

APPENDIX D:
Sample Offeror's Transmittal Letter

To:

Christine S. Lehnertz
Regional Director
Pacific West Region
333 Bush Street, Suite 500
San Francisco, CA 94104

Attention: Commercial Services Program Manager

Dear Ms. Lehnertz:

The Offeror hereby agrees to lease the Premises within Golden Gate National Recreation Area in accordance with the terms and conditions specified in the Draft Sample Lease [insert lease number], (Draft Lease) provided in the Request for Proposal (RFP) to lease a National Park Service property at [insert stables property name] in Marin County, California, issued by the public notice as listed in the Federal Business Opportunities (www.fedbizopps.gov), and to execute the Draft Sample Lease without substantive modification (except as may be required by the National Park Service pursuant to the terms of the RFP). If the Offeror is not yet in existence, the undersigned, acting as guarantor(s) of all certifications, agreements and obligations of Offeror hereunder, makes such certifications, agreements and obligations individually and on behalf of the Offeror.

The Offeror is enclosing the required "PROPOSAL" which, by this reference, is made a part hereof.

The Offeror certifies that the information furnished herewith is complete, true, and correct, and recognizes that false statements may subject the Offeror to criminal penalties under 18 U.S.C. 1001. The Offeror agrees to meet all the minimum requirements of the Draft Sample Lease, and the RFP. The Offeror certifies that it has provided all of the mandatory information specified in the RFP.

The Offeror certifies in accordance with 2 C.F.R. Part 180 and 1400 the following:

- None of the individuals or entities acting as Offeror or with an ownership interest in the Offeror is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from a public transaction by a federal department or agency.
- Within the three years preceding submission of the Proposal, none of the individuals or entities acting as Offeror or with an ownership interest in the Offeror has been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, or for violation of federal or state

antitrust statutes or for commission of embezzlement, theft, forgery, bribery, falsification of records, making false statements, or receiving stolen property.

- None of the individuals or entities acting as Offeror or with an ownership interest in the Offeror is presently indicted for or otherwise criminally or civilly charged by a federal, state or local unit of the government with commission of any of the aforementioned offenses.
- The individuals or entities acting as Offeror or with an ownership interest in the Offeror have not had one or more public transactions (federal, state or local) terminated for cause or default within the three-year period preceding the submission of the Proposal.
- The individuals or entities seeking participation in this Lease have not had one or more public transactions (federal, state or local) terminated for cause or default within the three-year period preceding the submission of the Proposal.

The Offeror, by submitting this Proposal hereby agrees, if selected for award of the new Lease:

- 1) To the minimum requirements of the RFP package and to comply with the requirements of 2 C.F.R. Part 180 and Part 1400 (available at www.accessgpo.gov).
- 2) To complete the execution of the final Lease within thirty working days after it is presented by the National Park Service.
- 3) To make required real property improvements within of the time period specified within the new Lease.
- 4) To commence operations under the new Lease upon lease effective date. .
- 5) [Include only if the Offeror is not yet in existence.] To provide the entity that is to be the Lessee under the Draft Sample Lease with the funding, management, and other resources required under the Draft Sample Lease and/or described in our Proposal.
- 6) [Include only if the Offeror is a business entity, rather than an individual] To deliver to the Regional Director within 10 days following the announcement of the selection of the Offeror as the Lessee, current copies of the following:
 - Certificate from its state of formation indicating that the entity is in “good standing”(if such form is issued in that state for Offeror’s type of business entity);
 - Governance documents of Offeror (e.g. Articles of Incorporation and By-Laws for corporations; Operating Agreement for LLCs; Partnership Agreement for Partnerships; or Venture Agreement for Joint Ventures); and
 - If the business entity was not formed in the State of California, evidence that it is qualified to do business there.

OFFEROR or OFFEROR-GUARANTOR (if the Offeror is not yet in existence as of the time of submission):

(If Offeror not yet formed, name of Offeror-Guarantor(s)):

BY _____ DATE _____
(Type or Print Name)

ORIGINAL SIGNATURE _____

TITLE _____

ADDRESS _____
