

## LESSOR IDENTITY DISCLOSURE

The following information must be filled out accurately and accompany your proposal

Date: \_\_\_\_\_

NAME OF LESSOR: \_\_\_\_\_

LESSOR FEDERAL I.D. #: \_\_\_\_\_

Please indicate the legal status of your company and complete the appropriate section(s):

\_\_\_\_\_ Corporation (Complete Section A) \_\_\_\_\_ Partnership (Complete Section B) \_\_\_\_\_ Sole Proprietor (Complete Section C)  
Or Limited Liability Co. Or Limited Liability Partnership

**A. CORPORATION or Limited Liability Co. (LLC): List all officers of the corporation below and percent of stock. Each officer's signature is required. Attach additional sheets if needed. If a LLC check box  and list members. Also list managers if Lessor is a manager managed LLC.**

Name: \_\_\_\_\_  
Title: President \_\_\_\_\_  
Address: \_\_\_\_\_

Name: \_\_\_\_\_  
Title: Vice President \_\_\_\_\_  
Address: \_\_\_\_\_

Percentage of Stock: \_\_\_\_\_  
Signature: \_\_\_\_\_

Percentage of Stock: \_\_\_\_\_  
Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
Title: Secretary \_\_\_\_\_  
Address: \_\_\_\_\_

Name: \_\_\_\_\_  
Title: Treasurer \_\_\_\_\_  
Address: \_\_\_\_\_

Percentage of Stock: \_\_\_\_\_  
Signature: \_\_\_\_\_

Percentage of Stock: \_\_\_\_\_  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Corporation Seal)

**B. PARTNERSHIP or Limited Liability Partnership (LLP): List all general, limited or special partners. Indicate any managing partner. If general or managing partner is a corporation, please complete Section A. If a LLP check box  and list partners.**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
(General, Limited, Special)  
Address: \_\_\_\_\_

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
(General, Limited, Special)  
Address: \_\_\_\_\_

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
(General, Limited, Special)  
Address: \_\_\_\_\_

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
(General, Limited, Special)  
Address: \_\_\_\_\_

**C. SOLE PROPRIETOR: If the Lessor is a sole proprietorship or co-owner doing business under any name or designation other than that of the individual owning the sole proprietorship or co-ownership.**

Business Name: \_\_\_\_\_

Signature of Proprietor: \_\_\_\_\_

Address: \_\_\_\_\_

**AGENCY AGREEMENT/LIMITED AGENT AUTHORITY**

(If an agent is involved in this Proposal, please complete the following)

**Solicitation No.** \_\_\_\_\_

**Proposed Lessor** \_\_\_\_\_

**Lessor Address** \_\_\_\_\_

**Agent** \_\_\_\_\_

**Agent Address** \_\_\_\_\_

1. Does power of agent terminate on execution of lease?  Yes  No

2. Is agent authorized to sign lease agreement for proposed Lessor?  Yes  No

3. Is agent to collect rent if lease is executed?  Yes  No

4. Is agency to be binding during entire lease term?  Yes  No

(Note: If agency is terminated, notice must be forwarded to Bureau of Real Estate immediately)

5. If applicable, professional license number of agency \_\_\_\_\_

**Further statement to clarify agent's authority** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Agent**

**Type Name of Agent** \_\_\_\_\_

\_\_\_\_\_  
**Witness** **Date**

\_\_\_\_\_  
**Signature of Proposed Lessor**

**Type Name of Proposed Lessor** \_\_\_\_\_

\_\_\_\_\_  
**Witness** **Date**

\_\_\_\_\_  
**Signature of Proposed Lessor**

**Type Name of Proposed Lessor** \_\_\_\_\_

**CONTRACTOR RESPONSIBILITY CERTIFICATION  
PROPOSERS' REPRESENTATION AND AUTHORIZATION**

A. Each proposer by submitting a proposal represents that:

1. The proposer has read and understands that terms and conditions of the solicitation documents, and the proposal are made in accordance therewith.
2. The proposer understands and acknowledges that all information provided by, and representations made by, the proposer in the proposal are material and important and will be relied upon by the Pennsylvania Gaming Control Board in awarding the lease. Any misstatement shall be treated as fraudulent concealment from the Pennsylvania Gaming Control Board of the true facts relating to the submission of this proposal. A misrepresentation shall be punishable under Section 4904 of Title 18 P.C. S.A. Further, if it is later determined that the proposer knowingly rendered an erroneous certification, the Pennsylvania Gaming Control Board may find the proposer in default, terminate the lease and may debar/suspend the proposer.
3. The amount of this proposal has been arrived at independently and without consultation, communication or agreement with any other proposer or potential proposer.
4. Neither the amount of this proposal nor the approximate amount of this proposal have been disclosed to any other firm or person which is a proposer or potential proposer, and it will not be disclosed before the opening.
5. Proposer certifies that it is not currently under suspension or debarment by the Commonwealth, any other state, or the federal government, and if the proposer cannot so certify, then it agrees to submit along with the proposal a written explanation of why such certification cannot be made. If proposer enters into subcontracts or employs under this lease any subcontractors/individuals who are currently suspended or debarred by the Commonwealth or the federal government, or who become suspended or debarred by the Commonwealth or federal government during the term of this lease or any extensions or renewals thereof, the Pennsylvania Gaming Control Board shall have the right to require the proposer to terminate such subcontracts or employment. The proposer agrees to reimburse the Pennsylvania Gaming Control Board for the reasonable costs of investigation incurred by the Pennsylvania Gaming Control Board for investigations of the proposer's compliance with terms of this or any other agreement between the proposer and the Commonwealth which result in the suspension or debarment of the proposers. Such costs shall include, but not be limited to, salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. The proposer shall not be responsible for investigative costs for investigations which do not result in the proposer's suspension or debarment.
6. The proposer has no outstanding, delinquent liabilities to the Commonwealth including but not limited to any taxes and unemployment compensation payments except as disclosed by the proposer in its proposal.
7. The Contractor may obtain the current list of suspended and debarred proposers by contacting the:

Department of General Services  
Office of Chief Counsel  
603 North Office Building  
Harrisburg, PA 17125  
Telephone: (717) 783-6472  
Fax: (717) 787-9138

B. Each proposer by submitting its proposal authorizes the Pennsylvania Gaming Control Board to release to the Department of General Services information related to liabilities to the Commonwealth, including but not limited to any taxes or unemployment compensation payments except as disclosed by the proposer in its proposal. Be certain to include the names and social security numbers of all Principals (partnerships, individuals, corporations). Also, include the Federal I.D. Number of the Partnership or Corporation. If the Sole Proprietor has a Federal I.D. Number, also include on the Lessor Identity Disclosure Form.

The proposer has read, understands, and certifies that it is abiding by the provisions in the Contractor Responsibility Certification. The proposer further certifies that the information provided on the Lessor Identity Disclosure Form is true to the best of its knowledge. It further certifies that it is a responsible contractor in accordance with Management Directive 215.9 Amended.

It is further understood that if the proposer has any outstanding liabilities to the Commonwealth, including but not limited to taxes or unemployment compensation, it will resolve the outstanding liabilities within ten (10) business days from notification of such liability.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**PROPOSAL TO LEASE SPACE TO THE  
PENNSYLVANIA GAMING CONTROL BOARD**

**Please Print or Type All Information**

PROPOSAL NO. \_\_\_\_\_

FOR \_\_\_\_\_ IN \_\_\_\_\_ IN \_\_\_\_\_ DATE \_\_\_\_\_  
(AGENCY) (MUNICIPALITY) (COUNTY)

THIS PROPOSAL IS FOR: Renewal of Lease New Construction New Location Renovations Lease Amendment  
Emergency Interim Lease

BUILDING ADDRESS: \_\_\_\_\_  
(Street) (Suite/Room) (City) (State) (Zip)

LESSOR: \_\_\_\_\_ DESCRIPTION OF BUILDING: No. of Floors \_\_\_\_\_; Type of Construction \_\_\_\_\_

Age of Bldg. \_\_\_\_\_; Usable Sq. Ft. Entire Bldg. \_\_\_\_\_; Usable Sq. Ft. Each Floor \_\_\_\_\_; Heating System \_\_\_\_\_

Fuel \_\_\_\_\_; Type of A/C System \_\_\_\_\_; Roof \_\_\_\_\_; Elevator \_\_\_\_\_; Lavatories \_\_\_\_\_; Sewer \_\_\_\_\_; Water \_\_\_\_\_; Gas \_\_\_\_\_

Building originally  
Constructed for use as \_\_\_\_\_; Present Use \_\_\_\_\_; Windows \_\_\_\_\_; Floor Type \_\_\_\_\_  
(describe)

Are all utilities metered separate for tenants use?

Yes No;

Accessibility to Physically Challenged Yes No;

Lot Size \_\_\_\_\_; Building  
Dimensions \_\_\_\_\_; Public Parking Metered Yes No; Number \_\_\_\_\_;

Public Transportation  Yes No; How far from Building \_\_\_\_\_; Zoning \_\_\_\_\_

General Condition of Building(Exterior) \_\_\_\_\_  
(Interior) \_\_\_\_\_

Does Proposal Include:  
Heat Yes No; Electricity Yes No; Air  
Condition Yes No; Hot and/or  
Cold Water Yes No; Sewer Yes No;

Snow and Ice Removal Yes No; Janitor Service Yes No; Janitor Supplies Yes No; Gas Yes No;

Trash  
Removal Yes No; Water Coolers Yes No; # of Paved Parking Spaces \_\_\_\_\_; Location of  
Parking \_\_\_\_\_

The undersigned offers to lease to the Pennsylvania Gaming Control Board space in the above described building and agrees to construct and/or alter the building and to complete the leased space offered herein in accordance with plans and specifications provided by the Pennsylvania Gaming Control Board under the following terms and conditions:

Sq. Ft. Offered	Floor No.	Sq. Ft.	Initial Lease Term _____ Years	Renewal Options/No. of Options _____/Years	
_____	_____	_____	Initial Term Annual Sq. Ft. Rate	1 <sup>st</sup> Option Term Annual Sq. Ft. Rate	2 <sup>nd</sup> Option Term Annual Sq. Ft. Rate
_____	_____	_____	Base Rent \$ _____	Base Rent \$ _____	Base Rent \$ _____
_____	_____	_____	Operating Rent \$ _____	Operating Rent \$ n/a see note _____	Operating Rent \$ n/a see note _____
_____	_____	_____	Total \$ _____	Note: Operating Rent for Option Terms will continue to be calculated in the same fashion as in the initial term or preceding option term, if any.	
			Annual Rent \$ _____		
			Monthly Rent \$ _____		

Total Sq. Ft. \_\_\_\_\_

CONSTRUCTION COSTS – Complete worksheet on page 2. (See paragraph 7 of Sample Lease)

OPERATING COSTS – Complete worksheet on page 2. (See paragraph 4 of Sample Lease)

Approximate time required to complete renovations/new construction (if applicable) \_\_\_\_\_ Month/Days.

Proposer:

Full name(s) and addresses of owner(s) or corporate officers  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person to call or write for responsibility and coordination:  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone: (\_\_\_\_\_) \_\_\_\_\_

By signing below, authorization is granted to obtain a credit report both individually and/or business or corporation.

Attest: X \_\_\_\_\_  
(Signature must appear above for Proposal to be valid)

X \_\_\_\_\_  
(Signature must appear above for Proposal to be valid)

Proposer certifies that the above information is true to the best of its knowledge. The Proposer further certifies that real estate taxes for its properties are paid in full to the respective municipality in which the property is situated.

### Construction Costs Worksheet

(Itemized explanation breakdown of complete costs for new construction or renovations. See paragraph 7 of Sample Lease)

Site	\$ _____
Permitting	\$ _____
Professional Fees	\$ _____
Financing	\$ _____
Building Construction	\$ _____
Other: (Explain)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total:	\$ _____

### Operating Expense Worksheet (See paragraph 4 of Sample Lease)

Real Estate Taxes	\$ _____
Utilities	\$ _____
Water	\$ _____
Sewer	\$ _____
Trash Collection	\$ _____
Insurance	\$ _____
Janitorial	\$ _____
Total:	\$ _____

**ACKNOWLEDGEMENT  
USABLE AREA DEFINITION**

Usable space (area) is the only method of measurement of the area for which the Pennsylvania Gaming Control Board will pay a square foot rate. It is determined as follows:

The measurement shall consist of all the occupiable area of a building, floor or office suite leased by the Pennsylvania Gaming Control Board.

**Building Area (Sole tenancy by the Pennsylvania Gaming Control Board)**

The building area shall be computed by measuring the inside finished surface of all permanent and major walls excluding stairwells, elevator and escalator shafts, mechanical and building equipment rooms, public restrooms, and any area used by the Lessor.

**Floor or Suite Area (Multi-tenanted building)**

The floor or office suite area shall be computed by measuring the inside finished surface of the office side of corridors and other inside finished surface of the office side of corridors and other permanent walls, to the inside wall or partitions that separate the office from adjoining now-leased, usable areas, and to the finished surface of the dominant portion of the permanent outer building walls excluding stairwells, elevator and escalator shafts, mechanical and building equipment rooms, common lobbies, hallways and corridors, and public restrooms that serve the entire building.

In all measurements, make no deductions for columns and projections enclosing the structural elements of the building.

The usable area of a floor shall be equal to the sum of all usable areas on that floor.

Unless otherwise noted, all references in this solicitation to square feet shall mean usable square feet.

**NOTE: Any space normally excluded from the above definition, (i.e. mechanical, restrooms, equipment rooms, etc.) specifically required by the agency to carry out its program requirements, may be included in the usable definition provided the space is included in agency space allocation.**

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**Signature**

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**Date**

# Small Disadvantaged Business Commitment Form

One copy of this form must be completed, signed, and submitted by each proposer with each proposal.

Proposer Name \_\_\_\_\_

Solicitation for Proposals (SFP) No. \_\_\_\_\_

Location (city/county) \_\_\_\_\_

Square Footage \_\_\_\_\_

## I. Proposer Classification

Please check all applicable boxes:

### A. Proposer is a:

i. DGS certified Minority Business Enterprise (MBE) – DGS Cert. No. \_\_\_\_\_

ii. DGS certified Women Business Enterprise (WBE) – DGS Cert. No. \_\_\_\_\_

iii. DGS certified Minority/Women Business Enterprise (M/WBE) – DGS Cert. No. \_\_\_\_\_

iv. Small Disadvantaged Business, pursuant to the rules and regulations established by the United States Small Business Administration (must provide self-certification and all requested information)

v. United States Small Business Administration certified 8(a) Small Disadvantage Business Concern

### B. Proposer is a:

Joint venture with a “Small Disadvantaged Business” (as defined in the Solicitation for Proposals)

Name of Small Disadvantaged Business Joint Venture Partner (“SDB-JVP”)

\_\_\_\_\_

Classification of SDB-JVP ((i), (ii), (iii), (iv) or (v), as described above in Section I(A))

\_\_\_\_\_

DGS Certification No. for SDB-JVP \_\_\_\_\_

Joint Venture Agreement Executed?  Yes  No

Percentage of Small Disadvantaged Business Involvement/Commitment in Venture \_\_\_\_\_%

**II. Small Disadvantaged Business Contracting and Subcontracting Commitment Goals**

**A. Construction Services** (includes, but is not limited to, design, excavation, surveying, construction management, trade work, demolition, insurance, and supply of materials and goods used in the construction, renovation or repair of the leased premises)

- 1. Construction service type (specify) \_\_\_\_\_
- 2. Estimated total dollar amount of the cost of construction services for the leased premises  
\$ \_\_\_\_\_
- 3. Commitment goal \_\_\_\_\_% (as percentage of the estimated total dollar amount of the cost of construction services for the leased premises)
- 4. Estimated dollar value of small disadvantaged business contracts and subcontracts  
\$ \_\_\_\_\_
- 5. Name(s) of small disadvantaged business contractors/subcontractors and DGS certification number(s) (if known) \_\_\_\_\_

**B. Lease Term Services** (includes, but is not limited to, janitorial services, interior facility maintenance, landscaping, snow and ice removal, office design, accounting work, property management, and insurance)

- 1. Lease term service type (specify) \_\_\_\_\_
- 2. Estimated cost of lease term services \$ \_\_\_\_\_
- 3. Commitment goal \_\_\_\_\_% (as a percentage of the estimated total dollar amount of the lease term services)
- 4. Estimated dollar value of small disadvantaged business contracts and subcontracts  
\$ \_\_\_\_\_
- 5. Name(s) of small disadvantaged business contractors/subcontractors and DGS certification number(s) (if known) \_\_\_\_\_
- 6. Length of contract (initial) \_\_\_\_\_

**C. Other Commitments** (other services not previously identified, including, but not limited to, broker services, title work, settlement services, due diligence services, professional services including surveying, insurance, accounting and legal services, and other work related to the proposer's acquisition of the leased premises)

- 1. Service type (specify) \_\_\_\_\_
- 2. Estimated dollar value of small disadvantaged business contracts and subcontracts  
\$ \_\_\_\_\_
- 3. Name(s) of small disadvantaged business contractors/subcontractors and DGS certification number(s) (if known) \_\_\_\_\_
- 4. Length of contract (initial) \_\_\_\_\_

**D. If no other commitments are made, or if the commitments are less than the identified participation goal set forth in the solicitation, please provide an explanation for the failure to meet this goal.**

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### III. Proposer Certification

I have reviewed the Small Disadvantaged Business information in the Solicitation for Proposals and I understand that:

- The Governor's Executive Order Number 2004-6 sets forth the responsibility of the Department of General Services to develop and implement policy initiatives to substantially increase contracting and subcontracting opportunities for minorities and women-owned businesses in Commonwealth contracts.
- I am expected to make good and reasonable efforts to meet the participation goal identified in the Solicitation for Proposals.
- I am required to solicit small disadvantaged businesses for all contracting/subcontracting opportunities.
- The level of commitments to small disadvantaged businesses may be an important factor in selecting a Lessor to provide the leased space.

The information on this form is true and correct to the best of my knowledge. If an agent for the proposer, I certify that I am authorized to represent the above name proposer in connection with this certification.

Signature \_\_\_\_\_

Name (print or type) \_\_\_\_\_

Title \_\_\_\_\_

**NOTE: INFORMATION CONTAINED HEREIN WILL BECOME PART OF THE LEASE DOCUMENT IF PROPOSER'S PROPOSAL IS ACCEPTED**