

SOQ SUBMITTAL CHECKLIST

It is the Respondent's responsibility to be thoroughly familiar with all requirements and specifications. The following checklist is provided as a courtesy only, and is not binding upon the Owner nor does it modify, in any way, the terms or requirements of this RFQ, any applicable statutes, rules, regulations, or the Owner's purchasing policies.

- 1. Respondent has reviewed all instructions, terms and conditions, and specifications to ensure your response fully complies.
- 2. Any addenda have been reviewed and acknowledged on the form included in the RFQ. It is the Respondent's responsibility to obtain all addenda relevant to this solicitation via the Issuing Office or other means.
- 3. Insurance requirements have been reviewed and can be fully complied with.
- 5. The SOQ has been signed by an authorized representative of the firm. Unsigned responses will not be considered.
- 6. The Resolution of Board of Directors for corporate Respondent has been fully executed and included, or other proof of authorization required under this RFQ has been included.
- 7. The Non-Collusion Certification has been executed and included.
- 8. The W-9 Form is complete and included.
- 9. The Organizational Information Form has been fully and accurately completed and included.
- 10. The Reference Form has been accurately completed with the required type and number of references and included.
- 11. The specified number of copies, in the required formats, of Respondent's response has been included if more than one (1) copy is required.
- 12. The SOQ package and/or envelope have been identified with Respondent's name, RFQ solicitation number and RFQ title.
- 13. Statement from a surety company licensed to do business in Arizona to verify Firm's bonding capacity.