

U.S. GOVERNMENT LEASE FOR REAL PROPERTY (Short Form)

1. LEASE NUMBER
154A04784

PART I - SOLICITATION/DESCRIPTION OF REQUIREMENTS (To be completed by Government)

A. REQUIREMENTS

2. The Government of the United States of America is seeking to lease approximately 2,512 rentable square feet of office space located in Boston, MA for occupancy not later than July 1, 2010 for a term of Seven years with a firm term of Five years. Rentable space must yield a minimum of 2,512 square feet of ANSI/BOMA Office Area (ABOA) for use by Tenant for personnel, furnishing, and equipment.
3. INITIAL OFFERS ARE DUE ON OR BEFORE CLOSE OF BUSINESS May 19, 2010.

B. STANDARD CONDITIONS AND REQUIREMENTS

1. The following standard conditions and requirements shall apply to any premises offered for lease to the UNITED STATES OF AMERICA (the GOVERNMENT):

- a. Space offered must be in a quality building of sound and substantial construction meeting the Government's requirements for the intended use.
- b. The Lessor shall provide floor plans for the offered space and a valid Certificate of Occupancy for the intended use of the Government and shall meet, maintain, and operate the building in conformance with all applicable current (as of the date of this solicitation) codes and ordinances. If space is offered in a building to be constructed for lease to the Government, the building must be in compliance with the most recent edition of the building code, the code and ordinances adopted by the jurisdiction in which the building is located.
- c. Offered space shall meet or be upgraded to meet the applicable egress requirements in National Fire Protection Association (NFPA) 101, *Life Safety Code*, or an alternative approach or method for achieving a level of safety deemed equivalent and acceptable by the Government. Offered space located below grade, including parking garage areas, and all areas referred to as "hazardous areas" (defined in NFPA 101) within the entire building (including non-Government areas) shall be protected by an automatic sprinkler system or an equivalent level of safety. Additional automatic fire sprinkler requirements will apply when offered space is located on or above the 5th floor. Unrestricted access to a minimum of two remote exits shall be provided on each floor of Government occupancy. Sensor status shall be counted as only one approved exit. Open-air exterior fire escapes will not be counted as an approved exit. Additional fire alarm system requirements will apply when offered space is located 2 or more stories in height above the lowest level of exit discharge.
- d. The Building and the leased space shall be accessible to persons with disabilities in accordance with appendices C and D of 36 CFR Part 119 (ABA Chapter 1) and 1 and Chapters 3 through 10 of the ADA-ABA Accessibility Guidelines).
- e. The leased space shall be free of all asbestos-containing materials, except undamaged asbestos flooring in the space or undamaged boiler or pipe insulation outside the space, in which case an asbestos management program conforming to Environmental Protection Agency guidance shall be implemented. The space shall be free of other hazardous materials and in compliance with applicable Federal, State, and local environmental laws and regulations.
- f. Services, utilities, and maintenance will be provided daily, extending from 7:00 a.m. to 6:00 p.m. except Saturday, Sunday, and Federal holidays. The Government shall have access to the leased space at all times, including the use of electrical services, wires, lights, elevators, and Government office machines without additional payment.
- g. The Lessor shall complete any necessary alterations within 60 days after receipt of approved alterations orders and materials for paint and carpet replacement.
- h. The Offeror must have an active registration in the Central Contractor Registration (CCR) system (via the Internet at <http://www.ccr.gov>) prior to lease award and throughout the life of the lease. To remain active, the Lessor must update or renew its registration annually. The Government will not process rent payments to Lessors without an active CCR Registration. The Government will recognize no change of ownership of the leased premises until the new owner registers in the CCR system.

5. SERVICES AND UTILITIES (To be provided by Lessor as part of rent)

<input checked="" type="checkbox"/> HEAT	<input checked="" type="checkbox"/> TRASH REMOVAL	<input checked="" type="checkbox"/> ELEVATOR SERVICE	<input checked="" type="checkbox"/> INITIAL REPAIRS (LIGHTS, TUBS, SINKS, ETC.)	<input type="checkbox"/> OTHER _____
<input checked="" type="checkbox"/> ELECTRICITY	<input type="checkbox"/> HOT/COLD DRINKING WATER	<input checked="" type="checkbox"/> WINDOW WASHING		
<input type="checkbox"/> PESTS (as offered)	<input checked="" type="checkbox"/> AIR CONDITIONING	Frequency: <u>2 times per year</u>	<input type="checkbox"/> PAINTS (FREQUENCY _____)	
<input checked="" type="checkbox"/> WATER (as offered)	<input checked="" type="checkbox"/> TOILET SUPPLIES	<input checked="" type="checkbox"/> CARPET CLEANING	Space: _____	
<input checked="" type="checkbox"/> SNOW REMOVAL	<input checked="" type="checkbox"/> JANITORIAL SERVICE SUPPL.	Frequency: <u>Every 2 years</u>	Public Area: _____	

5. OTHER REQUIREMENTS: Offerors should also include the following with their offers:

- A) Pricing for tenant improvements consisting of Paint and Carpet replacement.
- B) New carpet and paint for the entire office to be done within 60 days of lease commencement date. Carpet and paint shall conform to the attached specifications. (Carpet tiles to be installed).

7. NOTE: All offers are subject to the terms and conditions outlined above, and elsewhere in this solicitation, including the Government's General Clauses and Representations and Certifications.

8. BEST OFFER

- ☒ THE MOST FAVORABLE OFFER (WITH THE LOWEST PRICE PER SQUARE FOOT) ACCORDING TO THE ANSI/BOMA Z35.1-2006 DEFINITION FOR BOMA OFFICE AREA WHICH MEANS THE AREA WHERE A TENANT NORMALLY LOCATES PERSONNEL AND/OR FURNITURE FOR WHICH A MEASUREMENT IS TO BE COMPLETED.
- ☐ OFFER NOT ADVANTAGEOUS TO THE GOVERNMENT WITH THE FOLLOWING EVALUATION FACTORS BEING:
- ☐ SIGNIFICANTLY MORE IMPORTANT THAN PRICE
 - ☐ APPROPRIATELY EQUAL TO PRICE
 - ☐ SIGNIFICANTLY LESS IMPORTANT THAN PRICE
 - ☐ Other (described by offeror in attached offeror's comment)

PART II - OFFER (To be completed by Offeror/Owner and remain open until lease award)**A. LOCATION AND DESCRIPTION OF PREMISES OFFERED FOR LEASE BY GOVERNMENT**

1. NAME AND ADDRESS OF BUILDING (include ZIP Code) Congregational House, 14 Beacon Street, Boston, MA	2. LOCATIONS IN BUILDING	
	a. FLOOR(S) 4th	b. ROOM NUMBER(S) Suite 401
	c. SQ. FT. RENTABLE 2,512 AREA 2,512	d. TYPE <input checked="" type="checkbox"/> GENERAL OFFICE <input type="checkbox"/> OTHER (specify) <input type="checkbox"/> WAREHOUSE <input type="checkbox"/> Office

B. TERM

3. To have and to hold, for the term commencing on July 1, 2010 and continuing through June 30, 2017 inclusive. The Government may terminate this lease in whole or in part at any time on or after June 30, 2015 by giving at least sixty (60) days' notice in writing to the Lessor. No rental shall accrue after the effective date of termination. Said notice shall be computed commencing with the day after the date of mailing.

C. RENTAL

4. Rent shall be payable in arrears and will be due on the first workday of each month. When the date for commencement of the lease falls after the 15th day of the month, the initial rental payment shall be due on the first workday of the second month following the commencement date. Rent for a period of less than a month shall be pro rata.

5. AMOUNT OF ANNUAL RENT Years 1-5 \$62,800 Years 6 & 7 \$72,852.80	6. EVACUATION RATE PER HOUR N/A	7. ELECTRONIC FUNDS TRANSFER PAYMENT SHALL BE MADE TO (Name and Address) AMERICAN CONGREGATIONAL ASSOCIATION 14 Beacon Street, Suite 100 Boston, MA 02108
8. RATE PER MONTH Years 1-5 \$5,233.33 Years 6 & 7 \$6,154.40		

9a. NAME AND ADDRESS OF OWNER (include ZIP code). If required by the Government and the owner is a partnership or joint venture, list all General Partners using a partnership agreement.
American Congregational Association 14 Beacon Street, Suite 100 - Boston, MA 02108

9b. TELEPHONE NUMBER OF OWNER 617-523-4604	10. TYPE OF INTEREST IN PROPERTY OF PERSON SIGNING <input type="checkbox"/> OWNER <input checked="" type="checkbox"/> AUTHORIZED AGENT <input type="checkbox"/> OTHER (specify)
11. NAME OF OWNER OR AUTHORIZED AGENT (Type or Print) Margaret Bendroth	11b. TITLE OF PERSON SIGNING Executive Director, American Congregational Association
11c. SIGNATURE OF OWNER OR AUTHORIZED AGENT x Margaret Bendroth	11d. DATE 6-27-10

PART III - AWARD (To be completed by Government)

1. Your offer is hereby accepted. This award consummates the lease which consists of the following attached documents: (a) this GSA Form 3626; (b) Representations and Certifications; (c) the Government's General Clauses; and (d) the following changes or additions made or agreed to by you:

2. Full Service Rent: Tenant Improvement Allowance. The agency has elected to use a portion of their tenant improvement allowance to re-carpet and paint the space. No Tenant Improvement amount is included in the annual rent figures as noted in box 5 above. The lessor has 60 days from rent commencement to provide pricing and install and provide tenant improvement alterations for the Government. Upon determination that tenant improvement pricing is deemed fair and reasonable, and completion of the work, the Government will reconcile the shell rent over the remaining term of this lease by the actual costs of the Government approved tenant improvement pricing. The TIA will be amortized 7%.

3. Referencing paragraph 3b (F) Tax Adjustment of the Supplemental Lease Agreement, the percentage of Government Occupancy of the building of the building, for local estate tax purposes is agreed to be 3.53% (25.15 RSF / 71.67 IRSF). The tax base is agreed to be \$2,041.55.

2. THIS DOCUMENT IS NOT BINDING ON THE GOVERNMENT OF THE UNITED STATES OF AMERICA UNLESS SIGNED BELOW BY AUTHORIZED CONTRACTING OFFICER.

12. NAME OF CONTRACTING OFFICER (Type or Print) Lori Melot	13. SIGNATURE OF CONTRACTING OFFICER Lori Melot	14. DATE 7-1-10
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