RLP ATTACHMENT B – 57-42009-26-FA

OFFEROR SUBMITTAL CHECKLIST

Offeror Instructions: This checklist has been included with the Request for Lease Proposal (RLP) to underscore the documents and information that may be required by the RLP. Detailed requirements are contained in the RLP. In the event of an inconsistency between the checklist and the RLP, the RLP is the authoritative source.

Step 1: Offer Submittal

RLP ¶	Submittal	Required/ May Apply
1.04	RLP No. 57-42009-26-FA – This document is provided for information purposes only and DOES NOT need to be returned with offer response. Please do not attempt to complete this document.	N/A
1.04	Lease No. 57-42009-26-FA – This document is provided for information purposes only and DOES NOT need to be returned with offer response. Please do not attempt to complete this document.	N/A
1.06	Agency Special/Specific Requirements – Bedford, Bedford County, Pennsylvania – All pages initialed	**Required**
1.06	USDA Infrastructure Operations Division ADP and Wiring Guidelines Version 3.0 – All pages initialed	**Required**
1.06	USDA Facility Signage Guide (April 2014) – All pages initialed	**Required**
1.06	Security Requirements – Facility Security Level I – All pages initialed	**Required**
1.06	GSA 3517A, General Clauses – All pages initialed	**Required**
3.03.A.1	GSA Form 1217 Lessors Annual Cost Statement. Completed in its entirety and signed by offeror.	**Required**
3.03.A.1	"Other" Statement for GSA Form 1217	*May Apply*
3.03.A.2	GSA Form 1364, Proposal to Lease Space. Completed in its entirety and signed by offeror.	**Required**
3.03.A.2	Deviations	*May Apply*
3.03.A.2.4	Tenant Improvement Cost Summary (TICS) Workbook	**Required**
3.03.A.2.4	Two (2) independent bids to support TICS cost elements	**Required**
3.03.B.1	Scaled test fit of space. Use the table 1.01.C and concept design 2.01.A from EXHIBIT B	**Required**
3.03.B.2	Parking Plan and Parking Narrative	**Required**
3.03.B.3	Authorization to Represent Owner	*May Apply*
3.03.B.4	Agreement to Acquire an Interest in the Property	*May Apply*
3.03.B.8	Systems for Award Management Registration (Refer to FAR 4.1102(a) and 52.204-7)	**Required**

Step 2: Due Diligence – Additional Submittals

RLP ¶	Submittal	Required/ May Apply
3.04.A	Conditional Commitment of Funds	**Required**
3.04.B	Local Zoning Compliance Evidence	**Required**
3.04.C	Evidence of Ownership and/or site control	**Required**
3.04.D	Proof of Signing Authority	**Required**
3.04.F	Conflict of Interest Disclosure Documentation	*May Apply*
3.04.G	GSA Form 12000 for Prelease Fire Protection and Life Safety Evaluation for an Office Building (Part A). Signed by offeror	*May Apply*
3.04.G	Fire Protection and Life Safety Documentation	*May Apply*
3.04.G	Certificate of Occupancy (Building)	*May Apply*
3.04.I	Architectural Plans for Building Modernization	*May Apply*
3.04.J	Asbestos Reinspection Report (For Space Containing ACM)	*May Apply*
3.04.J	Asbestos Inspection Report (For Space Containing ACM)	*May Apply*
3.04.J	Asbestos Management Plan or Operations and Management Plan (For Space Containing ACM)	*May Apply*
3.04.K	Computer Aided Design (CAD) Generated Plans	**Required**
3.04.L	Vending Facilities	*May Apply*
3.04.N	Energy Star or Other Efficiency Improvements Supporting Documentation	**Required**