1364WH-WAREHOUSE (REV 03/14)

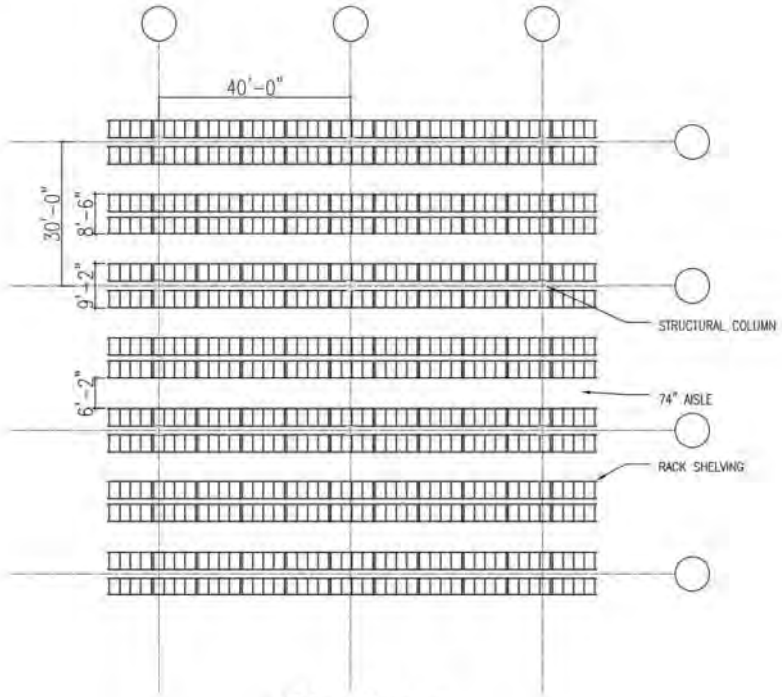
8	**ENERGY STAR®: The Building** ☐ Has received the ENERGY STAR® Label within the past twelve months. Date (mm/dd/yyyy):_____ ☐ Has not received the ENERGY STAR® Label within the past twelve months; the Offeror has evaluated energy savings measures and: ☐ Determined that none are cost effective. ☐ Determined that the following are cost effective: (List):_____ _____ _____ _____ _____ _____ _____ _____ *(See RLP and Lease documents for minimum requirements)*
9	Waiver of Price Evaluation Preference. A HUBZone small business concern (SBC) Offeror may elect to waive the price evaluation preference provided in Section 4 of the RLP. In such a case, no price evaluation preference shall apply to the evaluation of the HUBZone SBC, and the performance of work requirements set forth in Section 1 of the Lease shall not be applicable to a lease awarded to the HUBZone SBC Offeror under this solicitation. A HUBZone SBC desiring to waive the price evaluation preference should so indicate below. ☐ I am a HUBZone SBC Offeror and I elect to waive the price evaluation preference. *(See RLP and Lease documents for more information)*

Attachment 5: Sample Schematic and Racking Plans

The following pages show a sample schematic and racking plans developed for actual warehouse leases (redacted to remove specific client agency and facility location information).

GSA Work Order X
Requirements Development for XXXXXX

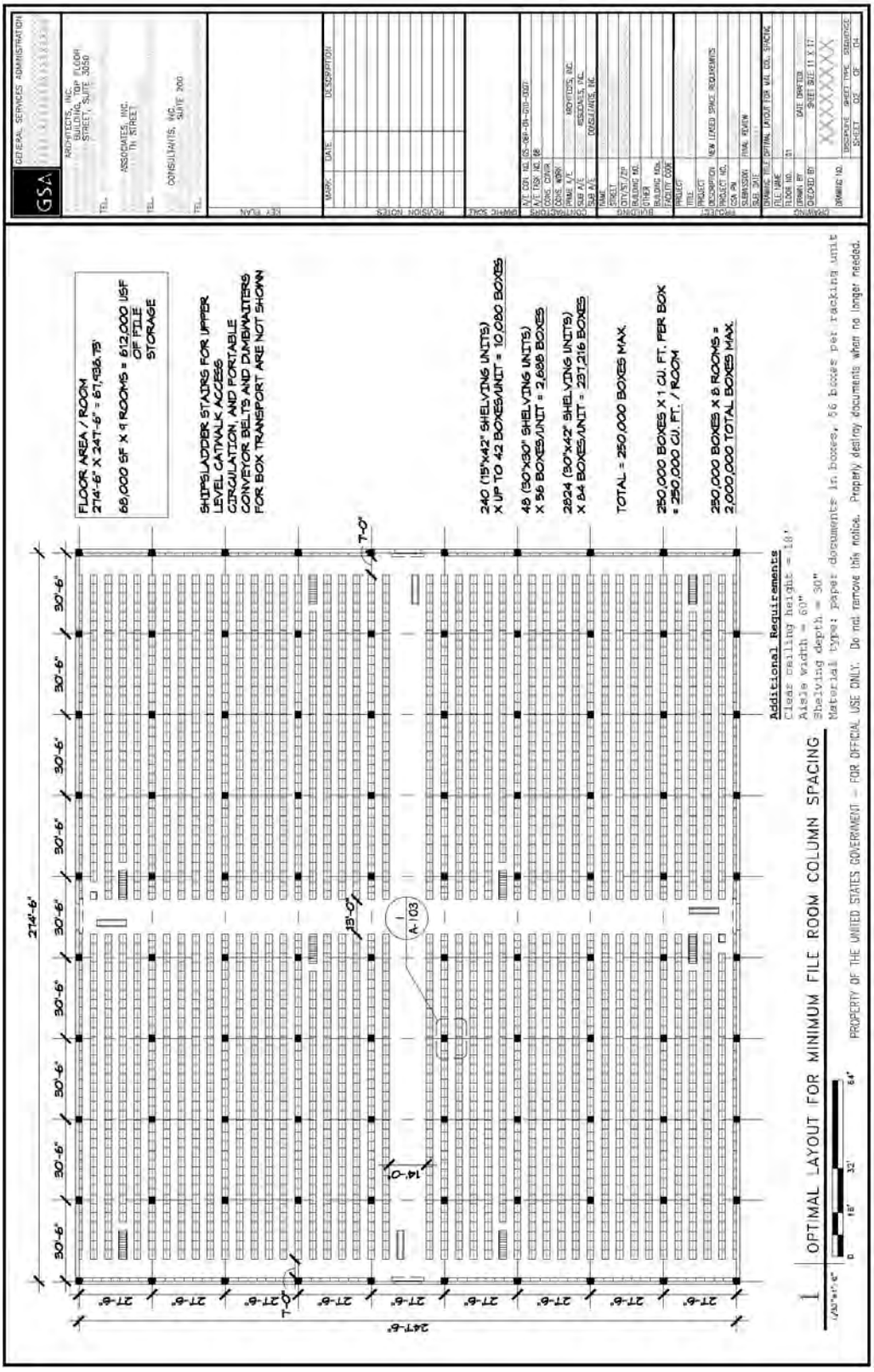
XXXXXXXXX

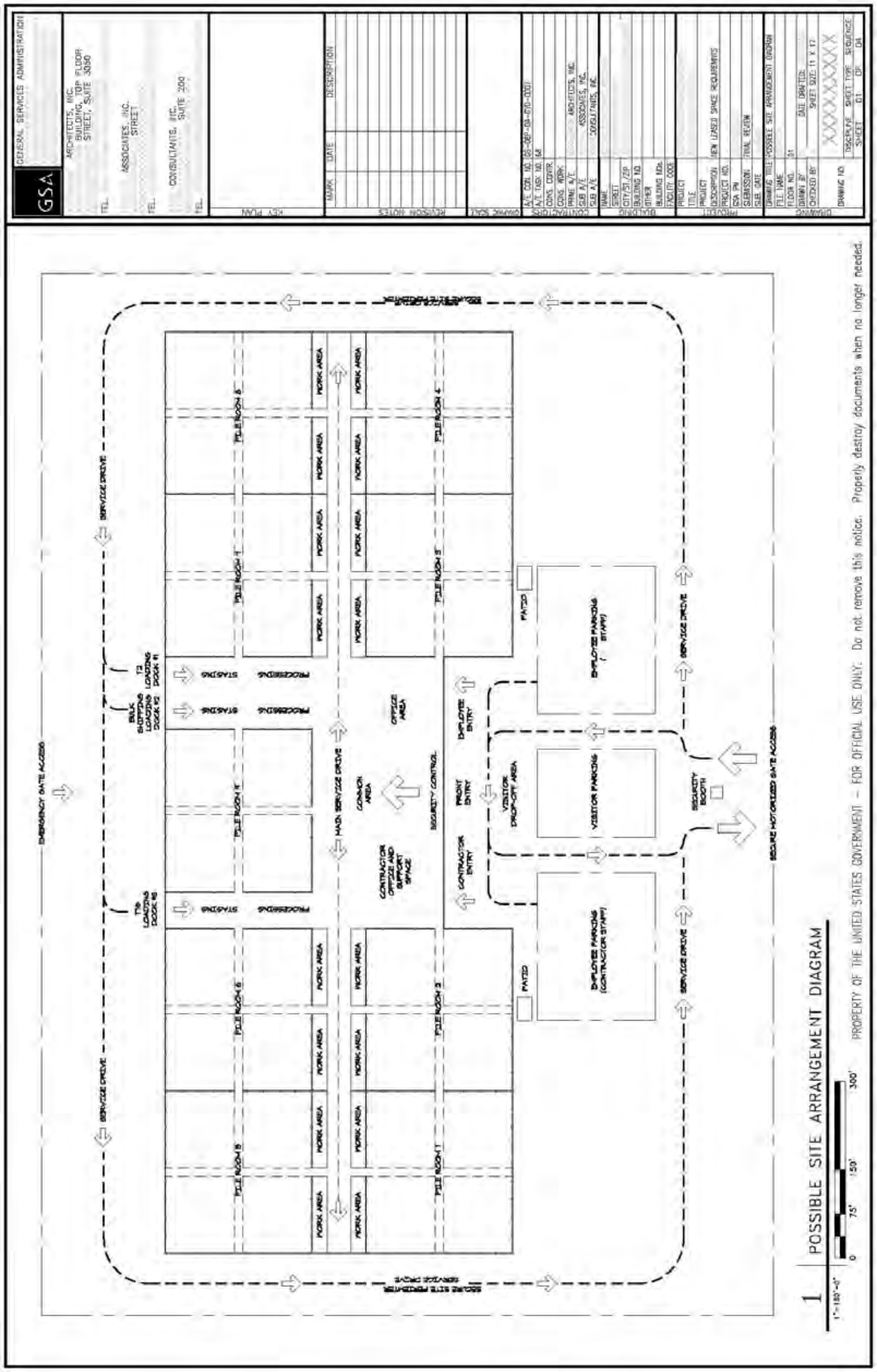


Plan View

Figure B – Optimal 30' x 40' Rack Configuration

Additional Requirements
Clear Ceiling Height = 26'
Shelving Depth = 50"
**To store and actively access mechanical components of varying dimensions
See Attachment D for additional requirements


GENERAL SERVICES ADMINISTRATION
GSA
FLOOR AREA / ROOM
274'-6" X 247'-6" = 67,936.75'
68,000 SF X 9 ROOMS = 612,000 USF
OF FILE
STORAGE
SHIPS LADDER STAIRS FOR UPPER
LEVEL CATWALK ACCESS
CIRCULATION, AND PORTABLE
CONVEYOR BELTS AND DUMBWAITERS
FOR BOX TRANSFORT ARE NOT SHOWN
240 (15"X42" SHELVING UNITS)
X UP TO 42 BOXES/UNIT = 10,080 BOXES
48 (30"X30" SHELVING UNITS)
X 56 BOXES/UNIT = 2,688 BOXES
2824 (30"X42" SHELVING UNITS)
X 84 BOXES/UNIT = 237,216 BOXES
TOTAL = 250,000 BOXES MAX.
250,000 BOXES X 1 CU. FT. PER BOX
= 250,000 CU. FT. / ROOM
250,000 BOXES X 8 ROOMS =
2,000,000 TOTAL BOXES MAX.
Additional Requirements
Clear ceiling height = 18'
Aisle width = 60"
Shelving depth = 30"
Material type: paper documents in boxes, 56 boxes per racking unit
1 OPTIMAL LAYOUT FOR MINIMUM FILE ROOM COLUMN SPACING
PROPERTY OF THE UNITED STATES GOVERNMENT – FOR OFFICIAL USE ONLY. Do not remove this notice. Properly destroy documents when no longer needed.


GENERAL SERVICES ADMINISTRATION
ARCHITECTS, INC.
ASSOCIATES, INC.
CONSULTANTS, INC.
KEY PLAN
REVISION NOTES
MARK
DATE
DESCRIPTION
GRAPHIC SCALE
CONTRACTORS
BUILDING
PROJECT
DRAWING
EMERGENCY GATE ACCESS
SERVICE DRIVE
MAIN SERVICE DRIVE
WORK AREA
FILE ROOM
STAGING
PROCESSING
OFFICE AREA
COMMON AREA
SECURITY CONTROL
FRONT ENTRY
EMPLOYEE ENTRY
CONTRACTOR ENTRY
VISITOR PARKING
EMPLOYEE PARKING
PATIO
SECURITY BOOTH
SECURE MOTORIZED GATE ACCESS
1
POSSIBLE SITE ARRANGEMENT DIAGRAM
PROPERTY OF THE UNITED STATES GOVERNMENT – FOR OFFICIAL USE ONLY. Do not remove this notice. Properly destroy documents when no longer needed.