

## RFP SUBMITTAL CHECKLIST

<b>PROJECT NAME: BID No. 09/24 - HEAT PUMP ROOFTOP UNITS REPLACEMENT</b>
<b>PROJECT LOCATION MNB BUILDING</b>
<b>PROPOSED PROJECT START DATE: 12/21/24</b>

<b>COMPANY NAME:</b>
<b>COMPANY REPRESENTATIVE:</b>

The following checklist is provided as a reference for proposal submittal.  
The offeror shall be responsible for complying with all aspects of proposal submission requirements.  
Refer to RFP original documents and annexes for more details about the requirements listed below.  
Please check that all items required for consideration in this RFP are submitted according to the OAS request:

### **TECHNICAL REQUIREMENTS**

- BACKGROUND AND ORGANIZATIONAL DESCRIPTION OF YOUR COMPANY
- DETAILED DESCRIPTION OF PREVIOUS WORK EXPERIENCE (RELEVANT TO THIS PROJECT)
- COMMERCIAL REFERENCES LIST (RELEVANT TO THIS PROJECT)
- STATEMENT OF WORK (SOW)
- PROPOSED PROJECT SCHEDULE (WEEKLY)
- DESCRIPTION OF PARTNERSHIPS/SUBCONTRACTORS (IF APPLICABLE)
- RESUME OF PROJECT MANAGER
- BIDDER'S POINT OF CONTACT

### **ECONOMIC REQUIREMENTS**

- ITEMIZED COST PROPOSAL
- COMPLETE PRICE PROPOSAL (INCLUDING ADMINISTRATIVE AND OTHER EXPENSES)
- ESTIMATED COMPLETION TIME
- POSSIBLE CONTINGENCY COSTS
- WARRANTY DETAILS FOR COMPLETED PROJECT

### **LEGAL REQUIREMENTS**

- CERTIFICATE OF INCORPORATION (COPY)
- BIDDER'S BYLAWS (COPY)
- LICENSES AND CERTIFICATIONS (COPY)
- W-9 FORM (COPY)
- LIST OF DIRECTORS/OFFICERS/STOCKHOLDERS
- STATEMENT OF ACCEPTANCE OF CONTRACTUAL TERMS AND CONDITIONS
- DISCLOSURE STATEMENT OF CONFLICT OF INTERESTS

### **FINANCIAL REQUIREMENTS**

- BIDDERS LATEST GENERAL BALANCE SHEET OF 2023 (COPY)
- BIDDER'S AUDITED FINANCIAL STATEMENTS FOR 2021-2023 (COPY)

As representative of the bidder, I certify that all items as checked above are included in the documents submitted for reviewal and consideration for this RFP

\_\_\_\_\_  
Signature and name

\_\_\_\_\_  
Date