

GENERAL SERVICES ADMINISTRATION PUBLIC BUILDINGS SERVICE LEASE AMENDMENT	LEASE AMENDMENT No. 12
	TO LEASE NO. GS-03B-09426
ADDRESS OF PREMISES 1000 Galliher Drive Fairmont, WV 26554-8826	PDN Number: PS0024740

THIS AGREEMENT, made and entered into this date by and between
VERTEX NON-PROFIT HOLDINGS
whose address is:

1000 Technology Drive – Suite 8800
Fairmont, WV 24115-3565

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

WHEREAS, the parties hereto desire to amend the above Lease.

NOW THEREFORE, these parties for the considerations hereinafter mentioned covenant and agree that the said Lease is amended, effective October 3, 2012, as follows:

- A.** Use of the GSA Form 276, Supplemental Lease Agreement has been discontinued. All references in the lease to "GSA Form 276" or "Supplemental Lease Agreement" shall be now hereby construed to mean "Lease Amendment".
- B.** This Lease Amendment formally and officially issues Notice to Proceed for the following change order:
 - 1. Extension of March Westin Contract: \$19,758.00
- C.** Lessor shall furnish all labor, materials, tools, equipment, services, and associated work to complete the attached scope of work/price proposal for the Governments space.
- D.** On November 30, 2011, Supplemental Lease Agreement #5 was executed. This SLA served as Notice to Proceed for the construction of Tenant Improvements for the Governments leased space. Paragraph F. of SLA #5 stated that all work shall be Substantially Completed by the Lessor no later than September 15, 2012. This Lease Amendment #12 hereby rescinds that requirement and establishes that all work shall be Substantially Completed by the Lessor no later than October 16, 2012. Final Completion of minor punchlist items shall be within fourteen (14) calendar days of the date of Substantial Completion.

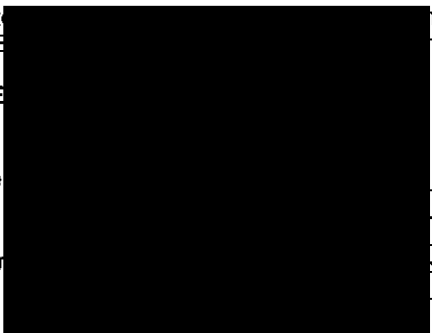
This Lease Amendment contains 4 pages.

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

IN WITNESS WHEREOF, the parties have hereunto set their names as of the below date.

FOR THE LESSOR:

Signature: _____
Name: _____
Title: _____
Entity Name: _____
Date: _____



FOR THE GOVERNMENT:

Signature: _____
Name: _____
Title: Lease Contracting Officer
GSA, Public Buildings Service
Date: 10/16/2012



WITNESSED FOR THE LESSOR BY:

Signature: _____
Name: _____
Title: DIRECTOR OF FACILITIES
Date: 10/15/12



- E. Upon completion of the work, please notify Meghan Kang at 215.446.2857 to arrange for inspection. After inspection and acceptance of such work by the Government, an advanced faxed copy of the invoice must be sent to GSA at 215.209.0535 for review and approval. Upon approval by the Contracting Officer, the Lessor must submit the properly executed invoice directly to the GSA Finance Office electronically at:

<http://www.finance.gsa.gov>

- OR -

a properly executed original invoice shall be forwarded to:
General Services Administration
Greater Southwest Region (7BCP)
P.O. Box 17181
Fort Worth, TX 76102-0181

If invoicing either electronically or by mail, a copy of the invoice must also be mailed to the Contracting Officer at:

GSA, Public Buildings Service
Real Estate Acquisition Division (3PRSB)
20 North Eighth Street, 8th Floor
Philadelphia, PA 19107-3191
Attn: Joseph Beck

For an invoice to be considered proper, it must:

- Be received after the execution of this SLA;
- Reference the Pegasys Document Number (PDN) specified on this form, Lease Contract Number, and SLA Number;
- Include a unique, vendor-supplied, invoice number (and invoice date);
- Indicate the exact payment amount requested with cost and description of work completed; and,
- Specify the payee's name and address. (The payee's name and address must EXACTLY match the Legal Business Name or DBA associated with it in Central Contractor Registration (CCR).

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.

INITIALS:


LESSOR

&


GOV'T