

EXECUTION AND DISTRIBUTION OF CONTRACTS AND PERMITS

A. CONTRACTS

1. Execution Of Contracts

After the contract has been typed in final, the original and two carbon originals are forwarded to the successful applicant for signature, comment or negotiation. The concessioner must manually sign the original and two carbon originals of the proposed contract and any exhibits thereto. The identification of the concessioner in the signature block should correspond to the opening paragraph of the contract. If the concessioner is a corporation, the corporation name is to be shown as well as the titles of the executing officials. If a partnership, the trade name, if any, should be shown above the signature of the partners. The name of the individual signing should be typed below the signature in all cases.

In referring to the Standard Contract Language, please note that the execution page for a Corporation contains an "Attestation" line. Concessioners should be advised that this line has to be fully executed before the contract can be considered legal and binding.

As soon as the contract is signed by the concessioner, it is handled in one of the following ways:

a. If the annual gross receipts are or are expected to be \$100,000 or more, or if the term is for 5 years or more, two copies of the contract bearing the concessioner's signature are to be submitted to WASO for transmittal to the Congress for the required 60-day waiting period. The original and carbon signed copies are held at the Region for execution. The transmittal memo forwarding the two copies to WASO should state the following:

(1) Any modifications to the Standard Contract Language after negotiations with the successful applicant and the reasons for these modifications.

(2) That the Regional Solicitor has reviewed and concurred in the contents and procedures.

(3) The date of issuance of the public notice or press release. If a press release was issued, the name of the newspaper(s) in which the notice appeared should also be included in the memorandum.

(4) The number of offers received in response to the public notice or press release.

At the conclusion of the 60-day waiting period, the contract may be executed by the Regional Director on behalf of the United States. The

Washington Office will notify Regions on the day the contract may be executed.

b. If the contract is for a term of less than 5 years duration and gross receipts are less than \$100,000, the contract is executed immediately by the Regional Director and distribution made.

A contract number must be assigned by Regions and typed on all copies of the contract. *See Chapter 32 for the contract/permit numbering formula.*

The original and two carbon originals, including any exhibits thereto, must be manually signed by the Regional Director and the date of execution must be filled in on the cover and signature pages.

2. Distribution Of Contracts

Distribution should be made as follows:

a. The original contract should be retained by the Regional Office.

b. One signed carbon bearing original signatures is sent to the concessioner;

c. One signed carbon bearing original signatures is sent directly to the Washington Concessions Office.

d. Duplicated copies of the contract are distributed initially as follows:

- (1) Superintendent (1 copy)
- (2) Regional Finance Office (1 copy)

Additional copies may be reproduced locally.

B. PERMITS

1. Execution Of Permits

The same procedures as described in paragraph A.1 above shall apply for the execution of concession permits except that concession permits for a term less than 5 years in duration or where gross receipts will amount to less than \$100,000 annually, shall be executed by the Superintendent instead of the Regional Director.

Permits for terms of 5 years or more or where annual gross receipts are or are expected to be \$100,000 or more must be signed by the Regional Director after transmittal to the Congress.

2. Distribution Of Permits

Distribution of permits should be in accordance with that indicated on the bottom of the Permit form with three (3) copies being forwarded to the Washington Office.

*C. LIMITED PERMITS

1. Execution of Permits

The same procedures as described in paragraph B.1 above shall apply for the execution of Limited Concession Permits except the Limited Concession Permits shall be executed always by the Superintendent because the term shall be less than 5 years and the annual gross receipts shall not exceed \$50,000.