**RFQ Bids Checklist**

**Request for Qualifications (RFQ)**

**Submitters Staff**

**Initials Initials**

\_\_\_\_\_\_ \_\_\_\_\_\_ Copy of Required Insurance(s)

* Liability
* Automobile
* Performance Bond

\_\_\_\_\_\_ \_\_\_\_\_\_ Detailed Pictures of Equipment and Vehicles Used and a

 List of Equipment and Vehicles Used for work performed

\_\_\_\_\_\_ \_\_\_\_\_\_ Proof of Number of Employees to be used for work

Performed, i.e. 941’s, Texas Workforce Commission documents

\_\_\_\_\_\_ \_\_\_\_\_\_ Trade References (3 Total)

RFQ must be submitted no later than 5:00PM on the 2nd Tuesday of May

**RFP Bids Checklist**

**Request for Proposals (RFP)**

**Submitters Staff**

**Initials Initials**

\_\_\_\_\_\_ \_\_\_\_\_\_ Copy of Required Insurance(s)

* Liability
* Automobile
* Performance Bond

\_\_\_\_\_\_ \_\_\_\_\_\_ Detailed Pictures of Equipment and Vehicles Used and a

 List of Equipment and Vehicles Used for work performed

\_\_\_\_\_\_ \_\_\_\_\_\_ Proof of Number of Employees to be used for work

Performed, i.e. 941’s, Texas Workforce Commission documents

\_\_\_\_\_\_ \_\_\_\_\_\_ Trade References (3 Total)

\_\_\_\_\_\_ \_\_\_\_\_\_ Agreement to Present Equipment and Vehicles to be used

For Inspection at City Facility no later than 10 days after contract execution

RFP must be submitted no later than 5:00PM on the last business day of May (Monday-Friday, excluding holidays)