MEMORANDUM TO THE FILE

TO: THE FILE
FROM: BENA COURVILLE
SUBJECT: LNJ23074/ 5NJ0306
DATE: 6/10/2026

Agency: [redacted]

Lease Location: 614 Frelinghuysen Ave, Newark NJ

Proposed Term: Request authority to negotiate an extension for [redacted] for 6 months.[redacted], from 6/1/26 to 11/30/26 at the current annual rate of [redacted] per RSF, or an estimated [redacted] for the 6 month extension.

Lease Summary: The lease extension for [redacted] falls below the $350,000 net annual Simplified Lease Acquisition Threshold (SLAT). As a result, a Justification for Other than Full and Open Competition is not required. The LCO has determined the lease extension is necessary to protect the Government's occupancy to allow time for [redacted] and GSA to properly terminate the lease LNJ23074. [redacted] will be consolidating this office with their Division Office in Newark, but additional time beyond the natural 5/31/26 lease termination date is needed so [redacted] can secure their RWA to support the move and disposal of remaining furniture to prevent legal claims associated with the termination.

Justification Plan: The [redacted] has a lease that expired on 5/31/26, located at 614 Frelinghuysen Ave, Newark NJ, and in order to continue supporting the agency's mission and protect their current occupancy, an extension must be pursued. [redacted] will be consolidating this office with their Division Office in Newark but additional time beyond the natural 5/31/26 lease termination date is needed so [redacted] can properly move and dispose of remaining furniture to prevent legal claims associated with the termination. Based on current RWA approval timelines, GSA is anticipating a 6 month maximum extension term, [redacted]. The current space is immediately available and is already constructed to meet the agency's requirements with no disruption or associated moving costs. The economic benefit to remain in the space derives from the savings associated with relocation costs, disruption, and initial build out costs, which are not expected to be recovered through a Full and Open Competition.

Determination That Anticipated Costs Will Be Fair And Reasonable: On 6/4/26, a [redacted] report was received, indicating a fully-serviced rental rate range of $30.50 to $49.00 per RSF for the delineated area of Newark, NJ near the airport, adjusted. GSA anticipates negotiating an extension rate of [redacted] per RSF, which is the current rental rate for Lease LNJ23074. The market research average for fully serviced buildings leased in Newark, NJ, is $35.93 per RSF., fully serviced, adjusted. Therefore, the anticipated extension rate of [redacted] per RSF is considered fair and reasonable for this short term extension needed to help facilitate the lease termination.

Prepared and Approved By:

[redacted] _____
Bena Courville
Leasing Contracting Officer