

PROPOSAL SUBMITTAL INSTRUCTIONS AND RESPONSE CHECKLIST

(Please read this before continuing on to the RFQ Document.)

RFQ EN 21-012

The following information and instructions are provided as a reminder to emphasize the importance of submitting a thorough and complete Proposal. Read the RFQ submittal instructions in their entirety. Failure to adhere to the RFQ instructions shall result in the Proposal being considered non-responsive.

Initial each of the following items as the necessary action is completed.

___	1.	Vendor has read Section A in its entirety.
___	2.	A cover letter, with an original ink signature, is included.
___	3.	Proposal font size is not smaller than 11pt. Arial or Times New Roman.
___	4.	The Proposal is in the required format and is not larger than number of pages stated in Subsection 1.2(C).
___	5.	References containing up-to-date contact information are provided.
___	6.	Key personnel and subcontractor information have been provided.
___	7.	Résumés and certifications have been attached as a separate appendix.
___	8.	A project schedule is provided.
___	9.	The CMAR Information Form, with an original ink signature, is enclosed.
___	10.	The number of Proposal copies required in Subsection 1.2(B) have been included.
___	11.	Any requested additional information to be included as a separate appendix is provided.
___	12.	Vendor has read and understands the sample Professional Services Agreement in Section B.
___	13.	A signed Acknowledgment for each Addendum issued (if any) is included.
___	14.	One PDF copy of the Proposal has been submitted to the Vendor Registry website.
___	15.	The sealed Proposal package contains the company name and contact information.

We appreciate your interest in doing business with the City of Avondale and look forward to receiving your Proposal.