

**MODIFICATION #1
TO
CONTRACT DGS-131031-DIV
BETWEEN
THE COMMONWEALTH OF VIRGINIA
AND
DIVARIS REAL ESTATE, INC.**

This MODIFICATION #1 is an agreement between the Commonwealth of Virginia, hereinafter referred to as "State" or "Commonwealth" or "DGS" (Department of General Services) and Divaris Real Estate, Inc., hereinafter referred to as "Contractor," relating to Contract DGS-131031-DIV, dated December 3, 2013, as amended, hereinafter referred to as the "Contract" or "Agreement." This MODIFICATION #1 is hereby incorporated into and made an integral part of Contract DGS-131031-DIV.

The purpose of this MODIFICATION #1 is to document both parties' agreement to: 1) Defining task associated with Property Management Services with Exhibit 1, 2) Revise and replace Attachment A entitled "*SERVICES AND PRICING SCHEDULE*" to reflect pricing of property management services and Minor Maintenance and Repair and 3) revisions to the General and Standard Terms and Conditions as required by regulatory changes. These changes are effective immediately upon final execution; of this Modification #1 unless otherwise denoted herein.

Reference: Contract DGS-131031-DIV, Section 15, entitled "Changes to Contract," which allows for changes to be made to the Contract by mutual agreement between the parties in writing. Both parties agree to:

1. Agree to add task associated with Property Management as delineated in Exhibit 1 entitled "*PROPERTY MANAGEMENT*" attached to this modification.
2. Revised and replace Attachment A entitled "*SERVICES AND PRICING SCHEDULE*"
3. Revise General Term and Condition "15" to read:
 15. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:
 1. The parties may agree in writing to modify the terms, conditions, or scope of the contract. Any additional goods or services to be provided shall be of a sort that is ancillary to the contract goods or services, or within the same broad product or service categories as were included in the contract award. Any increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt, unless the contractor intends to claim an adjustment to compensation, schedule, or other contractual impact that would be caused by complying with such notice, in which case the contractor shall, in writing, promptly notify the Purchasing Agency of the adjustment to be sought, and before proceeding to comply with the notice, shall await the Purchasing Agency's written decision affirming, modifying, or revoking the prior written notice. If the Purchasing Agency decides to issue a notice that requires an adjustment to compensation, the contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
 - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia Vendors Manual. Neither the existence of a claim nor a dispute resolution process,

litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

3. Revise Standard Term and Condition "21" to read:

21. **eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS:** The eVA Internet electronic procurement solution, website portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet eprocurement solution by completing the free eVA Vendor Registration. All Contractors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid/proposal being rejected.

Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

- a. For orders issued July 1, 2014 and after, the Vendor Transaction Fee is:
- i. DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
 - ii. Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.
- b. For orders issued prior to July 1, 2014 the vendor transaction fees can be found at www.eVA.virginia.gov.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

4. Revise Standard Term and Condition "51" to read:

51. **eVA BUSINESS-TO-GOVERNMENT CONTRACTS, AND ORDERS:** The eVA Internet electronic procurement solution, website portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet eprocurement solution by completing the free eVA Vendor Registration. All Contractors must register in eVA and pay the Vendor

Transaction Fees specified below; failure to register will result in the proposal being rejected.

Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

- a. For orders issued July 1, 2014 and after, the Vendor Transaction Fee is:
 1. DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
 2. Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.
- b. For orders issued prior to July 1, 2014 the vendor transaction fees can be found at www.eVA.virginia.gov.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

5. Revise Standard Term and Condition "17" to read:

17. **INSURANCE:** The Contractor certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§2.2-4332 and 65.2-800 et seq. of the Code of Virginia. The Contractor certifies that the Contractor and any subcontractors will maintain these insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

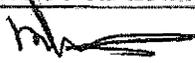
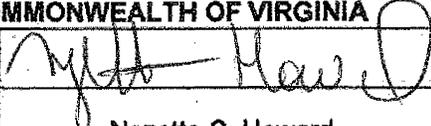
- a. **Workers' Compensation - Statutory requirements and benefits.** Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
- b. **Employer's Liability - \$100,000.**
- c. **Commercial General Liability - \$1,000,000 per occurrence and \$2,000,000 in the aggregate.** Commercial General Liability is to include

bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.

- d. Automobile Liability - \$1,000,000 combined single limit. (Required only if a motor vehicle not owned by the Commonwealth is to be used in the contract. Contractor must assure that the required coverage is maintained by the Contractor (or third party owner of such motor vehicle.)

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

PERSONS SIGNING THIS CONTRACT ARE AUTHORIZED REPRESENTATIVES OF EACH PARTY TO THIS CONTRACT AND ACKNOWLEDGE THAT EACH PARTY AGREES TO BE BOUND BY THE TERMS AND CONDITIONS OF THE CONTRACT.

Divaris Real Estate, Inc.		COMMONWEALTH OF VIRGINIA	
BY:		BY:	
NAME:	MICHAEL DIVARIS	NAME:	Nezette C. Howard
	Printed		Printed
TITLE:	PRESIDENT	TITLE:	Senior Contract Officer
DATE:	6/30/15	DATE:	6/30/15

**EXHIBIT 1
TO
AGREEMENT DGS-131031-DIV
BETWEEN
THE COMMONWEALTH OF VIRGINIA
AND
DIVARIS REAL ESTATE, INC.**

PROPERTY MANAGEMENT

Exhibit "1" is hereby incorporated into and made an integral part of Contract Number DGS-131031-DIV between the Commonwealth of Virginia, Department of General Services, ("Commonwealth" or "State" or "DGS" or "DRES") and Divaris Real Estate, Inc. ("Contractor" or "Divaris").

In the event of any discrepancy between this Exhibit "1" and Contract Number DGS-131031-DIV, the provisions of Contract DGS-131031-DIV shall control.

PROPERTY MANAGEMENT

Contractor will provide property management services through its affiliate, Divaris Property Management Corp for Property management services as stated below, the contractor will develop a Scope of Work (SOW) in conjunction with the authorized user. The SOW must be approved by DRES. Property management services include the following:

ACCOUNTING:

- Record all rent receipts
- Process invoice payments
- Prepare monthly financials
- Complete monthly bank reconciliation
- Process owner distributions
- Track vendor insurance

LEASE ADMINISTRATION:

- Abstract all leases
- Invoice monthly rents to tenants
- Process rent increases/CPI adjustments
- Track tenant insurance
- Complete annual operating expense reconciliations

FACILITY MANAGEMENT:

- Conduct monthly inspections of project to include all exterior, structure, and interior
- Assist with contract bidding, negotiation and oversight of all service contracts
- Assist with contract bidding, negotiation and oversight of all repairs and maintenance
- Tenant liaison
- Complete monthly financials and distribute reports

- Complete annual budget
- Handle all tenant collection matters
- Code and approve invoices
- Assist with oversight of capital and tenant improvements

MINOR MAINTENANCE (NON-DEDICATED, AS-NEEDED BASIS)

- Perimeter trash clean-up
- General plumbing (unstop sinks/toilets, change out flappers on flush valves, replace faucets and/or washers)
- Ceiling tile replacement
- General electrical (interior light bulb/ballast replacement)
- Minor painting
- Check roof (clean roof drains and gutters)

MAINTENANCE (DEDICATED, ON-SITE)

- Maintenance and operation of all building equipment
- Ensure all preventive maintenance checks are being performed as required
- Maintain professional appearance of equipment and engineering spaces
- Maintain any EMS programs to ensure most efficient operations
- Maintain building lighting systems, including element and ballast repairs
- Supervises all contractors on-site to assure they are adhering to all established safety rules and regulations
- Operation, maintenance and repair of plumbing systems to include sump pumps, basins, toilets, urinals, sinks, and piping
- Repair locks, doors, hinges
- Minor repair and painting of various surfaces
- Ceiling tile replacement
- Roof maintenance and minor roof repairs
- Maintain stock and inventory levels
- Verify incoming and outgoing shipments
- Maintains all building plans
- Maintain fuel levels for generators

**ATTACHMENT A
TO
AGREEMENT DGS-131031-DIV
BETWEEN
THE COMMONWEALTH OF VIRGINIA
AND
DIVARIS REAL ESTATE, INC.**

SERVICES AND PRICING SCHEDULE

Attachment "A" is hereby incorporated into and made an integral part of Contract Number DGS-131031-DIV between the Commonwealth of Virginia, Department of General Services, ("Commonwealth" or "State" or "DGS" or "DRES") and Divaris Real Estate, Inc. ("Contractor" or "Divaris").

In the event of any discrepancy between this Attachment "A" and Contract Number DGS-131031-DIV, the provisions of Contract DGS-131031-DIV shall control.

1. LISTING OF SERVICES AND PRICING

Contractor shall provide Services in accordance with all requirements stated in the Commonwealth's RFP #NCH-2013-0322, dated March 22, 2013 Section III, entitled "Statement of Needs," including all General Requirements items; the Contractor's proposal, dated May 6, 2013 and Contractor's supplemental submission dated August 27, 2013, submitted in response thereto, and as amended herein between the parties, for the provision of all real estate brokerage, transaction management and strategic real estate planning services ("Services"), to be managed through DGS, in accordance with the following pricing schedule, or as otherwise stipulated in any modification to this Agreement.

This is a "No Cost" pricing schedule to the Commonwealth for lease and purchase acquisition services, lease and purchase negotiations, strategic real estate planning and ongoing examination of existing leases, property or interests whereby the Contractor will not charge any direct fee to the Commonwealth for such services. For disposition of property, the fees shall be as stated below.

Contractor shall look solely to the landlord/property owner for the payment of lease or purchase transaction commissions. When acting as the Commonwealth's transaction representative, Contractor will share commission payments with the Commonwealth from commissions received from landlords/property owners.

A. Services and Commission Rate Schedules:

1. Acquisitions

1. Lease Acquisition – New and Renewal Leases

At the Commonwealth's request, Contractor will provide lease acquisition services on a commission basis, at a rate to be established at time of engagement as mutually agreed to by the parties pursuant to a Letter of

Representation in the form of Sample A of Attachment B and approved by the DRES Director or designee. The commission charged to landlords/property owners shall not be more than a full fair market commission for services rendered by the Contractor relative to the market in which the transaction is to occur and depending on the type of lease (new or renewal). In the event that the commission rate to Contractor is expected to exceed 4%, or the total commission is expected to exceed \$300,000, the commission must be approved by the DRES Director or designee prior to negotiation of commissions with owner/landlord.

b. Purchases

At the Commonwealth's request, Contractor will provide property acquisition services, at a rate to be established at time of engagement as mutually agreed to by the parties pursuant to a Letter of Representation in the form of Sample B of Attachment B and approved by the DRES Director or designee. In the normal course, Contractor shall look solely to the property owner for the payment of the purchase transaction commissions pursuant to any commission split arrangements in the seller's property listing agreement.

In the event of an "investment property" sale whereby the property owner's listing agreement does not provide for any commissions to be paid to the procuring broker, Contractor will be compensated for any such procuring broker services on a commission basis at a rate or fixed dollar amount to be established at time of engagement as mutually agreed to by the parties and approved DRES Director or designee.

The commission will be earned only if a transaction is consummated. Such commission may be paid directly to Contractor by the Commonwealth or paid by the property owner to the Contractor at closing.

2. Disposition Services

1. Space Disposition

BUY-OUT AND TERMINATION – In the event that Contractor negotiates a buy-out or termination of a remaining lease term, the Commonwealth will pay a fee based on the difference between the value of the remaining lease and the negotiated buy-out price (Buy-Out Savings). The fee will be calculated on the total Buy-Out Savings based on the following Lease Buy-Out Fee schedule:

Minimum fee of \$5,000.00 plus:		
10% of Buy-Out Savings from \$100,000 plus	\$50,000	to
7% of Buy-Out Savings from \$150,000 plus	\$100,001	to
4% of Buy-Out Savings from \$400,000 plus	\$150,001	to
2% of Buy-Out Savings from \$900,000 plus	\$400,001	to
1% of Buy-Out Savings in excess of	\$900,001	

2. Subleases

At the Commonwealth's request, Contractor will provide subleasing services on a commission basis, at a rate to be established at time of engagement as mutually agreed to by the parties pursuant to a Letter of Representation in the form of Sample A of Attachment B and approved by the DRES Director or designee. The commission is based on the rental rate, the term of the lease and quantity of space that is sublet. The Commonwealth will pay the commission only if a transaction is consummated.

3. Sales and Leases

At the Commonwealth's request, Contractor will assist with negotiations for the sale or for lease of properties owned by the Commonwealth and /or an Authorized User. Contractor will be compensated for any such sale or lease on a commission basis at a rate to be established at time of engagement as mutually agreed to by the parties pursuant to a Listing Agreement in the form of Sample C or D of Attachment B and approved by the DRES Director or designee. The commission will be paid to the Contractor by the Commonwealth, and will be earned only if a transaction is consummated.

3. Commission Sharing Payment Schedule

The following commission schedule will apply to each real estate for which Contractor represents Commonwealth and/or an Authorized User, regardless of transaction type including but not limited to, lease, purchase, sublease and renewal.

Transaction Commission Amount	Contractor's Share	Commonwealth's Share
<\$50,000	85%	15%
\$50,001-\$100,000	80%	20%
\$100,001-\$250,000	70%	30%
\$250,001-\$1,000,000	60%	40%
\$1,000,001>	50%	50%

The above commissions are payable on a cumulative basis. For example, if a specific transaction generates a total commission of \$80,000 the Contractor's Share would be \$66,500, calculated as \$50,000 times 85% plus \$30,000 (\$80,000-\$50,000) times 80%. The Commonwealth's Share would be \$13,500 (\$80,000 - \$66,500).

Commission sharing payments will be payable to the Commonwealth on a monthly basis no later than the 15th day of the following month for the share of all commission collected by the Contractor during the previous month.

Contractor will invoice landlords/property owners for commissions due Contractor pursuant to Contractor's commission agreement within 15 days of "commission earning event" (i.e. lease execution, occupancy, etc.). Contractor will use best efforts to collect all commissions due from landlords/property owners within 45 days of when commission is due.

TRANSACTION ACCOUNTING STATEMENT: Contractor will provide DRES Director or designee a "transaction commission accounting statement" and if not explicitly stated in the lease agreement, Contractor will provide a copy of commission agreement with landlord within 10 days of completion of a transaction. The "transaction commission accounting statement" will detail the total commission calculation, the Commonwealth's anticipated sharing payment and the payment schedule for the commission.

MONTHLY REPORT OF ALL TRANSACTIONS: Contractor will provide DRES Director or designee a monthly report summarizing total commissions earned under contract, total sharing payments made to and due in the future to the Commonwealth based on completed transactions and a statement of commissions billed landlords/property owners but not yet collected by Contractor and the anticipated share thereof once collected.

4. Additional Fee Sharing

Should Contractor's total commissions received for any calendar year within the three-year initial term exceed \$2 million, Contractor will provide the Commonwealth with an additional 20% refund of the actual gross commissions received by Contractor, after payment of the Commonwealth's Share, that exceed that amount. Contractor shall maintain a reserve account and provide the Commonwealth an accounting of the fees collected at a frequency determined by DRES.

B. Other Services

1. Property Management Services

Contractor will provide property management services through its affiliate, Divaris Property Management Corp for property management services as stated in Exhibit 1.

All expenditures shall be reviewed and approved by the Managing Agency prior to service.

2. Project & Construction Management and Construction Administration

Contractor will provide project and construction management by a subcontractor for large agency projects, as determined by the Commonwealth. These services will be charged at \$150.00 per hour plus normal reimbursable expenses. Annually the Contractor will provide 100 hours of construction management services at no charge. Contractor may bill for typical reimbursable expenses as applicable.

Contractor may, with prior written approval of the Commonwealth, designate a local agent or representative of the Contractor, in order to fulfill any Construction Administration Services requirements that the Commonwealth may require. Additional hours of Construction Administration Services, beyond 150 hours, will be charged at \$150 per hour.

In all cases, Contractor will partner with DRES on major projects in order to provide the full array of Project Management Services. These services will include coordination of architectural and engineering, cabling, technology, and construction services, and provided at no charge to the Commonwealth.

3. Space Planning

When Space Planning is requested, Contractor will coordinate with the architect designated by the Commonwealth for completion of a test fit plan and one revision. Test fit plans will commence with an approved Office Space Questionnaire (OSQ). Any revisions past the first one will have to be paid for by the agency.

Accurate as-built drawings from the landlord are to be provided the architect in an AutoCAD format and submitted electronically. If accurate as-built drawings are not available, then the landlord shall also bear the expense of having such plans developed and made available.

Contractor shall make every attempt possible to have the landlord pay for the test fit plan with revisions for prospective tenants. In the event that a specific landlord will not agree to do so and the Commonwealth requires such plans, Contractor will procure these services independently in partnership with Odell Associates Inc or other similarly qualified provider. The cost will be as below for one test-fit and one revision based upon receipt of electronically delivered "as-built" drawings using

Square Feet	Cost
3,000 SF OR LESS	\$450
3,001 SF to 10,000 SF	\$0.15 PSF
> 10,000 SF	\$0.12 PSF

Expenses for reproduction of drawings, couriers, or express mail, may be invoiced to the Commonwealth at the Contractor's cost. Travel expenses incurred may be reimbursed by the Commonwealth, with prior written consent, and provided that such expenses are submitted in accordance with the Commonwealth's requirements as stipulated in the section herein entitled Reimbursable Expenses.

4. Lease Drafting

The Contractor's Lease Administrator or any other individual designated by the Contractor, upon request by the Commonwealth, may provide the initial draft of lease for individual agency leases to the extent permitted by the real estate brokerage laws of the Commonwealth. Any collocation leases are to be completed by DRES staff. This service will be provided at no cost to the Commonwealth or an Authorized User.

5. Rates

Upon the request of the Commonwealth, Contractor may provide services at the following hourly rates ("Rates") for any Services outlined in Section III of the RFP Statement of Needs that are not provided for elsewhere herein, in such event that Commonwealth or an Authorized User requires such services, and DRES concludes in its sole discretion that an hourly compensation structure is appropriate:

Position	Rates
Senior Managing Director/Corporate Services Leader	\$325
Managing Director/Executive Vice President/Team Leader	\$325
Senior Account Managers/Senior Vice Presidents	\$275
Alliance Director/Senior Transaction Managers/Affiliate Manager	\$275
Brokers/Assistant Affiliate Manager	\$200
Consultants	\$150
Construction Administration	\$150
Manager of Information Services	\$120
Analysts	\$100
Architect	\$95
Senior Interior Designer/Project Director	\$95
Administrative Support & Research	\$65
Space Planner/Interior Designer	\$85

PROPERTY MANAGMENT	RATES
*Minimum Charge of \$ 800 per month	
Accounting	\$75.00 Per lease per month
Lease Administration	\$58.00Per lease per month
Facility Management	\$0.018 Per square foot per month

MINOR MAINTENANCE (NON-DEDICATED, AS-NEEDED BASIS)	RATES

Minor Maintenance and Repair	\$45.00 Per Hour Regular Time, \$67.50 Per Hour Overtime And \$90.00 Per Hour Holiday
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MAINTENANCE (DEDICATED, ON-SITE)	RATES (Not to exceed) *
Building Engineer	\$64.00 Per Hour Regular Time, \$86.50 Per Hour Overtime and \$115.50 Per Hour Holiday

*Reimbursement of any dedicated, on-site maintenance personnel shall not exceed the hourly rates noted above, must be pre-approved, and must be defined in the Statement of Work for each property managed.

6. Reimbursable Expenses

When feasible, Contractor shall use project management professionals who are local to the specific project site. From time to time, Contractor staff/subcontractors may be required to travel to locations other than their primary work location, or as otherwise delineated in any Statement of Work (SOW) accompanying a duly-authorized eVA Order. In such cases, Contractor staff may be reimbursed for meals, transportation and lodging in accordance with the Commonwealth's State Travel Regulations as posted on the Department of Accounts internet website:
http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Main.cfm

2. ACCOUNT MANAGEMENT, STAFFING AND REPORTING

Contractor will conduct semi-annual Account Reviews with the Commonwealth (DRES Director and designee(s)) in July and December of each contract year to review items such as overall contractor performance, total commissions earned and sharing payments made to Commonwealth, process improvement opportunities, required contractor staffing level adjustments and other contract related matters as the parties may agree to review from time to time.

Contractor as project team member on assigned transactions will utilize DRES' data base records management system to report progress related to Contractor's assigned tasks.

The Contractor is responsible for providing services in a timely and professional manner. Contractor will provide the requisite level of staffing that is necessary to successfully complete assigned tasks within required delivery dates.

Contractor will provide weekly progress reports of assigned tasks in the format as agreed to by the parties from time to time. Contractor will provide a report of cost avoidance and savings for each transaction completed during the previous month by the 15th day of the following month. Contractor will provide other reports from time to time as may be determined necessary by the Commonwealth.

Within 60 days of signing this agreement, Contractor agrees that any services provided under this agreement shall be provided, and supported, from a Contractor's office location within Virginia.

3. SHIP TO / BILL TO ADDRESSES

Ordering Officers shall include shipping and billing addresses on individual orders referencing this Contract.

4. DGS POINTS OF CONTACT

Contract Administration/Compliance

Contract Administrator – Holly Eve
Department of General Services
Division of Real Estate Services
1100 Bank St., 3rd Floor
Richmond, VA 23219
Telephone: (804) 225-3874
Fax: (804) 225-4673
Email: DRES-Info@dgs.virginia.gov
Web: <http://dres.dgs.virginia.gov/>

Contract Information

Contract Officer – Nezette Howard
Procurement Services, DGS
1100 Banks Street
Richmond, VA 23219-2010
Tel: 804-786-8768
Fax: 804-786-1593
procurement@dgs.virginia.gov
<http://www.dgs.virginia.gov>

5. CONTRACTOR POINTS-OF-CONTACT

Contract Information

Sanford Cohen
Chief Operation Officer
One Columbus Center, Suite 700
Virginia Beach, VA 23462
757-497-2113
scohen@divaris.com

Billing/Administration

Divaris Real Estate, Inc.
One Columbus Center, Suite 700
Virginia Beach, VA 23462
757-497-2113
757-497-1338

Primary Contact – Account Manager

John T. Wingfield
1100 E. Main Street
8th Floor
Richmond, VA 23219
804-643-4700
jwingfield@divaris.com