



GSA Public Buildings Service

Dec. 20th, 2023

MEMORANDUM FOR: REGIONAL COMMISSIONERS, PBS  
REGIONAL LEASING DIRECTORS  
REGIONAL LEASE ACQUISITION OFFICERS

FROM: CROFTON WHITFIELD   
ASSISTANT COMMISSIONER FOR OFFICE OF LEASING  
– PR

SUBJECT: LEASING ALERT (LA-23-08) – Electric Vehicle Supply  
Equipment

1. **Purpose.** This Leasing Alert issues policy and guidance for incorporating electric vehicle supply equipment (EVSE) requirements into leases and Requests for Lease Proposals (RLPs).
2. **Background.** Per [Executive Order 14057, Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability](#), all agency light-duty vehicle acquisitions must be zero-emission vehicles by the end of FY 2027. This requirement may necessitate the installation of EVSE as part of an agency’s mission for normal operations.

In October 2022, the Office of Leasing released preliminary internal guidance regarding EVSE and Leases.

This Leasing Alert memorializes existing guidance, recommendations, and best practices surrounding the addition of EVSE into new and existing leases.

3. **Effective Date.** This Leasing Alert and attachments are effective immediately.
4. **Applicability.** This Leasing Alert applies to all General Services Administration (GSA) real property leasing activities that include requirements for Government-Owned Vehicles (GOVs), and to all those leasing activities delegated by GSA to other Federal agencies that include requirements for

U.S. General Services Administration  
1800 F Street, NW  
Washington, DC 20405-0002

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Government-Owned Vehicles (GOVs). For information on guidance related to Personal Owned Vehicles, see [Executive Order 14057](#).

5. **Cancellation.** None.

6. **Instructions and Procedures.** Instructions and procedures are outlined below.

7. **Attachments.**

- a. **Attachment 1** - Electric Vehicle Supply Equipment Lease Amendment Template
- b. **Attachment 2** - Statement of Work Template for EVSE Site Assessments
- c. **Attachment 3** - CAAC Letter 2022-04 Supplement 1 Sample letter Approving Lessor use of FAS Schedule BPAs

8. **Policy.**

a. General.

- i. The Lease Amendment should state the government's intention regarding the EVSE. If the Government chooses to remove the EVSE(s), the deinstallation must be done by a qualified contractor.
- ii. Within this policy, "agency" refers to the agency occupant of the Space.

b. Adding EVSE to New or Existing Leases.

- i. EVSE requests for government-owned vehicles (GOVs) are considered tenant-specific improvements. The scope of tenant-specific improvements are not part of the lease template but are attached as an additional requirement of the lease (e.g., "Special Requirements" exhibit).
- ii. EVSE requests should be requested by the tenant agency and will be addressed on a lease-by-lease basis depending on agency requirements, as:
  - 1. Tenant improvements (TI) when the scope is associated with the procurement of a new lease;

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- a. During the requirements development process and again when drafting the RLP, project teams should work with client agencies, using the [Electric Vehicle Suitability Assessment Tool](#), to determine the appropriate number of EVSEs that should be required as part of the lease procurement.
  2. Alterations when requested during the term of an existing lease; or
  3. Agency equipment when GSA or the agency purchases an EVSE that is not connected to the building's electrical power and does not require installation or permanent attachment to the building. In these cases, the agency is responsible for all operations and maintenance.
- iii. Agencies should submit a written request of the EVSE requirement to their regional leasing point of contact (i.e., client planning manager, account manager, leasing specialist/LCO, Lease Acquisition Manager). In accordance with 40 U.S.C. (C) (4), a written determination must be made to set forth the circumstances that make the improvement advantageous and show that the total cost for the expected life of the lease is less than the cost of alternative space not needing repair, alteration, or improvement. For more information, consult [Leasing Desk Guide Chapter 8, Section 2](#).
  - iv. For delegated leases, agencies will pursue EVSE requirements in accordance with lease procurement or alteration requirements.
  - v. Prior to any installation of EVSE as a lease alteration, a site assessment may need to be completed by a qualified professional to determine building load capacity, utility grid capacity, installation requirements, suggested physical location of charging units, etc. See Attachment 2 for a statement of work (SOW) template for EVSE site assessments that can be used for site assessment planning and gauging feasibility and pricing of EVSE projects.
    1. **Note.** For larger installation projects, site assessments are strongly recommended.

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2. **Note.** Any costs associated with site assessments are agency-reimbursable.
  3. **Note.** Site assessments should be completed through a lease amendment. If the lessor is unwilling to complete the site assessment, but is willing to allow GSA to complete the assessment, GSA's Blanket Purchase Agreement (BPA) should be used. For more information on the BPA, see [GSA Fleet Management's page](#).
- vi. EVSEs being installed in leases as a TI or Alteration must have point-of-sale capability, access control, and GSA Fleet Wright Express, Inc.® (WEX card) capability. (Note: Point-of-sale capability allows the user to pay for their electricity with a card/app and prevents the administrative burden of annual RWAs to pay for electricity and periodic electrical usage reconciliation with the lessor.) It is recommended that the charger be able to track detailed usage. For more information on the GSA Fleet WEX Card, see [Gsa.gov](#).
- c. Cybersecurity. EVSEs being installed in leases as TI or Alterations must meet cybersecurity requirements. The most efficient way to achieve this is to allow the Lessor access to the Federal Supply Schedules Blanket Purchase Agreement (BPA) for EVSE purchases, as all EVSEs on the BPA have been reviewed and approved for government use. (See **Supplement 1 to Class Deviation CD-2022-04**). If the Lessor does not use equipment purchased through the BPA, they must use FEDRAMP approved or FEDRAMP sponsored equipment. If the lessor proposed equipment is not FEDRAMP approved or FEDRAMP sponsored, the customer agency must sponsor said equipment for FEDRAMP approval, including taking on the associated costs of that sponsorship, in order to use that equipment.
- i. **Note:** See Attachment #3 for **CAAC Letter 2022-04 Supplement 1** to allow access to GSA BPA.
  - ii. **Note:** For GSA delegated leases, use your agency's own review and approval process for EVSE equipment.
- d. Operations, Maintenance and Network Connectivity.

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- i. If EVSE is being added as an alteration, the LCO must negotiate with the lessor and memorialize in a lease amendment which party is responsible for the EVSE charger's operation, maintenance, and replacement. (See Lease Amendment Template paragraphs 6–7)
  - ii. If EVSE is part of the special requirements for the initial lease procurement, the LCO must specify in the lease which party is responsible for the operation, maintenance, replacement, and utilities of the charger.
  - iii. Internet, wi-fi, and other network services may be included in standard operating costs, if they are necessary and incidental to EVSE chargers. [LA-18-07, Payment for Extended, Multi-Shift, or Continuous Mission-Related Services in Leases](#) promotes the inclusion of mission-related requirements for recurring utility services into a lease's operating rent.
- e. EVSE Considerations.
- i. **Lease Terms.** Prior to awarding any alterations project, leasing specialists should consider the number of years that are remaining under the current lease. The Government should avoid investing substantive lump sum funding in leases that are due to expire in the near future. As outlined in the [Leasing Desk Guide Chapter 8 Alterations in Leased Space](#), leasing specialists must give consideration to “early exercise of any existing renewal option, cancellation of the lease and procuring new space, acquiring a succeeding lease, or acquiring a superseding lease” before contracting for alterations.
  - ii. **Prospectus Rates:** The addition of EVSE operating costs into a rental agreement does not violate a fully authorized prospectus unless the approved rate for the prospectus is already inclusive of the specific services that are being added to the lease. For prospectus projects still under development, the proposed prospectus must account for the new EVSE requirement when setting a rent limitation.
  - iii. **Other Charging options:** When EVSE installation is impractical or otherwise not possible, leasing specialists should work with the agency to suggest alternatives such as public charging stations, home-to-work charging, or hybrid vehicles that do not require a

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charging station.

f. Parking and Accessibility.

- i. EVSEs intended solely for government use can only be installed in parking areas where GSA has a leasehold interest. For this reason, the Government can only pay for EVSE to be installed if a lease includes assigned parking space(s) reserved for the exclusive use of the Government.
- ii. All lease EVSE installations must conform to the [U.S. Access Board's Guide to the ABA Accessibility Standards](#).

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**Attachment 1**

Electric Vehicle Supply Equipment Lease Amendment Template

<p style="text-align: center;"><b>GENERAL SERVICES ADMINISTRATION PUBLIC BUILDINGS SERVICE</b></p> <p style="text-align: center;"><b>LEASE AMENDMENT</b></p>	<p>LEASE AMENDMENT No. _____</p>
<p>ADDRESS OF PREMISES (Building Name) (Building Address) (City, State and 9 digit zip code)</p>	<p>TO LEASE NO. GS-____-____</p> <p>PDN Number: <b>INSERT PDN NUMBER</b></p>

**THIS AMENDMENT** is made and entered into between (**LESSOR'S NAME**)

whose address is: (**LESSOR'S ADDRESS**)

hereinafter called the Lessor, and the **UNITED STATES OF AMERICA**, hereinafter called the Government:

**WHEREAS**, the parties hereto desire to amend the above Lease to provide, operate and maintain Electrical Vehicle Service Equipment chargers (EVSE) .

This Lease Amendment contains **insert #** pages.

All other terms and conditions of the lease shall remain in force and effect.

IN WITNESS WHEREOF, the parties subscribed their names as of the below date.

**FOR THE LESSOR:**

**FOR THE GOVERNMENT:**

\_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Entity: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Title: Lease Contracting Officer

Entity: General Services Administration, Public Buildings Service

Date: \_\_\_\_\_

**WITNESSED FOR THE LESSOR BY:**

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\_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**NOW THEREFORE**, these parties for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, covenant and agree that the said Lease is amended, effective upon execution as follows:

1. The Lessor shall furnish all labor, materials, tools, equipment, services, utilities, and associated work to provide, install, operate, and maintain **insert total #** of Electric Vehicle Service Equipment (EVSE) Level **(1, 2 or 3, or specify a combination)** chargers in accordance with the attached scope of work (Exhibit **X**), at the location(s) identified on the attached parking plan (Exhibit **Y**). **Exhibits X and Y are** hereby incorporated into the Lease. This work shall be completed within **XX** days from the execution of this Lease Amendment. Services include, but are not limited to, both utility and data networking (i.e., the charger must track detailed usage, provide the ability for customers to pay with a card/app and restrict usage to specified authorized users through internet, wi-fi, or other network services).
2. The Lessor shall ensure that EVSE installations are compatible with GSA Fleet Wright Express, Inc.® (WEX card) usage. For more information on the GSA Fleet WEX Card, see [Gsa.gov](http://Gsa.gov).
3. The Lessor shall ensure that EVSE installations conform with the Architectural Barriers Act Accessibility Standard requirements, which include the availability of at least one EVSE in an accessible parking spot.
4. The Lessor shall maintain the EVSE chargers and associated warranties in accordance with the manufacturer's recommendations.

**ACTION REQUIRED: INCLUDE PARAGRAPH 4 ONLY IF YOU ARE ADDING PARKING SPACES TO THE LEASED PREMISES, OTHERWISE DELETE.**

**NOTE: A SUBSEQUENT LEASE AMENDMENT IS REQUIRED TO ESTABLISH THE EFFECTIVE DATE OF THE ADDITIONAL PARKING RENT.**

5. The Lessor and the Government hereby agree to add an additional **X PICK ONE:** structured/inside **OR** surface/outside parking space(s) to the leased premises for a total of **X** spaces **PICK ONE:** at no increase in rent **OR** at a rate of **\$X** per space per month. The total annual increase for parking will be **\$X**.

**ACTION REQUIRED: PARAGRAPH 6 SHOULD BE USED TO COVER OPERATIONS AND MAINTENANCE COSTS, NOT ELECTRICITY COSTS (WHICH ARE CHARGED THROUGH POINT OF SALE). ONLY INCLUDE PARAGRAPH 6 BELOW IF THERE IS AN INCREASE IN**



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THE OPERATING RENT ASSOCIATED WITH THE INSTALLATION OF THE EVSE CHARGERS, OTHERWISE DELETE.

**NOTE:** A SUBSEQUENT LEASE AMENDMENT IS REQUIRED TO ESTABLISH THE EFFECTIVE DATE OF THE ADDITIONAL OPERATING RENT.

6. The operating rent shall be increased by \$X.XX per annum upon substantial completion and acceptance of the Electric Vehicle Service Equipment charger(s) for its intended use. The effective date of this increase in rent shall be set forth in a subsequent lease amendment. This amount will not be subject to an operating cost adjustment.

**ACTION REQUIRED:** IF PARAGRAPH 6 IS USED TO INCREASE THE OPERATING RENT TO ACCOUNT FOR OPERATIONS AND MAINTENANCE, MODIFY THIS PARAGRAPH TO REMOVE "AND ADDITIONAL OPERATIONS, MAINTENANCE OR OTHER RELATED COSTS"

7. The EVSE usage fee shall be \$X.XX per kWh. This fee includes all electricity associated with the charging use and additional charges needed to cover operations, maintenance, or other related costs.

**ACTION REQUIRED:** ONLY INCLUDE THE FOLLOWING TWO PARAGRAPHS WHEN A ONE-TIME LUMP SUM PAYMENT IS REQUIRED TO THE LESSOR, OTHERWISE DELETE.

8. Upon substantial completion and acceptance of all work associated with the installation of the EVSE as outlined in the attached proposal dated X (Exhibit Z), scope of work (Exhibit X), and parking plan (Exhibit Y), the Government shall pay the Lessor a one-time lump sum payment of \$X.
9. The invoice(s) for the completion of the EVSE Installation shall include the lease number, the building address, and must be on the letterhead matching the Lessor's name and address as set forth in this Lease. The invoice shall also include the PDN number in the heading of this lease amendment. Furthermore, the invoice(s) shall be sent electronically to GSA Finance at <HTTPS://FINANCE.OCFO.GSA.GOV/WEBVENDORS/>. Instructions for invoice submission are included on the website. Additional assistance is available by calling the Finance Customer Service line at 800-676-3690.

If the Lessor is unable to process the invoice electronically, then the invoice may be mailed to the following address:

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

The Lessor shall also provide a copy of the invoice to the Lease Contracting Officer.

Payment will be due within thirty (30) days after GSA's designated billing office receives a properly executed invoice or acceptance of the work by the Government, whichever is later.

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**ACTION REQUIRED:** INCLUDE THE PARAGRAPH BELOW ONLY IF THE LEASE OR PRIOR LEASE AMENDMENTS DOES NOT INCLUDE FAR CLAUSE 52-204-25, OTHERWISE, DELETE.

10. FAR Clause 52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (NOV 2021) is hereby incorporated by reference into the Lease.

**ACTION REQUIRED:** INCLUDE THE PARAGRAPH BELOW ONLY IF THE LEASE OR PRIOR LEASE AMENDMENTS DOES NOT INCLUDE FAR CLAUSE 52.204-27, OTHERWISE, DELETE.

11. FAR Clause 52.204-27 Prohibition on a ByteDance Covered Application (JUN 2023) is hereby incorporated by reference into the Lease.

**EXHIBITS:** SCOPE OF WORK, LESSOR'S PROPOSAL, PARKING PLAN, AND, IF NOT PREVIOUSLY INCORPORATED INTO THE LEASE, FAR CLAUSE 52-204-25

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Attachment 2

# Statement of Work for EVSE Site Assessments

**Project Title**

**Agency Name, Project Location,**

**Building Address, Date**

(replace red text with your information and edit/delete lines highlighted in yellow as needed)

**(NOTE TO PROJECT TEAM: Consult local utility company prior to beginning the project. There may be incentives or restrictions in your area).**

**Project Contacts:**

GSA Contracting Officer's Rep.	Enter Name	Enter Phone Number
GSA Contracting Officer	Enter Name	Enter Phone Number
GSA Lease Administration	Enter Name	Enter Phone Number
Manager/Contracting Officer's Representative (COR)	Enter Name	Enter Phone Number
(Agency) Contact (w/ approval)		

## I. GENERAL

- A. GSA has a need to install # of electric vehicle charging stations at the above named location.
- B. The scope of the work consists of all activities required to complete a site assessment to determine existing electrical infrastructure capacity to support installing electric vehicle charging stations at this location. If the building's current electrical capacity cannot meet the requested number of charging stations identified in "A" of this Statement of Work (SOW), the Contractor must determine how many charging stations can be supported and propose alternatives that could meet the current need.
- C. Contractor shall perform all services necessary for managing and inspecting this

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project according to the requirements of this SOW.

- D. All work shall be accomplished in strict compliance with National Fire Protection Association (NFPA) 70, National Electrical Code, NFPA-70E, latest edition (Standard for Electrical Safety in the Workplace) and the Architectural Barriers Act Accessibility Standards (ABAAS) standards.

**NOTE: CHANGE NOTIFICATION PERIODS IF NECESSARY.**

- E. The Contractor shall notify the appropriate GSA POC no less than 2 weeks prior to any onsite work activities that will affect the tenant agency's operations or require access to the tenant agency space. The Contractor must hold a virtual kick off meeting 2 weeks prior to on-site activities. Contractor to provide a list of tasks and required access to people or property needed to complete the assessment no less than one week prior to on-site activities.
- F. All survey work will be accomplished during normal hours, unless noted otherwise. Review of energized electrical equipment shall be by visual inspection only. Any requests for outages must be submitted in writing 15 business days prior to the requested outage, and approved by the Lease Administration Manager (LAM)/COR. Appropriate personal protective equipment (PPE) shall be used where it is necessary to remove covers/open equipment thereby exposing live buses or other energized components.
- G. The Contractor shall provide a team of experienced, professional staff having extensive knowledge in the field of electrical power distribution system design, installation, operation, and maintenance, and shall include at least one registered professional electrical engineer. The site assessment must be performed on site by the Contractor team. The Contractor shall be responsible for obtaining all necessary data for the site assessment from as-built drawings, direct observations, electric utility bills, field investigations. The Lessor will also be available to provide insight into the electrical systems and the vehicle fleet operations. Additionally, the Contractor shall provide appropriate PPE and other equipment to complete tasks.

## **II. TECHNICAL SOW**

The Contractor shall complete a comprehensive analysis, evaluation, and report for the installation of EVSE at this building. This work shall include an analysis of the existing electric distribution system's capacity to support installation of EVSE (or additional EVSE where it already exists) at this location.

The Contractor shall provide the following:

1. Executive Summary: Provide a table that shows recommendations for the total number of EVSE chargers per the following:
  - a. Include the current available service capacity at the building.

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- b. Define the remaining service capacity after the installation of the new chargers.
    - c. Include a ROM for the infrastructure required for the requested number of EVSEs.
    - d. Clarify if a new electrical service is required to support the revised charger count.
    - e. Provide a ROM for the infrastructure required for the charger type and count.
  2. Provide a report to show the current building capacity that indicates the power available in each building to accommodate install additional EVSE chargers.
    - a. Note the total number of chargers that could be installed versus the number of chargers requested by the government.
    - b. Provide recommendations as to whether a new service is required per the revised charger count.
  3. Per [NFPA 70 National Electric Code \(NEC\) 220.87](#), Confirm that the facility has the spare electrical capacity to support the added load. The calculation of a feeder or service load for existing installations shall be permitted to use actual maximum demand to determine the existing load under all of the following conditions:
    - a. The maximum demand data is available for a 1-year period;
      - i. **Exception:** If the maximum demand data for a 1-year period is not available, the calculated load shall be permitted to be based on the maximum demand (the highest average kilowatts reached and maintained for a 15-minute interval) continuously recorded over a minimum 30-day period using a recording ammeter or power meter connected to the highest loaded phase of the feeder or service, based on the initial loading at the start of the recording.

The recording shall reflect the maximum demand of the feeder or service by being taken when the building or space is occupied and shall include by measurement or calculation the larger of the heating or cooling equipment load, and other loads that may be periodic in nature due to seasonal or similar conditions.
    - b. The maximum demand at 125% plus the new load does not

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- exceed the ampacity of the feeder or rating of the service; and
- c. The feeder has overcurrent protection in accordance with 240.4, and the service has overload protection in accordance with 230.90.
  - d. **Note:** If the feeder or service has any renewable energy system (i.e., solar photovoltaic systems or wind electric systems) or employs any form of peak load shaving, these calculation methods shall not be permitted.
4. For the purposes of this study, all chargers ports shall be assumed to be Type 2, 208 VAC 7.2 kW per port, unless otherwise specified (14.4 kW per charger).
  5. Each Level 2 individual charger shall support two GOV ports, unless otherwise specified.
  6. Capacity levels should include an evaluation of past utility bills and/or metering records. If the facility saw reduced tenant levels during COVID, utility usage levels from 2019 should be utilized.
  7. Contractor to verify if any Asbestos Containing Material (ACM) is evident in the utility closet or electrical room location. Testing is not required- only document visual evidence of ACM.
  8. Contractor to review the utility feed, main distribution equipment and switchgear and verify if it is outdated and may need replacement during review of existing electrical rooms.
  9. Where a new utility feed is needed to support the requested number of EV chargers:
    - a. Identify the size of the new feed (voltage level and amperage).
    - b. Identify if new main distribution equipment will be needed.
    - c. Identify if new main distribution equipment could be housed external to the building, within the existing Electrical Rooms internally, or internally within new Electrical Rooms.
    - d. Document discussions with the utility to confirm their ability to support and their feeding voltage level as well as potential EV charging rate structures which may be available.
  10. Provide a Rough Order of Magnitude (ROM) estimate for every recommendation and required upgrades.

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a. ROM (1) is to include the following items:

- i. All electrical infrastructure required to provide electrical service from the main electrical room to the new charger locations.
- ii. If a new service is required, provide all costs associated with installation of the new service.
- iii. ROM to be based on Level 2 infrastructure upgrades only
- iv. ROM is to have an overage factor of +/- 15-20% noted at bottom of estimate.
- v. Recommendations for transformer size.

### III. QUALIFICATIONS

- A. The site assessment shall be conducted under the supervision and approval of a Registered Professional Electrical Engineer skilled in performing analysis and design and in interpreting the operation of electrical power distribution systems and equipment.
- B. The Registered Professional Electrical Engineer shall have a minimum of five (5) years of experience in performing electrical power distribution system design and analysis.
- C. The resume for the proposed Registered Professional Electrical Engineer(s) must be included in the proposal response.

### IV. DELIVERABLES

- A. For the site assessment submittal, GSA shall receive complete files, reports and sketches which can be updated.
- B. A documented discussion between GSA, the utility provider, assessor, and Lessor to determine whether any EVSE-related programs, or utility power issues are anticipated shall be provided to GSA.
- C. Any available EVSE-related incentives shall be documented and provided to GSA.

### V. KEY PERSONNEL

A. GSA Lease Contracting Officer (LCO)

- Name:
- Title:

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- Phone:
- E-mail:

B. GSA LAM/Contracting Officer's Representative (COR)

- Name:
- Title:
- Phone:
- E-mail:

C. GSA Project Manager

- Name:
- Title:
- Phone:
- E-mail:

D. Regional EVSE POC's

- Name:
- Title:
- Phone:
- E-mail:

## VI. PROJECT SCHEDULE

- Submit, with the bid proposal, a proposed schedule for completion of each of the submittals for each leased facility in accordance with this Section.
- Site assessment work shall begin immediately and shall be coordinated with each PM/COR after Notice to Proceed.
- Contact GSA a minimum of (1) week in advance of each site visit to allow sufficient necessary documents.
- The site assessment report shall be submitted within 30 calendar days of the initial site assessment walk through.
- The site assessment will provide an independent and documented overview of the electrical infrastructure capacity to install EVSE at the facility under review.
- Contractor shall submit a tentative delivery schedule to GSA for approval prior to any work.

END



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**Attachment 3**

**CAAC Letter 2022-04 Supplement 1**

**List of FAS Schedule BPA Contractors**

**Sample letter Approving Lessor use of FAS Schedule BPAs is below.**

Date

Lessor Name

Lessor Address

City, State Zip

Dear Lessor Name:

As a Government Contractor under Lease No. [insert lease no], you are hereby authorized to place orders under GSA's Federal Supply Multiple Award Schedules Program for Electric Vehicle Supply Equipment.

1. This authorization expires on [insert date].
2. This authorization is limited to the following GSA Federal Supply Multiple Award Schedule Contract: [insert FSS Contract number]
3. This authorization is limited to the following location: [insert building name and address]

This order is placed under written authorization from [insert name of lease contracting officer] dated [insert today's date], under GSA Lease No. \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

Should you have any questions, please contact [name] at [phone number] or [email address].

Sincerely,

GSA LCO Name

Lease Contracting Officer

General Services Administration