

***Example Template for Submitting by October 25th, at 3:00 pm.***

**Joetta Eagle**  
**Contracting Officer**  
**NCO 15 Contracting**  
**3250 S. 4th Street Trafficway**  
**Leavenworth, KS 66048**  
**[Joetta.Eagle@va.gov](mailto:Joetta.Eagle@va.gov)**

***Dear Ms. Eagle:***

***On behalf of XXXXXX, (hereinafter referred to as “Lessor”), located at XXXX we are pleased to submit this proposal to the The Department of veterans Affairs (hereinafter referred to as “VA”), for warehouse/industrial space at XXXXXX, Dublin, GA (hereinafter referred to as “Building”).***

***The basic terms and conditions of the proposal are as follows:***

**Building Name and Address,  
Age of building:**

**XXXX Building, Address, is Age.**

**Location of Space  
In Building:**

**Offered space is on the XX floor.**

**Lease Commencement date:**

**The Lease Commencement Date  
shall be XXXX, XXXX**

**ANSI/BOMA office area/net useable  
square feet (NUSF) and rental rate  
per NUSF, meeting the GSA’s  
standard building shell requirements;**

**XX,XXX NUSF at \$XX.XX per NUSF**

**Name, address, telephone number,  
and email address of authorized contact;**

**Information**

**Scaled floor plans (as-built) identifying  
offered space;**

**Attachment # 1**

**Identification of on-site parking to be  
dedicated for VA’s use;**

**Attachment # 2**

**Illustration of nearest bus stop and  
Evidence of meeting the requirement;**

**Attachment # 3**

**Information on project, building ownership,  
and evidence authorization.**

Attachment # 4

This proposal may be withdrawn at any time. This proposal does not constitute a binding offer to lease, lease reservation, or option and neither party shall be bound until the execution and delivery of mutually acceptable Lease Agreement.

We look forward to your response to this proposal.

Sincerely,

X X  
X