United States Department of Agriculture

Farm Production and Conservation Business Center

Management Services

Leasing Acquisition and Administration

RE: Request for Lease Proposals (RLP) No. 57-24023-23-FA for the USDA in Garrett County MD

Dear Interested Party:

Thank you for your interest in leasing space to the Government. Please use the RLP package enclosed to submit your initial offer for space.

Please review the RLP, draft Lease, and all attachments carefully; paying particular attention to the solicitation requirements and how the Government will determine the best offer.

Officials and employees of the proposed Agency do not have the authority to contact lessors or offerors directly or indirectly for the purpose of making oral or written representations, commitments, and/or agreement with respect to these requirements. Unauthorized contact with anyone other than a designated Lease Contracting Officer or Realty Specialist could jeopardize this procurement, including rejection of your proposal or cancellation of the solicitation.

You must outline separately in your offer any exceptions you may have to the RLP, Lease, or attachments, so we can address those items during the potential negotiations. Please keep in mind that any exceptions you request may put your offer in a less competitive position. If you plan to have your legal counsel review the language in the Lease and all attachments, please submit those documents to your legal counsel now to allow adequate time to discuss any language issues that may arise. You cannot request changes to the language in these documents after you submit your final proposal.

The following information is required to evaluate your proposal, or please see optional excel checklist provided with the RLP package:

I. **New Construction to Be Provided by Offeror**

☐ Site Photos with Aerials (as available)
☐ Scaled Site Plan
☐ Preliminary Construction Schedule (See the New Construction RLP Attachment and Lease Exhibit for Leased Construction delivery requirements)

II. Pricing Terms

☐ GSA Form 1364, Proposal to Lease Space w/ Lease Proposal Data. *This form will need to be saved to your computer and re-opened from that location for it to be fully functional.*
☐ GSA Form 1217, Lessor's Annual Cost Statement. *This form will need to be saved to your computer and re-opened from that location for it to be fully functional.*
☐ Tenant Improvement Costs (TICS Table) | TI Subcontractor Bids. Please provide copies of general contractor and/or subcontractor trade bids used to determine tenant improvement pricing for this transaction. Please note, building shell costs are not included as part of the tenant improvement costs.

Here are links to GSA Videos that provide information on preparing your offer:
Breaking Down the Rates - Introduction (youtube.com)
Breaking Down the Rates - Shell Rent (youtube.com)
Breaking Down the Rates - Base Operating Rent (youtube.com)
Breaking Down the Rates - Tenant Improvement Rent (youtube.com)

III. Building and Site Plan Requirements to Be Provided by Offeror:

- ☐ Legal Description of the Premises
- ☐ First Generation or as-built plans of the offered premises scaled 1/8th"=1/0" in file extension .DWG and copy in file extension .PDF.
- ☐ Building Elevations
- ☐ Site Plans with Parking Plans

IV. Ownership/Entity Information to Be Provided by Offeror:

- ☐ Evidence of Ownership/ Site Control. Property (Warranty/ Deed/ Option Agreement) Option Agreement must show option expiration date. Offeror with option must maintain a valid option up until award determination has been made.
- ☐ Articles of Organization/ Corporate Documentation. Offeror/ Entity Interest. If other than individual owner, entity articles of organization and organization documentation demonstrating Offeror's authority to bind the entity to the Government
- ☐ Evidence of Lease Signing Authority (Management or Operating Documents). If other than individual owner, Offeror must provide documentation demonstrating their authority to sign on behalf of the Ownership.
- ☐ Permission to Represent. If Offeror is not owner (either individual, or supported by site control documentation), documentation demonstrating the Offeror's authority to represent the owner during this transaction shall be provided. The authority must clearly identify the permissions granted by the owner to the Offeror.
- ☐ Evidence of Negotiating and Binding Authority. Required for all transaction types; except for an individual owner that can be satisfied through a DEED or other such ownership documentation demonstrating individual ownership. Edit and remove the following ownership sections below based on your transaction and the party(ies) being solicited.
- ☐ Evidence of SAM Registration. For your offer to be considered, you must be registered in the System for Award Management (SAM) for "All Awards" and NAICS Code 531120. Part of the registration process requires you to submit a notarized letter appointing the authorized Entity Administrator before your registration will be activated. This requirement applies to both new and existing entities. You can review the FAQs on the SAM website to learn more about this process change. Because the notarized letter requirement will add time to your SAM registration, we encourage you to begin the process now. For assistance with any registration issues, please contact your nearby Association of Procurement Technical Assistance Center (PTAC) at www.aptac-us.org . Their services are free.

V. Additional Submittals, Provided by Offeror:

- ☐ Conditional Commitment of Funds
- ☐ Evidence of Zoning Compliance.
- ☐ GSA Form 12000 Prelease Fire and Life Safety Evaluation for Office Buildings.
- ☐ Fire Sprinkler Maintenance Record (If Applicable)
- ☐ Fire Alarm Maintenance Record (If Applicable)
- ☐ Certificate of Occupancy (If Available)
- ☐ Legal Description of the Premises
- ☐ Modernization/ Renovation Plans
- ☐ Asbestos Management Plan | Asbestos Statement (If Applicable)

Please submit your initial proposal electronically by 2:30 P.M. Eastern on June 1, 2026 to:

USDA Lease Contracting Officer
Heather Schmitt
Email: Heather.Schmitt@usda.gov

Work Phone: 724-482-5288

APEX Accelerator offers free help to businesses that want to work with the government. You can visit https://www.apexaccelerators.us/#/ to learn more and see the resources they provide.

If you have any questions, I can be reached at 724-482-5288 or via email at Heather.Schmitt@usda.gov Thank you for your participation in Government Leasing.

Respectfully,

Heather Schmitt
USDA Lease Contracting Officer

Attachments – RLP Package