



REQUEST FOR PROPOSALS SNOW REMOVAL SERVICES Parking Lots, Sidewalks, Pedestrian Access Points

SPOKANE INTERNATIONAL AIRPORT BUSINESS PARK

The Spokane Airport Board (hereinafter the "Airport") is seeking proposals from experienced and qualified Parties to provide Snow Removal Services for designated Premises in the Spokane International Airport Business Park, (hereinafter "Business Park").

Proposers must submit one original and three copies of their written proposal no later than 11:00 a.m. Pacific Daylight Time ("PDT"), September 11, 2017. Timely written proposals must be delivered to, received and time stamped by Airport staff at Spokane International Airport, Administrative offices (Room 204) at 9000 West Airport Drive, Spokane, WA 99224. Written proposals delivered after 11:00 a.m., PDT, September 11, 2017 **will not be accepted.**

Written proposals must include sufficient information to evaluate the following criteria:

- The proposal provides for the most responsive and efficient snow removal service
- Ability of proposer to successfully and safely provide the level of service required
- Proposer has sufficient equipment and staff to consistently meet the Airport's requirements
- Financial statements
- Ability of proposer to meet the insurance requirements and contract terms and conditions
- Proven track record in providing snow removal services of similar size and scope of work

The Airport reserves the right to make no decision and to reject all written proposals for any reason, and/or to waive any minor irregularities or conditions or to follow up on details or issues. However, proposals may also be evaluated solely on the submitted written proposal without follow up or further discussion. All written proposals must agree to the terms and conditions as set forth in this Request for Proposals dated August 9, 2017 (hereinafter "RFP").

In considering every proposal for provision of snow removal services, the Airport will consider whether or not the written proposal will be in the best interest of the public and the overall needs of the Airport. Acceptance of any timely written proposal shall be at the sole discretion of the Airport.

All Proposers must have experience in managing a medium scale snow removal service operation, and must agree to the terms and conditions as outlined in the RFP and the contract rate submitted by the successful Proposer.

Nothing herein constitutes or implies an agreement to enter into, accept or agree to any terms, conditions or rates, or to allow or promote any activity and in no way encumbers or obligates the Airport to enter into a contract of any kind with any Proposer.

This RFP shall be posted on the Airport's website at: <http://business.spokaneairports.net/rfp> on August 9, 2017.

**SCHEDULE:**

The schedule for this RFP process (which is subject to change) follows:

Issue Date of RFP	August 9,	2017
Mandatory Pre-proposal Meeting & Site Tour	1:30 p.m., August 23,	2017
Proposer Question Submission Deadline	12:00 noon, August 28,	2017
Airport's Response Deadline for Questions	2:00 p.m., August 31,	2017
Proposal Submission Deadline (Due Date)	11:00 am, September 11,	2017
Successful Proposer Execution of Contract	September 18,	2017
Recommendation to select (Finance Committee)	September 20,	2017
Airport Approval of Contract	September 28,	2017
Commencement of Contract	November 1,	2017

A. PROPOSAL INSTRUCTIONS:**1. Introduction**

The Board is soliciting competitive proposals because it has determined that this process best serves the interest of the Airport and the public. As such, all Proposers will be afforded full opportunity to submit proposals in response to the RFP and no person shall be discriminated against on the grounds of race, color, age, sex, or national origin in consideration for an award issued pursuant to this RFP.

The receipt of proposals shall not in any way obligate the Airport to enter into a Contract of any kind with any Proposer. Further, the Airport reserves the right to reject any or all proposals for any and all reasons; to modify, supplement, or amend the RFP, the process, or the schedule; to waive any informality; to negotiate any portion of any proposal; to negotiate with any Proposer; to postpone, reissue, or cancel the RFP; or, to advertise for new proposals.

2. Considerations and Conditions

The submission of a proposal shall be considered conclusive evidence that the Proposer:

- a. Has read, is thoroughly familiar with, and fully understands the RFP and all related documentation and materials,
- b. Considers itself fully qualified, experienced, capable, and competent to successfully provide the proposed services at the Business Park and is fully aware and understands all the requirements associated with doing so,
- c. Has thoroughly, conscientiously, and independently investigated all aspects of the opportunity and all related conditions or circumstances and has not relied in any way on any information, data, documentation, or material conveyed in this RFP or otherwise provided by the Airport,
- d. Is fully aware of and understands the conditions or circumstances that exist at the Business Park,
- e. Has reviewed and fully understands the Business Park Snow Removal Services Contract to be executed,
- f. Understands and acknowledges the conditions and terms of refund or retention of the proposal deposit,
- g. Understands and acknowledges the insurance and hold harmless requirements of this RFP, and holds the Airport, City of Spokane,



- Spokane County, their employees or agents fully and completely harmless from any omission, error, act, or any action whatsoever it may be,
- h. No claim for adjustment of any provision of the Business Park Snow Removal Services Contract to be executed shall be honored after the proposal has been submitted on the grounds that the Proposer was not fully informed as to the existing conditions or circumstances or any other related matter,
 - i. The Airport cannot and does not make any representation or warranty with regard to the information, data, documentation, and material conveyed in this RFP or otherwise provided by the Airport. Proposers shall conduct their own independent investigation and analysis and make their own assessments, judgments and decisions regarding this opportunity.

3. Prohibition Against Lobbying

The Proposer shall not lobby, either on an individual or collective basis, the Airport (its associated City or County employees, or outside advisors) or any federal, state, or local elected or public officials or staff (support) personnel regarding this RFP or its proposal. Proposers, the Proposer's acquaintances, friends, family, outside advisors, agents, or other representatives shall not contact the Airport (its associated City or County employees, or outside advisors) or any federal, state, or local elected or public officials or staff (support) personnel to arrange meetings, visits, or presentations (beyond those contemplated in this RFP) to influence the outcome of the selection process. Violation of this provision, by or on behalf of a Proposer, intentionally or unintentionally, will result in disqualification of the Proposer and/or rejection of a proposal.

4. Mandatory Pre-Proposal Meeting

A mandatory Pre-Proposal meeting shall be held on Wednesday, August 23, 2017 at 1:30 p.m. PDT. The meeting shall be held at the ABP Maintenance Facility located at 7201 W. Will D. Alton Ln. A site tour will follow the pre-proposal meeting.

5. Questions

Any questions, comments, or requests concerning the RFP must be submitted in writing to Judy Gifford, Properties & Contracts Director, 9000 W. Airport Dr., Suite 204, Spokane, WA 99224, or via e-mail judyg@spokaneairports.net and can be submitted anytime prior to Noon PDT on Monday, August 28, 2017 (the question submission deadline).

Oral communications and emails from the Airport, its staff, agents, Airport members, employees or outside advisor, or any other person associated with this RFP shall not be binding on the Airport and shall in no way modify any provision of the RFP document. Only written responses shall be binding on the Airport.

Addendums to this RFP (if any), to provide clarification of or answers to written questions submitted by Proposer's, shall be posted on the Airport's website no later than Thursday, August 31, 2017 (Airport's Response Deadline). (Addendums (if any) must be acknowledged by Proposers and included in their submission (see Exhibit #2).

6. Delivery of Proposals

One (1) original and three (3) copies of the completed proposal (and any additional or supplemental information, data, documentation, and material) must be submitted in a firmly sealed envelope, clearly marked on the outside with the words "**Business Park Snow Removal Services RFP**", date and time stamped by Airport staff upon delivery and delivered at or prior to 11:00 a.m. PDT on September 11, 2017 to:



**Spokane International Airport
9000 W. Airport Drive, #204
Spokane, WA 99224
Attn: Judy Gifford, Director, Properties & Contracts**

Any proposal (and any additional or supplemental information, data, documentation, or material) received after the proposal submission deadline (due date) regardless of the reason for the delay (including, but not limited to, delays relating to mail delivery, courier services, overnight carriers, or any other reason) or any proposal not properly sealed or marked will not be accepted and will be returned to the Proposer unopened. Proposals may be delivered in person, by certified mail, or delivery service. Fax and email submissions will **NOT** be accepted.

B. PROPOSAL SUBMISSION:

a. Proposals must be complete, accurate, and free from ambiguity, obscurity, alterations, or irregularities of any kind. The Proposal Form must be printed, properly signed in ink by the Proposer or an authorized representative of the Proposer, and inserted into this proposal. In case of conflict between words and numerals, the words, unless obviously incorrect, shall control or prevail. Proposers are cautioned to verify and confirm all aspects of the proposal prior to submittal. Negligence or omission on the part of the Proposer or any party preparing any portion of the proposal confers no right to withdraw or make changes, additions, or deletions to the proposal after the proposal submission deadline.

b. The Airport shall not, under any circumstances, be responsible for any costs or expenses associated with the proposal submitted including, but not limited to, research, investigation, development, preparation, duplication, production, collation, packaging, delivery, transmittal, or presentation of the proposal or any other related information, data, documentation, and material. All costs and expenses incurred by the Proposer in connection with the proposal submitted shall be the sole responsibility of (borne solely by) the Proposer.

c. Proposals must conform to the requirements stipulated in this RFP. By submitting a proposal, each Proposer agrees that the proposal represents a firm offer to the Airport and that such offer shall remain open for acceptance until a Business Park Snow Removal Services Contract is executed by the Airport or for a period of no less than 30 days from the date submitted, whichever occurs first. Further, each Proposer agrees that all information, data, documentation, and material submitted or provided by the Proposer shall become the property of the Airport and it shall not be returned to the Proposer. After Airport approval of a Business Park Snow Removal Services Contract, all information, data, documentation, and material submitted shall be considered public information and will be made available for inspection in accordance with the laws of the State of Washington. Any proprietary information, data, documentation, and material that the Proposer wishes to remain confidential (to the extent allowed under the laws of the State of Washington) should be clearly identified in the proposal. In addition, the Proposer must provide justification for such a request.

Proposal Deposit

A proposal deposit in the form of a cashier's check in the amount of Five Hundred (\$500.00), payable to Spokane Airport, must accompany each proposal. Cash will not be accepted. Proposals that do not include a proposal deposit will not be considered.

The proposal deposit shall be submitted with the understanding that it will guarantee that the Proposer will not withdraw the proposal for a period of thirty (30) after the proposal



submission deadline (due date) and that if the proposal is accepted by the Airport, the Proposer will, in a timely manner, enter into a Business Park Snow Removal Services Contract with the Airport. Failure upon the part of the successful Proposer to execute a Business Park Snow Removal Services Contract and to provide any other required information, data, documentation, or material to the Airport and perform all related obligations within five (5) days after the date of written notice of selection shall be just cause for cancellation of the selection by the Airport and the forfeiture of the proposal deposit, which forfeiture shall be considered not as a penalty, but as liquidated damages sustained by the Airport. The award of the Business Park Snow Removal Services Contract may then be made to another Proposer or all proposals may be rejected at the Airport's sole discretion. The Airport will return the proposal deposit without interest to all Proposers who are not selected as the successful Proposer within five (5) working days after a Business Park Snow Removal Services Contract has been executed by the Airport with the successful Proposer. If the Airport elects to reject all proposals, the proposal deposit will be returned without interest to all Proposers within five (5) working days of the decision to do so.

Withdrawal of Proposal

No proposal may be withdrawn after it has been submitted to the Airport unless the Proposer makes a request for withdrawal in writing and the request is received by the Airport prior to the proposal submission deadline (11:00 a.m. (PDT) Monday, September 11, 2017). No proposal may be withdrawn after the proposal submission deadline (11:00 a.m. (PDT) Monday, September 11, 2017) for a period of thirty (30) days.

Disqualification of Proposer and/or Rejection of Proposal

A Proposer may be disqualified and/or a proposal may be rejected by the Airport for any of the following reasons:

- Submission of proposal after the proposal submission deadline (11:00 a.m. (PDT) Monday, September 11, 2017).
- Submission of more than one (1) proposal by an individual, firm, or corporation under the same or different names.
- Evidence of collusion among Proposers.
- Existence of any unresolved claim between the Proposer and the Airport.
- Proposer (or the proposed service), for any reason, does not fully meet the qualifications, requirements, or standards. The burden of proof shall be on the Proposer and the standard of proof shall be by clear and convincing evidence.
- The acceptance of the proposal will require that the Airport expend funds and/or supply labor and/or materials in connection with the proposed services that the Airport is unwilling and/or unable to spend and/or will result in a financial loss or hardship to the Airport.
- The Proposer has intentionally or unintentionally provided inaccurate or false Information, data, documentation, or material or misrepresented or failed to disclose (omitted) any material fact in the proposal and/or in supporting information, data, documentation, or material.
- The Proposer has failed to make full disclosure in the proposal and/or in supporting information, data, documentation, or material.
- The Proposer (or an officer, director, agent, representative, shareholder, or employee of the Proposer) has a record of materially violating federal, state, or local regulatory measures (including those established by the State of Washington, the City or the County of Spokane).
- The Proposer (or an officer, director, agent, representative, shareholder, or employee of the Proposer) has defaulted in the performance of any agreement or contract at the Business Park.
- The Proposer has not demonstrated that it possesses adequate financial



- responsibility or that it is reasonably capable of undertaking the proposed services.
- The Proposer cannot demonstrate its ability to obtain insurance (in the type and amounts) required by the Airport for the proposed services.
- The Proposer (or an officer or director of the Proposer) has been convicted of a felony or a crime involving moral turpitude.
- The Proposer seeks terms and conditions which are inconsistent with the RFP and/or the policies and practices of the Airport.
- The Proposer has lobbied, either on an individual or collective basis, the Airport (its associated City or County employees, or outside advisors) or any federal, state, or local elected or public official or staff (support) personnel regarding this RFP or its proposal.

Selection Criteria

Proposals will be evaluated based upon the following criteria (the weighting or value associated with each element has been identified to give Proposers an idea of the relative importance of each element to the Airport):

#	Element	Weight or Value
1	Qualifications and Experience	40%
2	Equipment	30%
3	Financial Stability/References	20%
4	Proposal Response	10%

C. PROPOSAL CONTENT:

Proposals must be organized so that each element (identified below) is addressed (precisely) in the order indicated herein (sequentially). Proposers must answer all questions completely and accurately and furnish all required information, data, documentation, and material failure to do so may result in disqualification of the Proposer and/or rejection of a proposal.

Proposals must be typewritten on one side of 8½” by 11” paper using a minimum 12 point type size. Tabs must be utilized to separate each section of the proposal. If bound, proposals must be bound on the long (left) side of the paper. The original proposal must be three ring bound. Proposals that contain erasures or alterations may be rejected.

Proposers must provide (and proposals will be evaluated based upon) the following items:

Cover Letter

Each Proposer must submit a cover letter identifying the name and address of the proposing entity. The original proposal must be signed in ink by an authorized representative of the proposing entity who is authorized to execute contractual agreements and/or commitments on behalf of the Proposer.

1. Executive Summary

Each proposal must contain an executive summary that summarizes the key elements of the proposal. Additionally, included in the executive summary, must be a statement that explains why the Proposer would be the best to perform snow removal services.

2. Qualifications and Experience

Each proposal must provide a description of the Proposer’s experience, qualifications, and capabilities to provide Snow Removal Services at the Business Park.



3. Proposer's Plans

The proposal must address the following:

- a. Management – Who is in charge
- b. Equipment – Identify all equipment to be used at the Business
- c. Staffing – Identify Primary Point of Contact and staff
- d. Response times and twenty four (24) hour availability

4. Financial Information

Proposer must be in good standing with the Airport and shall not have defaulted in the performance of any agreement or contract with the Airport. All Proposers must submit two (2) years of Financial Statements. The Airport reserves the right to consider proposals received from Proposers who have been in business for less than two (2) years as long as Proposer has submitted a complete proposal with Financial Statements for the period of time they have been in business.

5. Equipment/Supply List

Proposer shall be required to have, at a minimum, the following equipment available on a continuous basis:

- a. 1 Truck with 9' blade
- b. Snow Blowers, Shovels and Brooms
- c. All granular deicing materials
- d. Note: All vehicles must have yellow beacons

6. Staffing

Proposer must have a minimum crew of at least three (3) employees to complete snow removal.

D. SCOPE OF WORK:

1. For all areas, hereinafter referred to as "Premises", designated for snow removal, Airport Staff (hereinafter "Business Park Supervisor") shall notify the Proposer when plowing services are required. Snow plowing services shall be available on a twenty four (24) hour basis and are required when snow accumulation is at least one (1) inch deep as called out by the Business Park Supervisor or at any time deemed necessary at the sole discretion of the Business Park Supervisor.

2. Proposers are required to ensure that the designated Point of Contact shall have a cell phone available at all times to be able to communicate with Business Park Supervisor.

3. It is understood the Proposer shall be on call on a twenty four (24) hour basis and the Airport shall determine when snow removal services are required. The Proposer must be on the Premises and providing said services no later than forty five (45) minutes from being notified by the Business Park Supervisor. Failure to be on the Premises within the designated time period shall result in liquidated damages being assessed against the Proposer. Said liquidated damages shall be assessed for every thirty (30) minute period the Proposer is not on the Premises after the forty five (45) minutes have lapsed. The Airport shall deduct two (2) hours of service for each thirty (30) minute period that the Proposer is not on the Premises. The hourly rate of liquidated damages shall be the average of the composite hourly rates submitted by Proposer



4. The Premises requiring snow removal are as follows and the Scope of Work for each area is further outlined on Exhibit 3:
- Building 700
 - Building 1100
 - Building 1200
 - Customs Facility

The Airport shall be responsible for determining the priority of snow removal which shall be subject to change at any time. The Airport will notify Proposer of changes or additions to Scope of Work and Proposer shall comply with request immediately. The areas are listed in order of priority as follows:

- Building 700
- Building 1100
- Building 1200
- Customs Facility

E. TERM:

1. The term of this Contract shall be for the period commencing November 1, 2017 and terminating April 1, 2018 ("Contract Term"). The term may be amended by mutual agreement of both parties based on the first snow fall requiring plowing and the last snowfall requiring plowing.

2. The Airport shall have the option to renew the Contract for up to four (4) additional Contract Terms which shall commence November 1 of each additional Contract Term and expire on April 1 of the succeeding year provided that the work performed under the Contract has been fully satisfactory as determined solely by the Airport. Fees shall be subject to renegotiation between the Parties.

F. INSURANCE:

Proposer shall be required to provide proof of One Million Dollars (\$1,000,000) in standard comprehensive insurance coverage to cover all operations of the Proposer and shall include, but not by way of limitation, bodily injury; property damage; products liability; automobile including owned, non-owned, leased and hired; and contractual coverage. The Airport, the City and County of Spokane, their elected and appointed officials, agents and employees shall be named as additional insureds.

G. DOCUMENTATION:

Proposer wishing to provide Snow Removal Services at the Business Park shall be solely responsible for ensuring that they have the proper licenses from the State, Federal or local agencies having jurisdiction with regards to operating all equipment. Failure to accurately complete and submit the required proposal form and attach all of the required information, data, documentation, and material will be grounds for disqualification of the Proposer and/or rejection of a proposal.

1. Additional Information:

The Proposer may include any additional or supplemental information, data, documentation or material that may be useful in helping the Airport make its decision.

2. Additional or Supplemental Information, Data, Documentation and Material:

The Airport reserves the right to request additional or supplemental information, data, documentation, or material or clarification from Proposers, to conduct such investigations as the Airport considers appropriate with respect to the qualifications,



experience, capabilities, or reputation of any Proposer or the information, data, documentation, or material contained in any proposal.

H. ACKNOWLEDGEMENT OF TERMS AND CONDITIONS - RFP Proposals – Business Park Snow Removal Services:

1. The decision of the Airport and the award of a Business Park Snow Removal Services Contract will be final and shall be based on the financial cost to the Airport and on the proposed level of services, quality of staffing, management and provision of equipment. All Proposers will be notified whether or not they have been selected. Upon the Airport's notice of selection, the Airport shall provide the successful Proposer with a Business Park Snow Removal Services Contract. Upon receipt of said Business Park Snow Removal Services Contract, the successful Proposer shall execute and deliver said Contract and provide all other required information, data, documentation and material to the Airport (including, but not limited to, proof of insurance) and perform all other related obligations. In the event of a conflict between the terms of the Business Park Snow Removal Services Contract and the provisions of this RFP or the proposal, the terms of the Business Park Snow Removal Services Contract shall govern. The Airport reserves the right to cancel the selection without liability, except for the return of the proposal deposit without interest to the Proposer, at any time before the Business Park Snow Removal Services Contract has been executed by both parties.

2. Proposer is bound by its proposal for a period of thirty (30) days following the date of proposal opening and may not withdraw its offer during this period. It is understood by the Proposer that the Airport reserves the right to reject any and all proposals. If selected, the Proposer hereby agrees to enter into a Business Park Snow Removal Services Contract with the Airport to provide Snow Removal at specified locations at the Business Park under the terms and conditions as set forth in the Request for Proposal dated August 9, 2017 and under the terms and conditions of the Business Park Snow Removal Services Contract.

Proposer: _____	Witness: _____
Title: _____	Title: _____
Date: _____	Date: _____



EXHIBIT 1 - PROPOSAL FORM

Name: _____ Date: _____

Address: _____

The Proposer hereby offers to enter into a Contract with the Airport to provide Business Park Snow Removal services as specified at the Business Park, under the terms and conditions set forth in the Request for Proposals and the Business Park Snow Removal Services Contract. In furtherance of this offer, the Proposer agrees to bill the Airport the hourly rates as specified in this proposal.

Proposer is bound by this offer for a period of thirty (30) days following the date of proposal opening. It is understood by the Proposer that the Airport reserves the right to reject any and all proposals.

All qualified interested parties are required to provide the Airport with the following:

1. The hourly bill rate(s) for requested services as outlined in Section D – Scope of Work shall be as follows:

Truck with 9' box blade	\$____.00 per hour
Snow Blowers/Brooms/shovels	\$____.00 per hour

2. Three (3) references from companies that are current clients and that require similar snow removal services. Please provide company name, contact name and telephone number, and the current bill rate(s) being charged each reference.

1) Company Name: _____
Contact Name: _____
Phone #: _____ Current Bill Rate(s) \$ _____

2) Company Name: _____
Contact Name: _____
Phone #: _____ Current Bill Rate(s) \$ _____

3) Company Name: _____
Contact Name: _____
Phone #: _____ Current Bill Rate(s) \$ _____

PROPOSER: _____
By: _____
Title: _____ Date: _____



EXHIBIT 2 - ACKNOWLEDGEMENT OF ADDENDUM(S)

Proposer Acknowledges Receipt of Addendum(s), **if any**:

Acknowledgment of Addendum(s) if any, is hereby made;

Addendum # 1 _____

Addendum # 2 _____

Signature: _____

Name: _____

Title: _____

Name of Business: _____

Date: _____



EXHIBIT 3 – SCOPE OF WORK

1. **BUILDING 700**

West Side

- All asphalt west side of building from Pilot to north fence line
- Keep stockpiled snow 10' away from north fence line
- Snow may not be pushed to the east side of Building 725 (parking stalls)
- Clear snow at walkway between wheel stops and building
- Snow must be cleared to concrete on all sidewalks and granular deice applied

South Side

- Parking lot, west driveway, south driveway to Pilot and sidewalk south side of building
- Snow must be cleared to concrete on all sidewalks and granular deice applied

East Side

- Ramp, loading dock and sidewalk full length of building
- Road from Pilot to intersection with east bound road, north sidewalk from building to road
- Snow must be cleared to concrete on all sidewalks and granular deice applied
- Granular deice on west side entry area and walkway between building and wheel stops
- Snow shall be stockpiled at a "to be determined location"

Building 700 Total Square Footages:

Asphalt (45,641 square feet)
Sidewalks and walkways (2,240 square feet)

2. **BUILDING 1100**

- South, east, north, west parking lots adjacent to building
- 2 south side driveways to Alton Lane
- Snow to be cleared to outer perimeter curbing
- Keep snow cleared at dumpster area at west side of building
- Sidewalks east and south side of building includes sidewalks to suites and entry area to north storefront and electrical room
- Granular deice on walkway adjacent west side of building
- Snow must be cleared to concrete on all sidewalks and granular deice applied
- Snow shall be stockpiled at a "to be determined location"

Building 1100 Total Square Footages:

Asphalt (46,233 square feet)
Sidewalks (4,260 square feet)



3. BUILDING 1200

- South, east, north, west, parking lots adjacent to building
- North side driveway to Flightline
- West side driveway to Spotted Road
- Snow to be cleared to outer perimeter curbing
- Keep north side of generator building clear
- Sidewalk on north side of building from wheel stops to edge of concrete includes sidewalks to suites
- Keep area in front of dumpsters clear
- Granular deice on sidewalks and walkway adjacent to building on south side and east side
- Snow must be cleared to concrete on all sidewalks and granular deice applied
- Snow shall be stockpiled at a “to be determined location”

Building 1200 Total Square Footages:

Asphalt (78,460 square feet)
Sidewalks (3,362 square feet)



PROPOSAL SUBMISSION CHECKLIST

The following documents must be submitted as part of the sealed proposal in order for the proposal to be considered.

- Proposal Deposit in the form of a Cashier's Check (\$500.00)
- Proposal Cover Letter
- Executive Summary
- Exhibit #1 – Proposal Form
- Exhibit #2 – Acknowledgement of Addendums (if any)