

NOTICE

Bureau of Real Estate is Sole Agent for Commonwealth.

Proposal submitters for all Commonwealth leases are hereby notified that the Bureau of Real Estate, Department of General Services, and **only** the Bureau, through the authority granted by the Act of April 9, 1929, P.L. 177, as amended, is authorized and empowered to rent proper and adequate offices, rooms or accommodations for any Department, Board or Commission of the Commonwealth.

Further, only the Department of General Services' Bureau of Real Estate is authorized to negotiate the terms and conditions of a proposed lease agreement. Any negotiations between proposal submitters and the Bureau of Real Estate must be reduced to a written agreement and are subject to approval by other Commonwealth officials. Therefore, said negotiations with the Bureau of Real Estate cannot be interpreted as binding upon the Commonwealth until a formal lease agreement has been fully processed. A formal lease agreement is fully processed when it has received all necessary signatures and approvals, such as the approval of the Board of Commissioners of Public Grounds and Buildings and the signature of the Secretary of General Services, and has been delivered to the lessor.

Proposal submitters are further advised that the Commonwealth has no responsibility for any costs the proposal submitter may encounter, including but not limited to cost and expenses in acquiring the leased space, preparing it for occupancy or preparing the proposal. Nor will the Commonwealth be bound by **any** of the prospective lease's terms and conditions, until the lease is fully approved and executed by the Commonwealth and delivered to the lessor.

Please sign below to acknowledge that you have read and understood the above.

SIGNATURE

DATE