PROPOSAL TO LEASE SPACE	In Response to RLP Number →	NRCS-TN-14-001	DATED	11-18-2013
			OFFER GOOD UNTIL AWARD	

SECTION I - DESCRIPTION OF PREMISES

1. BUILDING DESCRIPTION	1a. Building Name: Murfreesboro USDA Service Center		1b. Building Street Address: 315 John R. Rice Blvd		
1c. City: Murfreesboro			1d. State: TN	1e. 9-Digit Zip Code: 37129	
2. BUILDING SIZE (Entire Building)	2a. General Purpose (Office): 25,370 RSF	2b. Warehouse: 0 RSF	2c. Other (Lab/Special Use): RSF	2d. Total Square Footage (2a+2b+2c): = 25,370 RSF	2e. Total Building Parking: 0 Structured; 129 Surface
3. SPACE OFFERED	3a. General Purpose (Office): 9,300 RSF	3b. Warehouse: 0 RSF	3c. Other (Lab/Special Use): RSF	3d. Total Square Footage (3a+3b+3c): = 9,300 RSF	3e. Offered Reserved Parking: 0 Structured; 38 Surface
4. C.A.F. Common Area Factor (Entire Premises)	ABOA	ABOA	ABOA	= ABOA	

SECTION II – RATES

5. EXISTING LEASE: 57-4741-4-351 Lease # — 9,300 RSF — ABOA SF — # Parking Spaces

Rent Component	Annual	Rate per RSF	Rate per ABOA
a. Shell			
b. Operating Costs			
c. Amortized Tenant Improvements			
d. Building Specific Amortized Capital			
e. Total Annual Parking Cost			
f. Antenna/Roof			
g. Other			
h. TOTAL	$130,200.00	$14.00	

i. Note:

j. Additional Financial Aspects of the Lease:

Adjustment for Vacant Premises: $_____ per ABOA sf

Building's Normal Hours of HVAC Operation: Mon—Fri _____ AM to _____ PM Saturday _____ AM to _____ PM Sunday _____ AM to _____ PM

HVAC Overtime Rate: $_____ per hour

Areas requiring 24 hour HVAC (LAN, etc.) $_____ per _____ sf

6. OFFERED RATES

Increase	Decrease	Rent Component	Annual	Rate per RSF	Rate per ABOA
		a. Shell			
		b. Operating Costs			
		c. Amortized Tenant Improvements			
		d. Building Specific Amortized Capital			
		e. Total Annual Parking Cost			
		f. Antenna/Roof			
		g. Other			
		h. TOTAL (a+b+c+d+e+f+g)	$ 148,800.00	$ 16.00	

i. Enter here the principal amount and interest rate to amortize Tenant Improvements, and the principal amount and interest rates to amortize Building Specific Amortized Capital items.

Note: Indicate any rate changes beyond the firm term:

j. Additional Financial Aspects of the Lease:

Adjustment for Vacant Premises: $_____ per ABOA sf

HVAC Overtime Rate: $_____ per hour per [zone]_[floor [space]_

Areas requiring 24 hour HVAC (LAN, etc.) $_____ per _____ sf

NOTE: THE COST TO PROVIDE 24 HOUR HVAC SERVICE IS REIMBURSED SEPARATELY FROM RENT. THE COST FOR THESE OVERTIME UTILITIES MUST NOT BE INCLUDED IN THE OFFERED RENTAL RATE OR BASE OPERATING COSTS.

Building's Normal Hours of HVAC Operation:

Mon—Fri _____ AM to _____ PM;

Saturday _____ AM to _____ PM;

Sunday _____ AM to _____ PM

j. Additional Financial Aspects of the Lease (continued):

Percent of Government Occupancy: _____%

Current Year Taxes: $_____

Based on fully assessed value? YES NO

Is the offered space part of multiple tax bills? YES NO

If so, provide tax ID numbers and square footage for each. Attach the legal description of the offered property.

If a site is offered, state the total land costs: $_____

SECTION III – TERM

7. INITIAL LEASE TERM (FULL TERM)			8. RENEWAL OPTIONS			
a. NUMBER OF YEARS	b. YEARS FIRM	c. NUMBER OF DAYS NOTICE FOR GOVERNMENT TO TERMINATE LEASE	a. RATE / RSF / YR	b. YEARS EACH	c. NUMBER OF OPTIONS	d. NUMBER OF DAYS NOTICE TO EXERCISE RENEWAL OPTION
10 years	**5 years**	**120 days**	$16.00	**5 years**	**1**	**60 days**

SECTION IV – ADDITIONAL TERMS AND CONDITIONS

9. COMMISSIONS (If Applicable), ATTACH COMMISSION AGREEMENT		
a. Tenant Representative Commission: %	b. Owner's Representative Commission: %	c. Schedule of Commission Payments: % at lease award and % at occupancy

10. SPECIFIC OFFERED INCENTIVES (i.e. free rent, free space)

11. ADDITIONAL REMARKS OR CONDITIONS WITH RESPECT TO THIS OFFER

SECTION V – OWNER IDENTIFICATION AND CERTIFICATION

12. RECORDED OWNER (Name & address as registered in CCR, ZIP Code + 4)	13a. OFFEROR (Name and address) Check if same as Owner: [ ]	13b. Offeror's interest in Property		
		OWNER [ ]	AGENT [ ]	OTHER (Specify): County Gov't
Rutherford Co. TN Rm 101 Courthouse Murfreesboro, TN 32130	Ernest G. Burgess Mayor RM 101 Courthouse Murfreesboro, TN 32130	13c. e-Mail Address countymayor@rutherfordcountytn.gov		13d. Telephone Number (615) 898-7745

14a. BY SUBMITTING THIS OFFER, THE OFFEROR AGREES UPON ACCEPTANCE OF THIS PROPOSAL BY HEREIN SPECIFIED DATE, TO LEASE TO THE UNITED STATES OF AMERICA, THE PREMISES DESCRIBED, UPON THE TERMS AND CONDITIONS AS SPECIFIED HEREIN, IN FULL COMPLIANCE WITH AND ACCEPTANCE OF THE AFFORMENTIONED REQUEST FOR PROPOSALS, WITH ATTACHMENTS ("RLP").

[X] I have read the RLP and its attachments in its entirety and I am requesting no deviations. *(Check Here)*

14b. Offeror's Name *(Please Print)*	14c. Offeror's Title	14d. Offeror's Signature	14e. Date Signed

GSA FORM 1364-S INSTRUCTIONS

NOTE: THE 1364-S IS AVAILABLE AS A TABLE IN WORD (.DOC) FORMAT. OFFERORS ARE NOT LIMITED BY THE CELL SIZE AS THE DOCUMENT WILL EXPAND TO ACCOMMODATE ADDITIONAL INFORMATION AS NEEDED. IT IS EXPECTED THAT A COMPLETE OFFER MAY RESULT IN A 1364 THAT EXCEEDS THE 2 PAGE FORMAT PROVIDED.

I. SECTION I – DESCRIPTION OF PREMISES

1. BUILDING DESCRIPTION

Block 1a
Building Name
If applicable, the Offeror should provide the building name of the proposed facility/building, to house the Government's space requirement.

Block 1b
Building Address
The Offeror must provide the building street address of the proposed facility/building, to house the Government's space requirement. If an unimproved site is being offered, attach a site plan as detailed in the RLP.

Block 1c
Building City
The Offeror must provide the name of the City the proposed facility/building is located.

Block 1d
Building State
The Offeror must provide the name of the State or U.S. Territory the proposed facility/building is located.

Block 1e
Building 9-Digit Zip Code
The Offeror must provide the 9-Digit United States Postal Service Zip Code for the address of the proposed facility/building.

The 9-Digit Zip Code can be found on the United States Postal Service Web Site either on http://zip4.usps.com/zip4/welcome.htm or http://www.usps.com/

2. BUILDING SIZE

Block 2a
General Purpose (Office)
If the building/facility offered is, or will be constructed as, a general-purpose office and/or retail facility, the Offeror must provide the total rentable square feet of space in the building being offered to house the Government's space requirement. Rentable space is the area for which a tenant is charged rent. The rentable square feet are determined by the building owner and agreed to by the Contracting Officer. The rentable space may include a share of building support/common areas such as elevator lobbies, building corridors, and floor service areas. Floor service areas typically include restrooms, janitor rooms, telephone closets, electrical closets, and mechanical rooms. The rentable space does not include vertical building penetrations and their enclosing walls, such as stairs, elevator shafts, and vertical ducts.

Block 2b
Warehouse
If the building/facility offered was, or will be, constructed as a warehouse, the Offeror must provide the total rentable square feet of space in the building being offered to house the Government's space requirement.

Block 2c
Other
If the building/facility offered was, or will be, constructed with Lab or Special Use space, the Offeror must provide the total rentable square feet of space in the building being offered to house the Government's space requirement.

Block 2d Total Square Footage
The purpose for this block is to quantify the total square footage in the offered building. This line should equal the sum of 2a, 2b and 2c.

Block 2e Total Parking
The Offeror shall provide the number of parking spaces for the entire building/facility, which are under the control of the Offeror. If the offered building shares parking with neighboring buildings, the Offeror is requested to give the total number of surface and/or structured parking available along with the total number of parking spaces surface and/or structured allocated to the offered building.

3. SPACE OFFERED

Block 3a
General Purpose (Office)
If the building/facility offered is, or will be constructed as, a general-purpose office and/or retail facility, the Offeror must provide the total rentable square feet and ANSI BOMA Office Area square feet of space being offered to house the Government's space requirement.
Rentable space is the area for which a tenant is charged rent. The rentable square feet are determined by the building owner and agreed to by the Contracting Officer. The rentable space may include a share of building support/common areas such as elevator lobbies, building corridors, and floor service areas. Floor service areas typically include restrooms, janitor rooms, telephone closets, electrical closets, and mechanical rooms. The rentable space does not include vertical building penetrations and their enclosing walls, such as stairs, elevator shafts, and vertical ducts.

The Government recognizes the American National Standards Institute/Building Owners and Managers Association (ANSI/BOMA) international standard (Z65.1-1996) definition for Office Area. ANSI/BOMA Office Area square feet shall be computed by measuring the area enclosed by the finished surface of the room side of corridors (corridors in place as well as those required by local codes and ordinances to provide an acceptable level of safety and/or to provide access to essential building elements) and other permanent walls, the dominant portion (refer to Z65.1) of building exterior walls, and the center of tenant-separating partitions. Where alcoves, recessed entrances, or similar deviations from the corridor are present, ANSI/BOMA Office Area square feet shall be computed as if the deviation were not present.

Block 3b
General Purpose (Warehouse)
If the building/facility offered was, or will be, constructed as a warehouse, the Offeror must provide the total rentable square feet of space being offered to house the Government's space requirement.

Block 3c
Other
If the building/facility offered was, or will be, constructed with Lab or Special Use space, the Offeror must provide the total rentable square feet of space being offered to house the Government's space requirement.

Block 3d Total Square Footage
The purpose for this block is to quantify the total square footage being offered to the government. This line should equal the sum of 3a, 3b and 3c.

Block 3e Offered Reserved Parking
The Offeror shall provide the number of structured and surface parking spaces that are being offered to the government.

Block 4 C.A.F.
The Offeror must provide the Common Area Factor (a conversion factor(s) determined by the building owner and applied by the Offeror to the ANSI/BOMA Office Area square feet to determine the rentable square feet for the offered space). The equation is rentable square feet divided by ANSI/BOMA Office Area square feet.

If the space offered is on multiple floors and does not have a single common area factor because of changes in floor design due to building architecture/building systems or due to full floor and partial floor occupancy under the same lease proposal, the Government requests the common area factors itemized by location and by floor. If the offer is the successful offer, the Government, on a case-by-case basis, may request to have one common area factor, which would be the blended/averaged common area factor. This blended/averaged common area factor may be placed on contract documents, for internal Government purposes.

If the product of rentable square feet divided by ANSI/BOMA Office Area square feet does not round evenly, the Government requests that the result be provided up to 9 decimal places.

II. SECTION II – RATES

5. EXISTING LEASE

This section pertains to the existing GSA lease and is to be completed by the government. This information is intended to provide a basis for the offeror when considering their new offered rates.

6. OFFERED RATES

Block 6a
Shell
State the rental consideration required to provide the shell space and other improvements as defined in the RLP.

Block 6b
Operating
The Offeror must provide any and all services, utility expenses, excluding ownership and managerial costs, on a first lease year rentable square foot basis. If an offeror proposes set changes in rent for operating costs rather than using the operating cost adjustment paragraph in the RLP or Lease, indicate changes in operating costs and the number of years each rate is in effect.

Block 6c
Amortization of Tenant Improvements
State the annual rent and psf rates to amortize any tenant improvements identified in the RLP. The Offeror is reminded that tenant improvements shall provide for all alterations for the government-demised area above the building shell build-out.

Block 6d
Building Specific Amortized Capital
State the annual rent and psf rates to amortize the costs of Building Specific Amortized Capital costs. They must be priced separately from any tenant improvements.

Block 6e
Total Annual Parking Cost
The Offeror shall state whether the offered rental rate(s) above include parking costs. If not, provide the annual cost per space for structured and surface parking spaces.

Block 6f
Antenna/Roof
The Offeror shall state whether the offered rental rate(s) above include antenna/roof costs. If not, provide the annual cost for use of the roof.

Block 6g
Other
The Offeror shall include any additional costs not identified in boxes 6a – 6f in this box.

Block 6h
Total
This line should equal the sum of 6a – 6g.

Block 6i
Enter the principal amounts and interest rates for amortization of Tenant Improvements and Building-Specific Amortized Capital requirements.

Note: The Offeror must provide any additional information that impacts the offer here. Provide additional pages as necessary.

Block 6j
Additional Financial Aspects of the Lease
Various paragraphs of the RLP discuss the items listed below. So that the offer fully addresses these issues, provide the following information:

- the proposed rental adjustment for vacant premises;
- normal hours of operation for HVAC
- the overtime HVAC rate;
- rate for areas requiring 24 hour HVAC (per RLP requirements such as LAN rooms, etc.)--these costs will be paid separately by the occupant agency.

III. SECTION III – TERM

Block 7a
Number of Years for Initial Term
The Offeror is requested to confirm that the total initial term of the proposal is consistent with the Solicitation for Offers and its attachments.

Block 7b
Years Firm
The Offeror is requested to confirm that the firm term portion of the total initial term of the proposal is consistent with the Solicitation for Offers and its attachments. Block 21a may be the same as Block 21b, as defined by the Solicitation for Offers and its attachments.

Block 7c
Days Notice to Terminate
If the Solicitation for Offers requires, or if the Offeror provides termination rights during the term of the proposed lease, the Offeror must provide the number of days notice required for the Government to terminate the proposed lease.

Block 8a
Renewal Option Shell Rate
If the Solicitation for Offers requires a renewal option, the renewal options will be evaluated in accordance with the Solicitation for Offers. Block 22a requests the shell rate per rentable square foot proposed by the Offeror.

The Offeror is reminded that the Government anticipates that the tenant build-out will be fully amortized at the end of the firm term. Any desired rent increases or decreases should be reflected in the shell rate and fully explained as part of this written proposal.

If the Offeror submits an unsolicited renewal option, the Offeror understands that even if his/her offer is the successful offer the Contracting Officer, may choose not to incorporate the renewal option into the lease language.

Please note procurement and appropriation regulations may prevent GSA from incorporating a renewal option into the lease agreement and may prevent GSA from ultimately exercising a renewal option written into the lease agreement.

Block 8b
Renewal Option--Years Each
The Offeror is requested to confirm that the renewal term of the proposal is consistent with the Solicitation for Offers and its attachments. If the Solicitation for Offers requested more than one renewal term, the Offeror is requested to confirm that the renewal terms of the proposal are consistent with the Government's requirement.

Block 8c
Number of Renewal Options
The Offeror is requested to confirm that the number of renewal option periods reflected in this proposal is consistent with the Solicitation for Offers and its attachments.

Block 8d
Days Notice to Exercise Renewal Options
If the Solicitation for Offers requires a renewal option, the number of days notice required to exercise the renewal option is requested. The Solicitation for Offers may specify a number of days notice as determined by the Contracting Officer. Otherwise, the number of days notice should be reasonable and in accordance with market conditions.

IV. SECTION IV – ADDITIONAL TERMS AND CONDITIONS

Block 9a
Tenant Representative Commission
If GSA uses an authorized Realty Company as its official tenant representative, the Offeror must provide the total percentage of commission allocated in the proforma, for this proposal, to the tenant representative/tenant broker. This information is necessary to measure the national broker contract program results.

The General Services Administration (GSA) may designate an authorized Realty Company as the Government's representative. While a GSA Contracting Officer must execute the lease agreement, the authorized Realty Company will be entitled to the tenant representative/tenant broker commission, which is a common commercial real estate business practice. Such commission shall be payable to the authorized Realty Company in the form of a check due in accordance with local laws and customs but no later than the lease commencement date.

Under the terms of the contract between GSA and the authorized Realty Company, the authorized Realty Company will forego a certain percentage previously agreed to by the authorized Realty Company. The Offeror will apply the percentage foregone by the authorized Realty Company as a credit to the Shell Rent of the lease (herein, commission credit). Said credit will ultimately be reflected in a reduction to the shell rent on the Standard Form 2, entitled "U.S Government Lease for Real Property."

The Solicitation for Offers will state the percentage forgone by the authorized Realty Company.

For purposes of the price evaluation, any commission credits shall be treated as a lump sum credit and will be evaluated in accordance with the procedures established in the "Price Evaluation" paragraph in the SUMMARY section of the Solicitation for Offers. The commissions paid to the GSA authorized Realty Company, as direct payment, will not be applied to the present value analysis.

A proforma is defined as the ownerships' projected financial analysis on their income and expenses in determining their proposal to the Government.

Block 9b
Owner's Representative Commission
If GSA uses an authorized Realty Company as its official tenant representative, the Offeror must provide the total percentage of commission allocated in the proforma, for this proposal, to the owner's representative/owner's broker. This block is to gather information and measure the national broker contract program results.

Block 9c
Schedule of Commission Payments
If GSA uses an authorized Realty Company as its official tenant representative, the Offeror must provide the schedule of commission payments as allocated in the proforma, for this proposal. Under the terms of the contract between GSA and the authorized Realty Company, the authorized Realty Company will forego a certain percentage referenced above as the commission credit as part of the Realty Companies contract with GSA. The remaining commission shall be payable to the authorized Realty Company in the form of a check due in accordance with local laws and customs but no later than the lease commencement date. This block is to gather information on the timing of commission payments to measure the national broker contract program results.

Block 10
Specific Offered Incentives
The Offeror is requested to describe any incentives included in their offer such as free rent or free space.

Block 11
Additional Remarks or Conditions with respect to this offer
The Offeror must provide any additional information that impacts the offer. Provide additional pages as necessary.

V. SECTION V – OWNER IDENTIFICATION AND CERTIFICATION

Block 12
Recorded Owner
The Offeror must provide the name and full address of the recorded owner of the property proposed in response to the Government's requirement.

Box 13a
Offeror
If using an owner's agent, the offeror must provide the name and address of the owner's agent.

Block 13b, c, d
Offeror's Interest in the Property
The Offeror must identify their interest in the property, whether they have an ownership interest, they are an agent, or some other relationship to the property being proposed in response to the Government's requirement. If the Offeror is an agent, provide a copy of the agency agreement indicating control of the property.

Block 14a
Agreement to Lease to the United States
By submitting this offer, the Offeror agrees upon acceptance of this proposal by the herein specified date, to lease to the United States of America, the premises described, upon the terms and conditions as specified herein, in full compliance with and acceptance of the aforementioned Solicitation for Offers, with attachments.

Block 14b, c, d, e
Offeror Information
The proposal must include the Offeror's name, title, address, email address, phone, signature and date of signature.

The Contracting Officer may request an authority to represent letter from the ownership identifying the Offeror as his/her official representative. Refer to the Parties to Execute Lease clause in the Solicitation Provisions (GSA Form 3516) for additional information that will be required prior to any lease execution.

GENERAL SERVICES ADMINISTRATION
PUBLIC BUILDING SERVICE

LESSOR'S ANNUAL COST STATEMENT
IMPORTANT - Read attached "Instructions"

1. SOLICITATION FOR OFFERS		2. STATEMENT DATE
		11/25/2013
3. RENTAL AREA (SQ. FT.)	3A. ENTIRE BUILDING	3B. LEASED BY GOV'T
	25,370	9,300

4. BUILDING NAME AND ADDRESS (No., street, city, state, and zip code)

SECTION I - ESTIMATED ANNUAL COST OF SERVICES AND UTILITIES FURNISHED BY LESSOR AS PART OF RENTAL CONSIDERATION

SERVICES AND UTILITIES	LESSOR'S ANNUAL COST FOR (a) ENTIRE BUILDING	LESSOR'S ANNUAL COST FOR (b) GOV'T-LEASED AREA	*FOR GOVERNMENT USE ONLY*
A. CLEANING, JANITOR AND/OR CHAR SERVICE			
5. SALARIES	20,238	7,286	
6. SUPPLIES *(Wax, cleaners, cloths, etc.)*	1,100	396	
7. CONTRACT SERVICES *(Window washing, waste and snow removal)*			
B. HEATING			
8. SALARIES			
9. FUEL *("X" one)* ☐ OIL ☒ GAS ☐ COAL ☐ ELECTRIC	8,500	3,060	
10. SYSTEM MAINTENANCE AND REPAIR	3,550	1,278	
C. ELECTRICAL			
11. CURRENT FOR LIGHT AND POWER *(Including elevators)*	42,000	15,120	
12. REPLACEMENT OF BULBS, TUBES, STARTERS			
13. POWER FOR SPECIAL EQUIPMENT			
14. SYSTEM MAINTENANCE AND REPAIR *(Ballasts, fixtures, etc.)*			
D. PLUMBING			
15. WATER *(For all purposes) (Include sewage charges)*	6,500	2,340	
16. SUPPLIES *(Soap, towels, tissues not in 6 above)*			
17. SYSTEM MAINTENANCE AND REPAIR	1,200	432	
E. AIR CONDITIONING			
18. UTILITIES *(Include elecricity, if not in C11)*			
19. SYSTEM MAINTENANCE AND REPAIR	3,550	1,278	
F. ELEVATORS			
20. SALARIES *(Operators, starters, etc.)*			
21. SYSTEM MAINTENANCE AND REPAIR			
G. MISCELLANEOUS *(To the extent not included above)*			
22. BUILDING ENGINEER AND/OR MANAGER	36,059	12,981	
23. SECURITY *(Watchmen, guards, not janitors)*			
24. SOCIAL SECURITY TAX AND WORKMEN'S COMPENSATION INS.			
25. LAWN AND LANDSCAPING MAINTENANCE	5,000	1,800	
26. OTHER *(Explain on separate sheet)*			
27. TOTAL			
SECTION II - ESTIMATED ANNUAL COST OF OWNERSHIP EXCLUSIVE OF CAPITAL CHARGES			
28. REAL ESTATE TAXES			
29. INSURANCE *(Hazard, liability, etc.)*	4,000	1,440	
30. BUILDING MAINTENANCE AND RESERVES FOR REPLACEMENT	15,000	5,400	
31. LEASE COMMISSION			
32. MANAGEMENT			
33. TOTAL	146,697	52,811	

LESSOR'S CERTIFICATION - The amounts entered in Columns (a) and (b) represent my best estimate as to the annual costs of services, utilities and ownership.

34. SIGNATURE OF ☒ OWNER ☐ LEGAL AGENT

TYPED NAME AND TITLE	SIGNATURE	DATE
34A. Ernest G. Burgess Mayor	34B. Ernest G Burgess	34C.
35A. Rutherford County, TN	35B.	35C.

INSTRUCTIONS
FOR
LESSOR'S ANNUAL COST STATEMENT
GSA FORM 1217

In acquiring space by lease, it is the established policy of GSA to enter into leases only at rental charges which are consistent with revailing scales in the community for facilities.

ITEM NUMBER

1. Enter the Government lease or Solicitation for Offers number, if available.

2. Enter the date that your statement was prepared and signed.

3. A. Enter in this block a computation of the rentable area (multiple tenancy basis) for the entire building. The rentable area shall be computed by measurement to the inside finish of permanent outer building walls to the inside finish of corridor walls (actual or proposed) or to other permanent partititons, or both. Rentable space is the area for which a tenant is charged rent. It is determined by the building owner and may vary by city or by building within the same city. The rentable space may include a share of building support/common areas such as elevator lobbies, building corridors, and floor service areas. Floor service areas typically include restrooms, janitor rooms, telephone closets, electrical closets, and mechanical rooms. The rentable space generally does not include vertical building penetrations and their enclosing walls, such as stairs, elevator shafts, and vertical ducts.

B. Enter in this block a computation of the rentable area to be rented to the Government. For this area, follow the procedure as outlined above, except that measurements are to be made only to the center of the partitions which separate the area to be rented by the Government from adjoining rented or rentable areas.

4. Identify the property by name and address.

SECTION I
ESTIMATED ANNUAL COST
OF SERVICES AND UTILITIES

5.-26. The services and utilities listed in this section are required in most of our rented space whether furnished by the Government or the Lessor.

Carefully review the Solicitation for Offers and/or the proposed lease to identify those servics and utilities to be furnished by you as part of the rental consideration. Then enter your best cost estimate, or the actual cost from the previous year, for each of these services and utilities in column (a) for the entire building and in column (b) for the area to be rented to the Government. If any service or utility furnished for the space rented by the Government is not furnished throughout the building, or the cost of a service or utility furnished to the Government space exceeds the cost of the same service or utility furnished to other rented space, explain on a separate sheet. For convenience, each major category has been divided into separate items such as salaries and supplies so that they may be entered when applicable. However, in the event that your records are not maintained for each item comtained in Section I, 5 thorugh 26, the total for a major category (A through F) may be entered under the category heading in columns (a) and (b) in lieu of the specific items. System maintenance and repairs includes the annual cost of such items as oiling, inspecting, cleaning, regulating, and routine replacement costs.

SECTION II
ESTIMATED ANNUAL COST OF OWNERSHIP
EXCLUSIVE OF CAPITAL CHARGES

Items 28 through 32 will be useful in the Government's determination of the fair market value of the space to be rented and shall be completed irrespective of whether Section I is applicable, as follows:

28. Include all applicable real estate taxes imposed upon the property.

29. Enter the annual cost of fire, liability, and other insurance carried on the real estate.

30. Enter the annual cost of wages, materials, and outside services used in repairs and maintenance of the building itself and all similar repairs and maintenance costs not included in Section I above (Heating, Electrical, Plumbing, Air Conditioning, and Elevators). This includes major repairs and changes in the nature of a permanent improvement such as annual cost to replace relatively short-lived items such as boiler, compressors, elevators, and roof coverings.

31. Enter any lease commission which you may be responsible for due to the Government leasing action.

32. Include administrative expenses such as agency fees, legal fees, auditing, and advertising. Do not include financial charges such as income or corporate taxes or organization expense.

34.-35. Complete Lessor certification.

GSA

GSA Public Buildings Service

U.S. GOVERNMENT

USDA Natural Resources Conservation Service (NRCS) seeks to lease the following space:

State:	TENNESSEE
City:	MURFREESBORO
Delineated Area:	EXISTING LOCATION – USDA SERVICE CENTER
Minimum Sq. Ft. (ABOA):	6,750
Maximum Sq. Ft. (ABOA):	9,300
Space Type:	OFFICE
Parking Spaces (Total):	60
Parking Spaces (Surface):	60
Parking Spaces (Structured):	0
Parking Spaces (Reserved):	40
Full Term:	10 YEARS
Firm Term:	5 YEARS
Option Term:	5 YEARS
Additional Requirements:	

Offered space must meet Government requirements for fire safety, accessibility, seismic and sustainability standards per the terms of the Lease. A fully serviced lease is required. Offered space shall not be in the 100 year flood plain.

The U.S. Government currently occupies office and related space in a building under lease in Murfreesboro, Tennessee, that will be expiring. The Government is considering alternative space if economically advantageous. In making this determination, the Government, will consider, among other things, the availability of alternative space that potentially can satisfy the Government's requirements, as well as costs likely to be incurred through relocating, such as physical move costs, replication of tenant improvements and telecommunication infrastructure, and non-productive agency downtime.

Expressions of Interest Due:	
Market Survey (Estimated):	
Offers Due:	December 16, 2013
Occupancy (Estimated):	

Send Expressions of Interest to:

Name/Title:	NANCY W. HARRIS / Real Property Leasing Officer
Address:	USDA-NRCS 675 US Courthouse, 801 Broadway Nashville, TN 37203
Office/Fax:	(615) 277-2543 / (615) 277-2668
Email Address:	nancy.harris@tn.usda.gov

Government Contact

Lease Contracting Officer	Nancy W. Harris
Leasing Specialist	Yi W. Kum (615) 277-2535, yi.kum@tn.usda.gov
Broker	N/A

PRELEASE
FIRE PROTECTION AND LIFE SAFETY EVALUATION FOR AN OFFICE BUILDING

The prelease form contains two parts that must be completed depending on which floor the proposed offered space is located within a building. Part A must be completed when an offered space is located below the 6th floor of a building. Part A shall be completed by the Offeror or their authorized representative. Part B must be completed when an offered space is located on or above the 6th floor of a building. Part B shall be completed by a professional engineer. The Fundamental Code Requirements apply to Part A and Part B.

Fundamental Code Requirements

a. The offered building shall be evaluated for compliance with the most recent edition of the building and fire code adopted by the jurisdiction in which the building is located; with the exception that the technical egress requirements of the building shall be evaluated based on the egress requirements of the most recent edition of the National Fire Protection Association (NFPA) 101, *Life Safety Code*. (Note: a building with a Certificate of Occupancy indicating that a building fully complies with the International Building Code shall be deemed to comply with this requirement.) All areas that do not meet the above stated criteria shall be identified as to the extent that they do comply.

b. A fire escape located on the floor(s) where the offered space is located shall not be counted as an approved exit stair.

c. An interlocking or scissor stair located on the floor(s) where the offered space is located shall only count as one exit stair.

d. The number of floors used to determine when Part A or Part B is applicable is based on counting the number of floors starting from the street floor.

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PART A

The Offeror or their representative shall complete Part A. Part A consists of a series of short answer and yes/no/not applicable questions related to general building information and fire protection and life safety systems. Upon completion of Part A, the Offeror must sign and date the "Offeror's Statement". Part A is applicable to offered space located below the 6th floor of the building.

I. BUILDING ADDRESS

Building Name:

Building Address:

City:

State:

9-Digit Zip Code:

II. GENERAL BUILDING INFORMATION

a. Identify each floor on which space is offered and the square footage of space on each floor offered to Government:

Floor	1					
Sq. Ft. Per Floor	20,238					

b. Identify the total number of floors in the building starting at the street floor: 1

c. Identify the total number of floors in the building below the street floor: Ø

d. Identify which floor(s) in the building permit reentry from the exit stair enclosure to the interior of the building:

III. OTHER USES IN BUILDING (Check All That Apply)

☐ Restaurants	☐ Laboratories	☐ Storage	☐ Retail	☐ Parking Garage	☒ Other (list) Kitchen

IV. AUTOMATIC FIRE SPRINKLER SYSTEM

Please Check YES, NO, or N/A to the following questions:	YES	NO	N/A
a. Is an automatic fire sprinkler system installed throughout the building?	X		
b. If automatic fire sprinklers are installed within the building, is the automatic fire sprinkler system maintained in accordance with the applicable local codes or NFPA 25, *Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems*?	X		

V. FIRE ALARM SYSTEM

Please Check YES, NO, N/A to the following questions:	YES	NO	N/A
a. Is a fire alarm system installed in the building?	X		
b. Is an emergency voice/alarm communication system installed in the building?		X	
c. If a fire alarm system is installed in the building, are audible devices (e.g., horns, bells, speakers, etc.) installed on the floor in which the offered space is located in the building?	X		
d. If a fire alarm system is installed in the building, are strobe devices installed on the floor in which the offered space is located in the building?	X		
e. If a fire alarm system is installed in the building, is the fire alarm system over 25 years old?		X	
f. If a fire alarm system is installed in the building, does the operation of the fire alarm system automatically notify the local fire department, remote station, or UL listed central station?	X		
g. If a fire alarm system is installed in the building, is the fire alarm system maintained in accordance with the applicable local codes or NFPA 72, *National Fire Alarm and Signaling Code?*	X		

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VI. EXIT SIGNS & EMERGENCY LIGHTING			
Please Check YES, NO, or N/A to the following questions:	**YES**	**NO**	**N/A**
a. Are exit signs installed in the paths of egress travel to the exit stairs or exits?	X		
b. Is emergency lighting installed in the paths of egress travel to the exit stairs or exits?	X		
c. If an emergency lighting system is installed in the building, is the emergency lighting system arranged to provide illumination automatically in the event of any interruption of the building's normal lighting system?		X	
VII. ELEVATORS			
Please Check YES, NO, or N/A to the following questions:	**YES**	**NO**	**N/A**
Are elevators installed in the building?		X	
If elevators are installed in the building, are the elevator cars equipped with a telephone or another two-way communication system?			X
If elevators are installed in the building, are the elevators recalled by smoke detectors located in the elevator lobbies and elevator machine rooms?			X
VIII. ADDITONAL INFORMATION			

OFFEROR'S STATEMENT

I hereby attest that the above information is complete and accurate to the best of my knowledge.

Signature: Ernest H Burgess Date: _____

Printed Name: ERNEST G. BURGESS

Title: MAYOR

Name of Firm: RUTHERFORD COUNTY