

SUBMITTAL RESPONSE CHECKLIST

Project Name: 2014 Engineering Services Work Order Contract
(Governmental)

Use the checklist to ensure that the proposal is complete by checking off each item included with your response. Sign and date this form and include this page with each proposal.

- Respondent Questionnaire
- Completed and signed W-9 Form, and include email address or fax number
- Experience and Qualifications
- Past Similar Project Performance
- Work Order Implementation Approach
- Copy of Current Certificate of Liability Insurance and Respondent's commitment letter to provide the lines of insurance coverage required.
- Exhibit "B" – Good Faith Effort Plan
- Exhibit "C" – Conflict of Interest Questionnaire

I certify that the proposal submitted includes the items as indicated above.

Signature

Date

Printed Name

Title