

ATTACHMENT C  
TEMPLATE OFFEROR'S TRANSMITTAL LETTER

To: Regional Director  
National Capital Region  
National Park Service  
1100 Ohio Drive SW  
Washington, D.C. 20242

Attention: Chief of Commercial Services

Dear Regional Director:

The enclosed Proposal is submitted in response to the Request for Proposals (RFP) for Lease No. L-NACE-001-2025 ("Lease") to lease National Park Service ("NPS") property, issued by public notice as posted on the NPS website ([Request for Proposals - Leasing \(U.S. National Park Service\) \(nps.gov\)](https://www.nps.gov/requests-for-proposals)) and posted on the official U.S. government website for contract opportunities ([www.sam.gov](https://www.sam.gov)), to operate the Fort Washington Marina within the National Capital Parks-East. The name of the person or entity submitting this Proposal that would be the lessee under the Lease is \_\_\_\_\_ ("Offeror"). If the Offeror has not yet been formed, or the Offeror was formed recently and has no financial or operating history, this Proposal is submitted on its behalf by \_\_\_\_\_ as Offeror-Guarantor(s), who guarantee(s) all certifications, agreements, and obligations of the Offeror hereunder and make(s) such certifications, agreements and obligations individually and on behalf of the Offeror.

The Offeror understands that it will be bound by the terms and conditions of its Proposal, if selected as the best overall responsive proposal. The Offeror certifies that the information furnished herewith is complete, true, and correct, and recognizes that false statements may subject the Offeror to criminal penalties under 18 U.S.C. § 1001. The Offeror certifies that it has provided all information required by the RFP in order to be considered for selection.

The Offeror certifies in accordance with applicable law, including 2 C.F.R. part 180, the following:

1. None of the individuals or entities acting as the Offeror or a principal of the Offeror is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from a public transaction by a federal department or agency.
2. Within the three years preceding submission of the Proposal, none of the individuals or entities acting as the Offeror or a principal of the Offeror has been convicted of or had a civil judgement rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) or private agreement or transaction; violation of federal or state antitrust statutes; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, violating federal criminal tax laws, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity

or business honesty that would seriously and directly affect the lessee's responsibility under the Lease.

3. None of the individuals or entities acting as the Offeror or a principal of the Offeror is presently indicted for or otherwise criminally or civilly charged by a federal, state, or local governmental entity with the commission of any of the aforementioned offenses.
4. None of the individuals or entities acting as the Offeror or a principal of the Offeror has had one or more public transactions (federal, state, or local) terminated for cause or default within the three-year period preceding the submission of the Proposal.
5. If a corporation, the Offeror does not have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.
6. If a corporation, the Offeror has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

If the Offeror is unable to certify one or more of the items above, it may sign this transmittal letter and, together with this transmittal letter, must submit detailed information explaining why it is unable to certify the item(s). The information the Offeror must submit includes a description of every incident that prevents the Offeror from certifying the item(s); the current status of each incident; and, if resolved, how each incident was resolved. The Offeror must explain how these incidents may affect the Offeror's ability to fulfill the terms of the Lease.

The Offeror, by submitting this Proposal hereby agrees, if selected for award of the Lease:

1. That it intends to negotiate and execute a final Lease that is consistent with the requirements of the RFP.
2. To comply with the requirements of 2 C.F.R. Parts 180 and 1400 (available at [eCFR :: Home](#)).
3. *[Include only if the Offeror is an entity, rather than an individual]* To deliver to the Regional Director within 10 days following the announcement of the selection of the Offeror as having submitted the best overall responsive proposal, current copies of the following:
  - a. Certificate from its state of formation indicating that the entity is in "good standing" (if such form is issued in that state for Offeror's type of business entity);
  - b. Governing documents of Offeror (e.g., Articles of Incorporation and Bylaws for corporations; Certificate of Formation and Operating Agreement for LLCs; Partnership Agreement for Partnerships; or Venture Agreement for Joint Ventures); and
  - c. If the entity was not formed in the State of Maryland, evidence that it is qualified to do business there.

BY \_\_\_\_\_ DATE \_\_\_\_\_  
(Type or Print Name)

SIGNATURE \_\_\_\_\_  
TITLE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

(End of Offeror's Transmittal Letter)