

Green Lease Policies and Procedures for Lease Acquisition

1. Solicitation for Offers (SFO). GSA realty professionals and support contractors must include the SFO paragraphs listed below when developing SFOs for any new leasing activity, including all lease construction projects.
 - a. Language for new and modified SFO paragraphs is included as Attachment 2 to this RSL. Paragraphs modified with new subparagraphs are noted below with an asterisk (*). Other green lease paragraphs not revised in accordance with this RSL continue in effect, including the SFO hidden text instructions. Their titles are found below listed with a double-asterisk (**) and their text is found in the standard SFO and reissued in Attachment 4.
 - i. Location: City Center
 - ii. Location: Outside City Center
 - iii. Construction subparagraphs B, C, and D of Unique Requirements *
 - iv. How To Offer *
 - v. Building Shell Requirements
 - vi. Tenant Improvements Included in Offer
 - vii. Other Factors *
 - viii. Construction Waste Management
 - ix. Indoor Air Quality During Construction
 - x. Exits and Access *
 - xi. Environmentally Preferable Building Products and Materials
 - xii. Layout, Finishes, and Color Boards
 - xiii. Wood Products
 - xiv. Insulation: Thermal, Acoustic and HVAC *
 - xv. Wall Finishes
 - xvi. Painting
 - xvii. Doors: Hardware
 - xviii. Partitions: General
 - xix. Carpet: Broadloom
 - xx. Carpet Tile
 - xxi. Mechanical, Electrical, Plumbing: General subparagraph B, titled Systems Commissioning *
Systems commissioning is required for new lease construction and major renovation projects. Application can be used for other lease project types where practicable.
 - xxii. Energy Cost Savings *
 - xxiii. Janitor Closets *
 - xxiv. Heating and Air Conditioning *
 - xxv. Lighting: Interior and Parking
 - xxvi. Indoor Air Quality (2 paragraphs) *
 - xxvii. Recycling *
 - xxviii. Quality and Appearance of Building Exterior **
 - xxix. Existing Fit-Out, Salvaged, or Re-used Building Material **
 - xxx. Landscaping **

- xxxi. Recycled Content Products (Comprehensive Procurement Guidelines) **
- xxxii. Adhesives and Sealants**
- xxxiii. Floor Covering and Perimeters **
- xxxiv. Ceilings **
- xxxv. Drinking Fountains **
- xxxvi. Toilet Rooms **
- xxxvii. Ventilation **
- xxxviii. Janitorial Services (2 paragraphs) **
- xxxix. Radon in Water **

b. The development of individual SFOs can cause paragraph numbers to change. Therefore, only the SFO paragraph titles are reflected above.

2. SFOs involving lease construction or significant alterations or improvements.

- a. Incorporate the SFO paragraphs listed above into all lease construction and all succeeding, superseding, and expansion leases as applicable involving significant alterations or improvements. This will encompass the majority of our Tenant Improvement Solicitations in excess of the Simplified Acquisition threshold. For example, if completing a succeeding lease, Location paragraphs would not apply.
- b. Realty professionals must retain the Lessor's original green lease documentation either in the project file or in a separate file with a record of receipt in the project file.

3. Minimal Alterations and Improvements Application Requirements.

- a. GSA realty professionals and support contractors must use the following paragraphs for simplified acquisitions, succeeding leases, renewal options, lease extensions and temporary leases (including short-term disaster leases) anticipating minimal or no alterations and improvements based upon the scope of the project:
 - i. Existing Fit-Out, Salvaged, or Re-Used Building Material
 - ii. Indoor Air Quality During Construction (less flush-out requirement)
 - iii. Recycled Content Products (Comprehensive Procurement Guidelines)
 - iv. Environmentally Preferable Building Products and Materials
 - v. Janitorial Services
- b. The Contracting Officer can incorporate additional Green Lease paragraphs at his or her discretion.

4. LEED®-CI. Optional green lease solicitation paragraphs found in Attachment 3 to this RSL may be applied at the discretion of the Contracting Officer with the consent of the customer to achieve a LEED® for Commercial Interiors (LEED®-CI) rating.

5. eLease and SFO. Revised text has been incorporated into eLease and the automated SFO. The revised SFO is posted at gsa.gov/leasing and on the Real Estate Acquisition Division page of PBS InSite.

6. Build Green Coordinators. Each region has an individual assigned as a Build Green Coordinator. These Coordinators are available to provide the GSA realty professional and support contractors with technical assistance concerning green

lease solicitation buildout requirements and LEED® certifications. A list of these Coordinators is posted on the Leasing InSite page.

