

GENERAL SERVICES ADMINISTRATION PUBLIC BUILDINGS SERVICE LEASE AMENDMENT	LEASE AMENDMENT No. 1
	TO LEASE NO. GS-03P-LWW12129
ADDRESS OF PREMISES Meridian Professional Centre 55 Meridian Parkway, Suite 107 Martinsburg, West Virginia 25404-5422	PDN Number: PS0030653

THIS AMENDMENT is made and entered into between

The Gridley Group, LLC

whose address is: 55 Meridian Parkway, Suite 101
Martinsburg, West Virginia 25404-5422

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

WHEREAS, the parties hereto desire to amend the above Lease amend the above Lease to provide for space alterations as outlined in Exhibit A (attached).

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 December 10, 2014 as follows:

1. The Lessor shall furnish all labor, materials, tools, equipment, services, and associated work to provide, install, complete, and maintain said work, outlined in Exhibit A, within ninety (90) calendar days from the date of this fully executed Lease Amendment.
2. Within ten (10) calendar days of completion of such alterations, the Lessor shall promptly notify the GSA Lease Contracting Officer, who shall promptly cause the same to be inspected.
3. Upon completion of all work by the Lessor and the Government's inspection and acceptance of said work in Exhibit A, the Government shall pay the Lessor a one-time lump sum payment not to exceed \$34,456.32.
4. All work for this project shall be performed in accordance with the "General Conditions for Lease Alterations" (Exhibit B), a copy of which is hereby attached and made part of this Lease.

This Lease Amendment contains thirteen (13) pages.

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

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals as of the below date.

FOR THE LESSOR:

Signature: [Redacted]
 Name: [Redacted]
 Title: [Redacted]
 Entity Name: The Gridley Group
 Date: 12/18/2014

FOR THE GOVERNMENT:

Signature: [Redacted]
 Name: [Redacted]
 Title: Lease Contracting Officer
 GSA, Public Buildings Service
 Date: 18 December 2014

WITNESSED FOR THE LESSOR BY:

Signature: [Redacted]
 Name: [Redacted]
 Title: [Redacted]
 Date: [Redacted]

5. All work shall be performed after/off hours Monday through Friday (4:30 p.m. to 6:00 a.m.) or weekends (6:00 a.m. to 6:00 p.m.), with minimal amount of interference and disruption to office operations and leased space access.

6. The Lessor hereby waives restoration as result of all improvements.

7. After inspection and acceptance of work by the Government, a properly executed original invoice shall be forwarded to:

General Services Administration (GSA)
Greater Southwest Region (7BC)
P.O. Box 17181
Forth Worth, Texas 76102-0181

Or

<https://finance3.gsa.gov/new/FAQ07.pdf>

A copy of the invoice must also be mailed to:

GSA, Public Buildings Service, South Branch
Attn: Sam Ruiz, GSA Lease Contracting Officer
20 North 8th Street, 8th Floor
Philadelphia, PA 19107-3191

For an invoice to be considered proper, it must:

1. Be received after the execution of this Lease Amendment;
2. Reference the Pegasys Document Number (PDN) specified on page 1 of this Lease Amendment;
3. Included a unique, vendor-supplied, invoice number;
4. Indicate the exact payment amount requested and;
5. Specify the payee's name and address.

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

END