

GENERAL SERVICES ADMINISTRATION  
PUBLIC BUILDINGS SERVICE  
LEASE AMENDMENT

LEASE AMENDMENT NO. 4

TO LEASE NO. **GS-10B-07376** BLDG NO. **OR6674ZZ**  
PDN NO. **PS0038190**

ADDRESS OF PREMISES

**Alexander Drake Building, 250 NW Franklin Ave, Bend Oregon, 97701-2814**

THIS AGREEMENT, made and entered into this date by and between **Drake Building Associates, LLC.**

Whose address is **250 NW Franklin Ave, Suite 204, Bend Oregon, 97701-2814**

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

WHEREAS, the parties hereto desire to amend the above Lease to order firm fixed priced tenant improvements.

NOW THEREFORE, these parties for the considerations hereinafter mentioned covenant and agree that the said lease is amended, effective May 6, 2017 as follows:

Lease Amendment (LA) Number 4 is issued to add one office per SOW at the said location. Details of the cost proposal, statement of work and pricing information are attached as Exhibit 4A, Pages 1-9. The Lessor or their contractor(s) shall furnish and install all material, equipment and labor necessary to complete the alterations for the project based on mutually approved plans, budgets and schedules.

Warranty: The Lessor shall warranty the tenant improvements for one year and shall maintain the tenant improvements in accordance with GSA Short Form Lease 3626 GS-10B-7376, Lease Amendments 1- 3, GSA Form 3517a General Clauses, GSA Form 3518A, and GSA 1217.

Restoration: The Lessor waives any and all rights of restoration against the Government concerning the tenant improvements completed with this Lease Amendment. At the Lessor's expense, the Lessor shall restore to original condition anything damaged by the work performed.

Site Conditions: The Lessor shall maintain worksite conditions in accordance with Lease and standard OSHA requirements. The Lessor shall prevent injuries to individuals conducting business in and adjacent to the work area.

Acceptance: The Lessor shall request a final inspection upon project completion. Upon receipt of the request, an appointed GSA Contracting Officer Representative shall inspect the worksite within 21 calendar days and shall inform the Lessor of acceptance of the tenant improvements or actions required to gain acceptance. The Lessor shall furnish contractor and inspection reports, as-built drawings, permits, and all other applicable deliverables upon written notice of the Government's acceptance of the tenant improvements.

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IN WITNESS WHEREOF, the parties subscribed their names as of the below date.

[Redacted Signature]  
Name: DAVE SWISTER  
Title: MANAGER/MEMBER  
Entity Name: DRAKE BUILDING ASSOCIATES, LLC  
Date: 5/15/17

FOR THE [Redacted]  
Signature: [Redacted]  
Name: Terria Heinlein  
Title: Lease Contracting Officer  
Entity Name: GSA, Public Building Service  
Date: 5/19/17

[Redacted Signature]  
Title: member  
Date: 5.15.17

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Payment: The total cost for tenant improvements is \$17,235.73 in accordance with Exhibit 4A. Upon completion, inspection, and acceptance of the tenant improvements, the Government shall reimburse the Lessor for the total cost listed above. Reimbursement shall occur within 30 days of the Government's receipt of the Lessor's itemized invoice. The invoice must include:

- Lease number: **GS-10B-07376**
- Building address:
- Payment reference number: **PS0038190**
- Lessor name and address as shown on the lease
- Itemization of the products or services provided

The Lessor *must* submit invoice documents electronically at [www.finance.gsa.gov](http://www.finance.gsa.gov) and inform the Lease Administration Manager of the submittal at [matt.nelson@gsa.gov](mailto:matt.nelson@gsa.gov). If the Lessor cannot submit documents electronically, hard copies must be sent to:



**Original Documents**  
GSA Greater Southwest Finance Center  
Attn: PBS Payments Branch (BCFA)  
P.O. Box 17181  
Fort Worth, TX 76102

**Copies**  
GSA Southern Service Center  
Attn: Mathew Nelson  
620 SW Main Suite 108  
Portland, Oregon, 97205

Notice to Proceed: Upon execution by the Government, this Lease Amendment serves as a Notice to Proceed. The Lessor shall complete the alterations within 45 working days, after receiving the notice to proceed from the Government. The Lessor shall confirm receipt, in writing, of NTP.

Change Orders: The Lessor shall only act upon change orders approved by a GSA Contracting Officer and shall seek guidance from a GSA Contracting Officer in the event of any schedule, quality, or scope change.

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

 /   
Lessor Gov't