

**ATTACHMENT A**  
**Submission Cover Sheet and Proposal Checklist**

**Please fill out and submit the following Cover Sheet and Checklist with your proposal**

<b>Respondent's Contact Information:</b>		
<b>Individual Name of Respondent</b>		
<b>Name of Company</b>		
<b>Street Address of Company</b>		
<b>City, State &amp; Zip</b>		
<b>Mailing Address if different from Street Address (above)</b>		
<b>Contact Person (Name, Title)</b>		
<b>Telephone Number</b>		
<b>Email Address</b>		
<b>Federal Taxpayer ID Number</b>		
<b>Submission Checklist:</b>	<b>Yes</b>	<b>N/A</b>
Transmittal letter with contact information <u>and</u> Attachment A		
Summary of overall proposal, including project vision		
Experience – current parking facilities owned/operated		
Pricing Plan – Rates and rate schedules and a marketing plan		
Management and Operation Plan, including detailed maintenance plan		
Purchase price and evidence of funding (both equity and any financing)		
Proof of Funding		
Issues and concerns		
Ongoing maintenance of Garage		

***Include this coversheet and checklist with your submission – no exceptions***