Proposal Instructions

# Submission of Proposal

## Proposals must be received by the due date shown on the front page of this Prospectus.

## All proposals must be submitted to Northeastern District Office, 10406 Gunston Road, Lorton, VA 22079, on or before 4:00 p.m. Central Time zone, on November 12, 2019. Any information received in the proposals will be confidential and will not be released by the BLM unless requested by the Proposer to do so. Unsuccessful bids or bids received after the deadline will be returned to the Proposer. Late bids will be returned unopened.

## A draft Lease and Special Recreation Permit have been included in this Prospectus and sets forth the minimum terms and conditions under which the lease operation is to be conducted. Items left blank will be filled in consistent with the bid. Items included in the applicant's offer, if accepted as part of the proposal, will be incorporated into the final version of the lease agreement.

## Two copies and an original, plus required electronic forms, must be submitted and signed by the authorized person in the organization.

# Questions

## If you do not understand something in the Prospectus, you must submit your questions in writing to the following person no later than November 1st**.**

* + Field Manager, BLM Lower Potomac Field Station, 10406 Gunston Road, Lorton, VA 22079; Email: ES\_Meadowood@es.blm.gov

## The BLM will respond to questions in writing, and will provide the questions and responses to all potential Proposers who have requested a Prospectus. Questions submitted after this date may not be answered.

# Forms in Which Proposal Must be Submitted

## Proposers must follow the format provided in the Proposal Package, including in its entirety without alteration the “Proposer’s Transmittal Letter,” in competing for the lease opportunity. Failure to submit the Proposer’s Transmittal Letter without alteration (except for filling in the indicated blanks) and a completed copy of Part A of the Proposal Package will make your proposal non-responsive.

## Please number each page and section in your completed proposal. Add information to your proposal only to the extent that it is necessary and relevant to respond to the factor. Each page should have a heading identifying the selection factor and subfactor to which the information contained on the page responds. Stay within the organizational framework in the Proposal Package. However, in assessing a Proposer’s response to a given selection factor, the BLM may consider relevant information contained elsewhere in the proposal.

# Evaluation of Offers

## All proposals received by the deadline will be evaluated by the BLM based on the following factors:

* Factor 1: Provision of Required and Authorized Services (0-5 points)
* Factor 2: Natural Resource Protection (0-5 points)
* Factor 3: Management and Operations Experience (0-5 points)
* Factor 4: Facility and Site Stewardship (0-5 points)
* Factor 5: Financial Capabilities and Feasibility (0-5 points)
* Factor 6: Return to the Government (0-5 points).

The proposals attention to adherence to the instructions and requests included in this prospectus

## The BLM reserves the right to reject or disregard any proposals submitted or to make counter proposals which it may consider reasonable or desirable, and it reserves the right to negotiate with the Proposer making the proposal deemed best to achieve the most desirable Agreement.

## The Proposer, by submission of this proposal, agrees that if selected by the BLM, to complete the negotiation and execution of an agreement within 60 days of notification.

# Cautions to Proposers about Submission and Evaluation of Proposals

## Proposers must follow the format provided in the Proposal Package, including in its entirety without alteration the “Proposer’s Transmittal Letter,” in competing for the lease opportunity. Failure to submit the Proposer’s Transmittal Letter without alteration (except for filling in the indicated blanks) and a completed copy of Part A of the Proposal Package will make your proposal non-responsive.

## All information regarding this Prospectus will be issued in writing. No BLM official is authorized to make substantive oral representations relating to this matter, and no Proposer should rely on any oral representations made by government officials with respect to this transaction.

## The proposal includes the selection factors to be used by the BLM to evaluate proposals. Under each factor, the BLM identifies subfactors to ensure that all elements of the factor are considered. You, the Proposer, should ensure that you fully address all of the selection factors and related subfactors.

## The information provided in this Prospectus, including the Appendices, is provided to allow Proposers to understand the operations and terms of the new lease agreement. Proposers are encouraged to thoroughly review all information and required submittal documents before beginning to prepare a proposal.

## If you propose to make any financial commitments and considerations in response to any selection factor, your proposal will be closely reviewed and analyzed against your financial statements and supporting documents with appropriate review of feasibility. Such documents reviewed and analyzed will include but not be limited to the Business Organization and Credit Information, pro forma income statements, audited financial statements and balance sheets required in the proposal.

## The proposal and related materials submitted should reflect the entire proposal you are making. The BLM will consider your written submission as your full and final proposal in response to the Prospectus, and will make its selection based on the written information you have submitted and other appropriate information. Do not assume that the BLM knows anything about you or your proposal. Do not assume that any information about you or your proposal, previous correspondence or previous submissions are in the possession of or will be considered by the BLM. This is true even if you are the current lessee or have operated another lease with the BLM.

## The draft Lease agreement and its exhibits, and Special Recreation Permit, which set forth the terms and conditions under which the lease operation is to be conducted, are attached. The BLM may amend a Prospectus and/or extend the submission date prior to the proposal due date. The BLM may also cancel a solicitation at any time before the award of the lease agreement if the BLM determines in its discretion that this action is appropriate in the public interest. No Proposer or other person will obtain compensable or other legal rights as a result of an amended, extended, canceled or reissued solicitation for this lease agreement.

##  Proposers are encouraged to insure the timely submittal of proposals by contacting the delivery service of their choice regarding delivery availability for the specific location specified on the front page of this Prospectus.

## Proposers are responsible for undertaking appropriate due diligence with respect to this business opportunity. All of the statements made in this Prospectus regarding the nature of the business and its likely future are only opinions of the BLM. Proposers may not rely on any representations of the BLM in this regard.

Proposal Package Part 1

# Transmittal letter stating agreement with terms and conditions including minimum requirements

District Manager,

BLM Northeastern States District
626 E Wisconsin Ave., Suite 200,
Milwaukee, WI. 53202

Dear:

I hereby agree to provide equestrian services and facilities at Meadowood Special Recreation Area in accordance with the terms and conditions specified in the draft lease agreement and the Special Recreation Permit provided in the Prospectus; to execute the draft lease agreement and Special Recreation Permit. I have attached, to support my offer, those items as described in Exhibit 2 (Certificate of Corporate Proponent) and 3 (Proposal) of the Prospectus.

By submitting this Proposal I hereby agree, if selected for award of the next lease:

1. To commence operations under the next lease on the effective date of the lease.
2. To the terms, conditions and values included identified in Section I of the Proposal Package
3. (Include only if the Proposer is not to be the Lessee under the draft agreement) To provide the entity that is to the Lessee under the draft lease agreement with the funding, management, and other resources descried in the proposal.

If selected by the BLM, I agree, within 30 days of notification and acceptance of my offer, to enter into negotiations with the BLM for a lease agreement to furnish the accommodations and services as described in the prospectus.

Sincerely,

NAME OF ENTITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Type or Print Name)

ORIGINAL SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Certificate of Business Entity

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that I am the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the [specify one] (corporation/partnership/limited liability company/joint venture) named as Proposer herein; that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who signed this proposal on behalf of the Proposer ; was then \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of said entity ; that said proposal was duly signed on behalf of the entity by authority of its governing body and within the scope of its entity’s powers.

NAME OF ENTITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Type or Print Name)

ORIGINAL SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Terms and Conditions

The minimum requirements for the Draft Lease are identified in this Part I of the Proposal Package. If the Proposer, in its transmittal letter, does not agree to these minimum requirements, its proposal will be considered non-responsive. (The requirements of Part II of this Proposal Package outline detailed submissions referred to in this part)

1. The Proposer agrees to comply with all terms and conditions specified in the Draft Lease and Special Recreation Permit , including compliance with all applicable laws, including, without limitation, environmental protection and conservation laws.
2. The Proposer agrees to comply with all the terms and conditions specified in the Draft Lease and Special Recreation Permit, including its exhibits.
3. The Proposer agrees to accept the Bureau Property “as is”.
4. The Proposer accepts the Draft Operating Plan included as Appendix C of the Draft Lease.
5. The Proposer accepts the draft Maintenance Plan included as Appendix D of the Draft Lease.
6. The Proposer agrees to at least the minimum Lease Fee of one tenth percent (0.1%) of annual boarding gross receipts.
7. The Proposer agrees to the annual Special Recreation Permit fees of three percent (3%) of all annual gross receipts outside of boarding gross receipts.
8. The Proposer agrees to at least the minimum annual Maintenance Fee of five percent (5%) of annual gross receipts.
9. The Proposer agrees to at least the minimum annual Personal Property Fee of six tenths percent (0.6%) of annual gross receipts.
10. The Proposer agrees to the responsibility of covering utilities as they amount in the chart below.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 |
| $2,550 | $2,600 | $2,700 | $2,750 | $2,850 | $2,900 | $3,000 | $3,050 | $3,150 | $3,250 |

Proposal Package Part II – Selection Factors

**FACTOR 1: Required and Authorized Services. (Total of 5 Points Available)**

The Proposer is required to provide the following REQUIRED and AUTHORIZED Services as part of the Lease.

# Required Services

## Boarding – Up to 28 horses

## Individual, Group and Camp Lessons – Up to 10 horses

## Individual, Group and Camp Therapeutic Riding Lessons/Programs- Up to 5 horses

## Public Access Outdoor Arena with Membership Program

# **Authorized Services-**

## Horse Shows

## Horse Events

## Special Events

**Question 1.1.** The BLM is interested in understanding the variety of lessons offered as well as the scheduling of lessons by type. In the response, please address the following issues:

## Provide a listing and description of the types of lessons to be offered.

## Provide a preliminary schedule of lessons by type and by day.

## Provide the staffing ratios and level of instructor training by type of lesson.

**Question 1.2.** The BLM is interested in how the Proposer will fund therapeutic riding lessons. In the response, please address the following issues:

## Identify the pricing for therapeutic riding lessons.

## Identify if there will any fundraising to support these lessons and if so, information on the fundraising strategies.

**Question 1.3.** The BLM is interested in how the Proposer will manage the public access outdoor arena. In the response, please address the following issues:

## Identify the hours of operation for the outdoor arena.

## Identify how the outdoor arena will be promoted.

## Identify how access to the outdoor arena will be managed.

**Question 1.4.** The BLM is interested in understanding what if any Authorized Services will be proposed under the Lease. Note, if the Proposer responded “no” to provision of offering Authorized Services, the Proposer does not have to complete a response to this question. However, points are allocated to this question in the overall scoring. In the response, please address the following issues:

## Scope and Nature of the intended Authorized Services.

## Tentative schedule of when the Authorized Services would occur in regards to the set schedule for the Required Services.

## Estimated Revenue for Authorized Services. (Must be included in Factor 5.0 as well)

**FACTOR 2: Natural Resource Protection (Total of 5 Points Available)**

Meadowood Special Recreation Management Area is located on Mason Neck in Lorton, Virginia. The stewardship of the soil and water within the Bureau Property is of high priority to the BLM. Exhibit B provides an overview of the pasture areas.

**Question 2.1**. Lease Exhibit D requires the Proposer to develop a Pasture Management Plan. In the response, please address the following issues:

## Provide how the Proposer would develop the Pasture Management Plan including what resources (e.g. professionals, designation, etc.) would be leveraged in the development of his plan.

## Provide an outline of the Pasture Management Plan. Ensure the following are included in the plan.

## Identify how the Proposer would monitor the elements of the Pasture Management Plan.

**FACTOR 3: Management and Operations Experience (Total of 5 Points Available)**

The BLM is interested in the organizational structure of the entity proposed to operate the lease.

**Question 3.1** Using the appropriate Business Organization Information form (as applicable) at the end of this section. Identify the Proposer and each business entity and/or individual to be involved in the management of the proposed lease operation. Use the form appropriate for your business entity or sole proprietorship and include all information necessary to make the relationship among the parties clear. When completed, the Business Organization Information form should convey the following information:

## Full legal name of the Proposer and any trade name under which it proposes to do business.

## The legal form of the Proposer, if other than an individual.

## The name, address and, if applicable, form of business entity of all owner(s) of the Proposer, including, without limitation, all levels of parent organizations, their relationship to the Proposer, and the precise extent of their ownership interests.

## The name, address and, if applicable, form of business entity of all related, subordinate, or superior business organizations and/or individuals that will have a significant role in managing, directing, operating, or otherwise carrying out the services to be provided by the Proposer. Describe in detail how these relationships will work formally and in practice. Use additional pages if the information does not fit within the forms provided.

## If applicable, the length of Proposer’s existence as a business entity.

**FORM 1**

**Business Organization Information**

**Corporation, Limited Liability Company, Partnership**

**Or Joint Venture**

**(Factor 3)**

*Complete separate forms for the submitting business entity and all parent entities.*

|  |  |
| --- | --- |
| **Name of Entity and Trade-name, if any** |  |
| **Address** |  |
| **Telephone Number** |  |
| **Fax Number** |  |
|  **Email Address** |  |
| **Contact Person** |  |
| **Title** |  |
| **Tax ID#** |  |
| **State of Formation** |  |
| **Date of Formation** |  |
| **Ownership** | **Percentage of Ownership Interests** | **Current Value of Investment** |
| Names and Addresses of those with controlling interest and key principals of business |  |  |
| Total Interests Outstanding and Type(s): |  |  |
| **Officers and Directors or General Partners or Managing Members or Venturers** | **Address** | **Title and/or Affiliation** |
|  |  |  |
|  |  |  |
|  |  |  |

**Attach the following:**

* Description of relationship of all parent entities to the Proposer with respect to funding and management.

**Form 2**

**Business Information**

**Individual\* or Sole Proprietorship**

**(Factor 3)**

|  |  |
| --- | --- |
| **Name of Individual and Tradename, if Any\*\*** |  |
| **Address** |  |
| **Telephone Number** |  |
| **Fax Number** |  |
| **Email Address** |  |
| **Contact Person (if other than the Proposer)** |  |
| **Tax ID #** |  |
| **Years in Business (of same type as required service(s))** |  |
| **Current Value of Business** |  |
| **Role in Providing Lease Service(s)** |  |

\*Due to difficulties determining authority to act and ownership, the BLM will not accept a proposal from a husband and wife jointly as a purported business entity. Either one individual must serve as the Proposer or the husband and wife must form a corporation, partnership, or limited liability company to serve as Proposer.

\*\*If the sole proprietorship acts under a name other than that of its owner (i.e., does business as “company name”), also add the jurisdiction where the trade name is registered, if any.

The BLM is interested in the experience of the Proposer in operating equestrian boarding, lessons, and therapeutic riding operations.

**Question 3.2.** Provide examples (up to three) of your entity’s experience operating other equestrian boarding, lessons, and therapeutic riding services. For each example, provide the following:

## Name

## Location

## Scope of Operation (e.g. Number of stalls, lesson types, therapeutic activities)

## Utilization of Operation (e.g. occupancy and usage)

## Gross Revenue from Operation

## Identify what about this example is similar to the proposed business opportunity and what will it allow the Proposer to bring to the management of Meadowood.

**FACTOR 4: Facility and Site Stewardship (Total of 5 Points Available)**

The BLM is interested in the Proposer’s capabilities to maintain the existing facilities.

**Question 4.1** The BLM would like to know specifically the Proposers plans to manage the maintenance of the facilities as well as appropriately plan for the Maintenance Fund. Address the following in response to this goal.

## Describe how the Proposer will establish maintenance management protocols that will be used for developing the annual repair and maintenance expense activities included in the Maintenance Plan.

## Describe the process that the Proposer will use to evaluate what Bureau Property that is eligible for use of the Maintenance Fund.

## Describe the tools that the Proposer will use to establish and manage the Maintenance Fund to ensure proper accounting.

## Identify the Proposers staffing strategy to address maintenance issues?

## Identify the Proposers Manure Management Strategy.

**FACTOR 5: Financial Capabilities and Feasibility (Total of 5 Points Available)**

**Question 5.1: Business History**

Business history information should be provided for the Proposer AND all parent companies. If the Proposer is not yet formed, provide a business history form for each Proposer-Guarantor. The information provided below is for the entity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Has Proposer ever defaulted from or been terminated from a management or lease, or been forbidden from contracting by a public agency or private company?

❑ YES ❑ NO

If YES, provide full details of the circumstances.

## List any Bankruptcies, Receiverships, Foreclosures, Transfers in Lieu of Foreclosure, and/or Work-Out/Loan Modification Transactions during the past five years. (If none, then so indicate). Attach an explanation of the circumstances, including nature of the event, date, type of debt (e.g., secured or unsecured loan), type of security (if applicable), approximate amount of debt, name of lender, resolution, bankruptcy plan, and/or other documentation as appropriate.

## Describe any pending litigation or administrative proceeding (other than those covered adequately by insurance) which if adversely resolved could materially impact the financial position of the Proposer.

## Describe any lawsuit, administrative proceeding or bankruptcy case within the past five years that concerned the Proposer’s alleged inability or unwillingness to meet its financial obligations.

**Question 5.2 Financial statements**

## Demonstrate that the Proposer is financially sound and have a history of meeting financial obligations by providing audited financial statements for the two most recent fiscal years, with all notes to the financial statements. Financial statements should be provided for the Proposer AND all parent companies. Personal financial statements must be provided for any owners of a sole proprietorship or general partners within a partnership.

**Question 5.3 Credit report**

## Provide a current credit report (within the last six months) from a major credit reporting company such as Equifax, Experian or Dunn & Bradstreet.

**Question 5.4 Financial Feasibility: Initial Investment Schedule (Use the Attached Workbook for all submittals as part of this factor. Submittals not provided in this format will be considered non-compliant in response)**

## Demonstrate the Proposers understanding of the financial obligations of the draft Lease Agreement by providing estimates of the acquisition and start-up costs of this business using the Acquisition and Startup Cost excel spreadsheet provided in the appendix. Explain fully the methodology and the assumptions used to develop the estimate. The information provided should be of sufficient detail to allow a reviewer to fully understand how the estimates were determined.

**Question 5.5 Financial Feasibility: Sources of capital**

Demonstrate your ability to obtain the required investment funds detailed above. Identify the source(s) of the funds and provide compelling documentation of your ability to obtain the funds from these sources. Explain fully the financial arrangements you propose, using the following guidelines:

## Document each source and availability of all funds with your current audited financial statements, financing agreements, letters of commitment, or similar supporting documents.

## If funds are to be obtained from lending institutions (banks, savings and loans, etc.), include a letter (addressed to the lender and containing all appropriate bank contact information) permitting the lender to release any information to the State concerning the financing arrangements of this opportunity. Include the contact name on the letter.

## If funds are to be obtained from an individual, or a corporation whose primary fund source is an individual, provide the following as appropriate:

* + - * + Current personal financial statement for the primary source of funds.
				+ Documentation of any assets to be sold.

**Question 5.6: Financial Feasibility: Prospective Financial Statements**

Demonstrate that your proposal is financially viable. **Using the Excel spreadsheets provided in the Appendix and following the guidelines below,** provide estimates of prospective revenues and expenses of the lease business in the form of annual prospective income and cash flow statements for the term of the Lease Agreement. Please clearly provide the following in support of your estimates:

## State and incorporate the annual inflation rate and estimates of real growth you anticipate.

## You may expand on the information requested on the form, but do not provide less, do not reduce the captions called for, and do not change the order of items.

## Do not add or eliminate columns or rows on the Excel spreadsheets provided in the appendix. If you wish to provide additional information, do so in additional spreadsheets, outside of the ones provided. If additional information is provided, clearly identify how it fits into the income statement, cash flow, and/or assumption tables.

## Identify the fiscal year beginning and end dates (month and day) that the Proposer proposes to operate within.

## Provide a clear and concise narrative explanation of the method(s) used to prepare the estimates and the assumptions on which your projections are based. Information must be sufficiently detailed to allow a reviewer to determine the basis for the estimates and make a determination of whether or not the projections are realistic.

## If you intend to assess a Management Fee, or other form of corporate overhead and profit, you must CLEARLY describe what this fee is comprised of (Officer Salaries, human resources, accounting, marketing, profit, etc.).

## Provide workforce estimates in Full Time Equivalents (FTE) for each operating department identified.

**FACTOR 6: Return to the Government (Total of 5 Points Available)**

**Question 6.1.** Lease Fees: The minimum Lease Fee is one tenth percent (0.1%) of annual gross receipts. The offer of a higher fee than this minimum is generally beneficial to the BLM and accordingly will result in a higher score. State the amount you will bid on the Lease Fee.

* + - * \_\_\_\_\_ (x%) percent of gross receipts

**Question 6.2.** Special Recreation Permit Fees: The minimum Special Recreation Permit Fee is three percent (3%) of annual gross receipts. The offer of a higher fee than this minimum is generally beneficial to the BLM and accordingly will result in a higher score. State the amount you will bid on the Special Recreation Permit Fee.

* + - * \_\_\_\_\_ (x%) percent of gross receipts

**Question 6.3.** Maintenance Fee: The minimum Maintenance Fee is five percent (5%) of gross receipts. The offer of a higher fee than this minimum is generally beneficial to the BLM and accordingly will result in a higher score. State the amount you will bid on the Maintenance Fee.

* + - * \_\_\_\_\_ (x%) percent of gross receipts

**Question 6.4.** The Personal Property Fee is six tenths percent (0.6%) of annual gross receipts. The offer of a higher fee than this minimum is generally beneficial to the BLM and accordingly will result in a higher score. State the amount you will bid on the Personal Property Fee.

\_\_\_\_\_ (x%) percent of gross receipts

**Question 6.5.** The utilities sharing fee is, as specified in the table below. The amounts listed per year are set fees. You have agreed to this Utility fee based upon your agreements to the terms and conditions of this lease under Part A of this response.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 |
| $2,550 | $2,600 | $2,700 | $2,750 | $2,850 | $2,900 | $3,000 | $3,050 | $3,150 | $3,250 |