

GENERAL SERVICES ADMINISTRATION PUBLIC BUILDINGS SERVICE SUPPLEMENTAL LEASE AGREEMENT	SUPPLEMENTAL AGREEMENT NO 1	DATE <u>5/23/12</u>
ADDRESS OF PREMISES: 5400 Operations Road Monroe, LA 71203-6162		TO LEASE NO. GS-07B-17003
<p>THIS AGREEMENT, made and entered into this date by and between City of Monroe</p> <p>Whose Address is 5400 Operations Road Room 200 Monroe, LA 71203-6161</p> <p>hereinafter called the Lessor, and the UNITED STATES OF AMERICA, hereinafter called the Government:</p> <p>WHEREAS, the parties hereto agree to supplement the above Lease.</p> <ol style="list-style-type: none"> 1.) To accept the tenant improvements as completed and; 2.) establish the Commencement Date of the lease rental payments; and 3.) establish the square footages of the leased space; and 4.) provide the annual rental amounts; and 5.) establish the Governments percentage of occupancy; and 6.) establish the adjustment for vacant space; and 7.) establish base rate for operating cost; and 8.) to provide for lump sum payment; and 9.) all other terms and conditions are in full force and effect. <p style="text-align: right;">See Attached</p> <p>IN WITNESS WHEREOF, the parties subscribe their names as of the above date.</p>		
<p>BY: City of Monroe</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><u>James E. Mayo</u> Signature</p> <p><u>James E. Mayo</u> Printed Name</p> </div> <div style="width: 45%;"> <p><u>Mayor</u> Title</p> </div> </div>		
<p>Witnessed in the presence of:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><u>Mary Lou Harrison</u> Signature</p> <p><u>Mary Lou Harrison</u> Printed Name</p> </div> <div style="width: 45%;"> <p><u>P.O. Box 123</u> (Address)</p> <p><u>Monroe La 71210</u> City, State, Zip</p> </div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>UNITED STATES OF AMERICA</p> <p><u>Thomas Bell</u> Thomas Bell</p> </div> <div style="width: 45%;"> <p>General Services Administration 819 Taylor St., Room 5A18 Fort Worth, TX 76102 Contracting Officer (Official Title)</p> </div> </div>		

Supplemental Lease Agreement No. 1

LLA17003

5400 Operations Road
Monroe, LA 71203-6162

- 1.) The tenant improvements have been completed and the government accepts the leased space on October 1, 2011.
- 2.) The commencement date of the rental shall be October 1, 2011 and shall expire on September 30, 2021.
- 3.) The office space square footage shall be 2,844 rentable square feet yielding 2,844 ANSIBOMA Office Area (ABOA).
- 4.) The Government shall pay the Lessor annual rent as follows:

From October 1, 2011 through September 30, 2021 the total annual rental shall be \$79,632.00 at the rate of \$6,636.00 paid monthly in arrears. The total annual rent consists of annual Shell Rent of \$58,159.80 annual Operating Costs of \$21,472.20 plus annual Operating Cost Adjustments.
- 5.) The percentage of occupancy shall be: 4.74 % (2,844 Rentable Square Footage, (RSF) / 60,000 RSF).
- 6.) The Government's adjustment of vacant space shall be a reduction of \$3.00 per ABOA sq. ft. .
- 7.) The base rate for Operating Cost shall be \$21,330.00 (\$7.50 multiplied by 2,844 RSF)
- 8.) The total cost of the Tenant Improvements is \$105,317.00. The Lessor and the Government agree that a lump-sum payment for the total tenant improvement cost shall be made in the amount of \$105,317.00.

The Lessor agrees that the invoice shall be printed on the same letterhead as the named on this lease, shall include the Lease number, building address, and a price and quantity of the items delivered. **It shall reference the number PS0023429** and shall be sent electronically to the GSA Finance Website at <http://www.finance.gsa.gov/defaultexternal.asp>. Instructions for invoice submission are included on the website. Additional assistance is available from the Finance Customer Service line at 817-978-2408.

If the Lessor is unable to process this invoice electronically, and invoice may be mailed to:

General Services Administration
FTS and PBS Payment Division (7BCP)
P.O. Box 17181
Fort Worth, TX 76102-0181

Lessor also agrees that a copy of the invoice shall be sent simultaneously to the GSA Contracting Officer at the following address:

Meredith Whitley
U.S. General Services Administration
819 Taylor Street 7PRA; Room 5A18
Fort Worth, Texas 76102-0181

- 9.) All other terms and conditions of the lease shall remain in full force and effect.

Gov't Initials

Lessor Initials: