

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