



OFFICE OF THE CITY MANAGER
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City Manager

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11/01/2018

Mount Vernon Avenue, LLC
618 S. Alfred Street
Alexandria, VA 22314

RE: Letter of Intent to extend existing lease at 2525 Mount Vernon Avenue

Dear Sir/Madam:

The Department of General Services, on behalf of the City of Alexandria, presents this letter of intent (this "LOI") to Mount Vernon Avenue, LLC for the lease of certain premises located at 2525 Mount Vernon Avenue, Alexandria, VA (the "Building"). Outlined below are the principal terms and conditions that would serve as the basis for a lease amendment for premises at the Building (the "Lease").

1. **Property:** 2525 Mount Vernon Avenue
2. **Landlord:** Mount Vernon Avenue, LLC
3. **Tenant:** City of Alexandria, a "AAA" / "AAA" rated municipal corporation, acting by and through its Department of General Services.
4. **Premises:** 41,175 SF
5. **Lease Commencement:** July 1, 2019
6. **Extension Term:** additional (39) thirty-nine-month lease term through September 30, 2022
7. **Base Rent:** \$98,711.40 per month full service

8. **Base Rent Escalation:** 3% annually
9. **Operating Expenses and Real Estate Taxes:** City will no longer be responsible for any Capital Costs and Repairs. See attached Matrix designating responsibility for repairs. Real Estate Taxes will remain the same per the lease.
10. **Assignment & Subletting:** Per existing lease
11. **Appropriation of Funds:** Per existing lease
12. **Termination:** Per existing Lease

AGREED AND ACCEPTED

Mount Vernon Ave/LLC

By: _____

Its: _____

City of Alexandria

By: _____

Its: _____

Mark B. Jinks, City Manager


Assistant City Attorney
Approved as to Form

EXHIBIT "B" FACILITY MAINTENANCE RESPONSIBILITIES

Responsibility for maintenance, service, repair and replacement of the premises and its parts shall be as specified below.

General	Items	Clean/Service/ Adjust/Inspect			Repair	Replace
	1 Trash Removal	City			NA	NA
	2 Fire Extinguishers	Owner			Owner	Owner
	3 Water Fountains	Owner			Owner	Owner
	4 Carpet	City			City	City
	5 Stair Treads	Owner			Owner	Owner
	6 Restrooms					
	Supplies	City			City	City
	Towel Dispensers	City			Owner	Owner
	Tissue & Paper Dispensers	City			Owner	Owner
	Sanitary Napkin Dispensers	City			Owner	Owner
	Hand Dryers	City			Owner	Owner
	Soap Dispensers	City			Owner	Owner
	7 Signs (indoor/outdoor)	City			City	Owner
	8 Lunchroom Equipment	City			City	City
	9 Kitchen Equipment	City			City	City
	10 Telephone Equipment	City			City	City
	11 Indoor Light Fixtures	Owner			Owner	Owner
	12 Indoor Lamps/tubes/ballasts	Owner			Owner	Owner
	13 Outdoor Light Fixtures	Owner			Owner	Owner
	14 Outdoor Lamps/Ballasts (on Building)	Owner			Owner	Owner
	15 Lighting Time Clocks	City			Owner	Owner
	16 Ceiling Tile	Owner			Owner	Owner
	17 Indoor Paint	City			City	City
	18 Exterior & Outdoor Paint (including garage)	Owner			Owner	Owner
Service Contracts						
	19 Elevator	Owner			Owner	Owner
	20 HVAC					
	Filters	City			City	City
	Water Treatment	City			Owner	Owner
	Cooling Tower	City			Owner	Owner
	Heat Pumps/Furnace	City			Owner	Owner
	Controls/Timers/Setbacks	City			Owner	Owner
	Pumps/Motors/Fans/Dampers	City			Owner	Owner
	21 Garage Door	Owner			Owner	Owner
	22 Fire Alarm System	Owner			Owner	Owner
	23 Security System	City			City	City
Electrical						
	24 Electric Panels	Owner			Owner	Owner
	25 Main Service	Owner			Owner	Owner

26 Switches & Breakers	Owner	Owner	Owner
27 Circuit Wiring	Owner	Owner	Owner
Doors & Windows			
28 Exterior Glass Breakage	Owner	Owner	Owner
29 Hardware, Frames & Screens	Owner	Owner	Owner
Roof/Waterproofing			
30 Gutters, Drains, Downspouts	Owner	Owner	Owner
31 Roof and Flashing	Owner	Owner	Owner
32 Exterior Walls & Foundations	Owner	Owner	Owner
33 Caulking	Owner	Owner	Owner
34 Storm Water Drainage	Owner	Owner	Owner
Structures			
35 Exterior Finishes	Owner	Owner	Owner
36 Exterior Vents & Flues	Owner	Owner	Owner
37 Structural Integrity	Owner	Owner	Owner
38 Concrete Floors	Owner	Owner	Owner
Exterior Damage (including graffiti removal if 39 source is not related to tenant)	Owner	Owner	Owner
40			
41 Pipes & Drains Inside Bldg.	Owner	Owner	Owner
42 Pipes & Drains Outside Bldg.	Owner	Owner	Owner
43 Sinks, Basins, Showers	Owner	Owner	Owner
44 Sewer Stoppage Inside Bldg.	Owner	Owner	Owner
45 Sewer Stoppage Outside Bldg.	Owner	Owner	Owner
46 Main Water Service	Owner	Owner	Owner
47 Exterior Sewer Line	Owner	Owner	Owner
Parking Garage			
48 Snow	City	Owner	Owner
49 Lighting Fixtures	Owner	Owner	Owner
50 Lighting Lamps & Tubes (inside)	Owner	Owner	Owner
51 Trash/Litter	City	NA	NA
52 Ventilation	City	Owner	Owner
53 Sump Pump	City	Owner	Owner
54 Snow removal, Ramps & Steps	City	NA	NA
55 Leak Pans	Owner	Owner	Owner
56 Striping (every third year)	Owner	Owner	Owner
Parking Deck/Adjoining Landscaped Areas (2400 block)			
57 Litter, dirt & snow removal	City	NA	NA
58 Striping (every third year)	Owner	Owner	Owner
59 Landscaping	City	Owner	Owner
60 Watering/weed control	City	NA	NA
61 Plantings (City will maintain owner plantings)	City	Owner	Owner
62 Outdoor Light Fixtures	Owner	Owner	Owner
63 Concrete/Pavers	Owner	Owner	Owner
64 Storm Drains	Owner	Owner	Owner
65 Fencing	Owner	Owner	Owner
Site, 2500 Block			

66 Plantings (City will maintain owner plantings)	City	Owner	Owner
67 Litter, dirt & snow removal	City	NA	NA
68 Concrete/Pavers (w/in property lines)	Owner	Owner	Owner
69 Storm Drains	Owner	Owner	Owner
70 Fencing	Owner	Owner	Owner