

Appendix I – Application Package Checklist

Five (5) complete copies of the full bid package must be submitted for consideration. Applicants who fail to provide the required number of copies will not be considered.

Applications must be in sealed envelopes and must be signed by an authorized officer of the organization or individual submitting the application. Include information about their organizational structure, the entity's name, mailing address with zip code, telephone number, FAX number, and e-mail address, designated agent, evidence of incorporation and good standing, if applicable, and name and address of each affiliate of the applicant.

1. Bid Package Cover Sheet
2. SF-299 Special Use Permit Application
3. Proposed Operating Plan
4. Business Plan
5. Certificate of Good Standing and other documentation to verify Partnerships or Corporate structure
6. Financial Information - Form FS-6500-24
7. Include 3 professional/business references. Do not submit client "testimonials" or letters.