

ATTACHMENT B
SAMPLE OF LEASE AGREEMENT

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
BUREAU OF PROCUREMENT

SUBJECT: COVER LETTER FOR LEASE ARRANGEMENTS

TO: All Contractors seeking to complete a Lease Agreement for supplying printing to the Commonwealth of Pennsylvania.

FROM: Kevin Reichard, Commodity Specialist
Bureau of Procurement
Forum Place Building
555 Walnut Street, 6th Floor
Harrisburg Pa 17101-1914

Included with this ITQ Package is a sample of an acceptable lease satisfying the Department of General Services that the requirements of Section 535 of the Commonwealth Procurement Code are met.

In order for execution of this lease to be proper, the lease requires a signature by the President or Vice President, and witnessed by the Corporation's Secretary, Assistant Secretary, Treasurer or Assistant Treasurer. The title of the individuals signing and attesting to the signature MUST be shown on the same line as their signature. (Example: A Joseph Citizen / Corporate Secretary.)

Alternatively, if a person other than these officers is executing the lease, the person signing must have specific authorization to sign by the Corporation's Board of Directors. Failure to include a copy of the appropriate authorization, if required, may result in the rejection of the lease unless the Bureau of Procurement has a copy of the authorization or other acceptable documentation on file.

Thank you for kind attention to this matter. Should you have any questions, my telephone number is 717-787-7547; fax 717-783-6241 or e-mail kreichard@pa.gov.

cc: file

AGREEMENT OF LEASE

THIS AGREEMENT OF LEASE, is made this _____ day of _____,
2016 by and between

A corporation with its principal place of business at:

(hereinafter "Lessee"), and

a corporation with its principal place of business at:

(hereinafter "Lessor").

WHEREAS, Lessee will be submitting a proposal to the Pennsylvania Department of General Services, under Bid 6100044792– Printed Materials to provide certain printed materials and related services to Pennsylvania agencies, and

WHEREAS, Lessee desires to lease certain plant, equipment and employees of the Lessor in order to fulfill its obligations if lessee is awarded a contract resulting from the ITQ ("Pennsylvania Contract").

NOW, THEREFORE, the parties hereto, intending to be legally bound, hereby agree as follows:

1. Lease: Lessee hereby leases from Lessor and Lessor hereby leases unto Lessee all of its plant and equipment that applies to the Pennsylvania Contract. The plant located at

will be leased, together with all of Lessor’s employees as may be required by Lessee in order to fulfill its obligations under the Pennsylvania Contract.

2. Lease Term: The lease term will begin on notice to lessee of a contract award under the ITQ and will terminate on completion of the Pennsylvania Contract.

IN WITNESS THEREOF, the parties have caused this Agreement of Lease to be executed the day and year first above written.

Attest:

Contractor (Lessee)

Authorized Signature

By: _____
Authorized Signature

Attest:

Lessor

Authorized Signature

By: _____
Authorized Signature