

Exhibit 10 Submittal Checklist

Port of Seattle Seattle-Tacoma International Airport Airport Dining and Retail Competitive Evaluation Process (CEP)



SEATTLE-TACOMA INTERNATIONAL AIRPORT

Submittal Checklist

Please complete this checklist and **insert it as page one of your submittal**. Please ensure that you have reviewed and submitted all of the necessary information in your proposal as indicated in the checklist below. Please refer to the Submittal Instructions section of the CEP document for specific instructions for the documents that must be submitted.

| Check | CEP Documentation | Proposer Action |
|-------------------------------------|---|---|
| <input checked="" type="checkbox"/> | CEP Document | Reviewed |
| <input checked="" type="checkbox"/> | Cover Letter | Submitted |
| <input checked="" type="checkbox"/> | Submittal for Sections One through Seven | Reviewed and Submitted with Proposal |
| <input checked="" type="checkbox"/> | Exhibit 1 – Passenger Airlines Operating at Sea-Tac | Reviewed |
| <input checked="" type="checkbox"/> | Exhibit 2 – Passenger Traffic Summary | Reviewed |
| <input checked="" type="checkbox"/> | Exhibit 3 – ADR Historical Sales Performance | Reviewed |
| <input checked="" type="checkbox"/> | Exhibit 4 – Draft Lease and Concession Agreement | Reviewed |
| <input checked="" type="checkbox"/> | Exhibit 5 – Lease Outline Drawing(s) | Reviewed |
| <input checked="" type="checkbox"/> | Exhibit 6 – Capital Investment Form | Reviewed and Submitted with Proposal |
| <input checked="" type="checkbox"/> | Exhibit 7 – Financial Offer Form | Reviewed and Submitted with Proposal |
| <input checked="" type="checkbox"/> | Exhibit 8 – Proforma Statement | Reviewed and Submitted with Proposal in pdf and Excel formats |
| <input checked="" type="checkbox"/> | Exhibit 9 – Operating a Concession Business at Sea-Tac | Reviewed |
| <input checked="" type="checkbox"/> | Exhibit 10 – Submittal Checklist | Reviewed and Submitted with Proposal |
| <input checked="" type="checkbox"/> | Port of Seattle's Airport Dining and Retail Design Guidelines | Reviewed |
| <input checked="" type="checkbox"/> | Port of Seattle Tenant Design and Construction Process Manual | Reviewed |
| <input checked="" type="checkbox"/> | Tariff Utility Rates | Reviewed |