

GSA Public Buildings Service

LAC-2022-01

April 4, 2022

MEMORANDUM FOR: REGIONAL COMMISSIONERS, PBS

REGIONAL LEASING DIRECTORS

REGIONAL LEASE ACQUISITION OFFICERS

DocuSigned by:

Kina Ditommaso

FROM: GINA DITOMMASO

ACTING ASSISTANT COMMISSIONER FOR OFFICE OF

LEASING - PR

SUBJECT: LEASE ACQUISITION CIRCULAR (LAC) Revision to Leasing

Desk Guide (LDG), Chapter 9, Renewal Options

1. Purpose. This LAC issues revisions to the Leasing Desk Guide (LDG), Chapter 9, Renewal Options.

- 2. Background. None
- **3. Effective Date**. This LAC and attachments are effective as of the date of issuance unless modified, canceled, or reissued.
- **4. Applicability**. This LAC and its attachments apply to all General Services Administration (GSA) real property leasing activities and to activities delegated by GSA to other Federal agencies.
- **5. Cancellation.** LDG Chapter 9 revised September 30, 2020, issued via LAC 2020-03.
- **6. Instructions and Procedures**. Summary and filing instructions are attached.

Attachment 1: LAC-2022-01 Summary and Filing Instructions

Attachment 2: LDG Chapter 9, Renewal Options

LAC-2022-01 Summary and Filing Instructions

LAC-2022-01 issues the policy listed below:

Leasing Desk Guide Chapter 9 (Revised), Renewal Options

This revised Leasing Desk Guide Chapter 9 reflects the following corrections:

- Corrects the timeframe required to post redacted Justifications from 30 days to 14 days, in accordance with FAR Subpart 6.305.
- Removes the 10,000 ABOA SF advertisement threshold, to conform with Leasing Alert LA-21-13, Publicizing Request for Lease Proposals (RLPs) and Presolicitation Notices on the System for Award Management (SAM.gov), issued September 22, 2021.
- Updates references from "beta.SAM" to "SAM.gov."

Note that this chapter does not reflect the guidance issued under Leasing Alert LA-22-02, Temporary Guidance on Renewal Options Added Post Award. LA-2022-02, issued on March 21, 2022, is only effective for two years and expires March 20, 2024.

LDG Filing Instructions

Part	Remove Page(s)	Insert Pages
Chapter 9, Renewal Options	9-i – 9-17	9-i – 9-17