

Appendix M

Submission Checklist

(This Checklist is to be dated and signed below and submitted with your proposal.)

Contact Information _____

Cover Letter _____

History of Organization and Experience _____

Three Business References _____

Description of Concession and Operations _____

Rental/Sale Items Fee Schedule _____

Operating Schedule _____

Operational Needs _____

Business Offer _____

Equal Employment Opportunity Policy Statement _____

Non-Discrimination and Affirmative Action RFP
Provisions (Appendix G):

Schedule A-1: Staffing Plan _____

Schedule A-2: Schedule of Minority/Women _____

Owned Business Participation _____

Offerer Disclosure of Prior Non-Responsibility
Determinations (Appendix H) _____

Offerer's Affirmation of Understanding of and
Agreement pursuant to State Finance Law (Appendix J) _____

ST-220 CA _____

Affirmation that all addenda have been reviewed _____

Signature _____ Date _____