
RFQC RESPONDENT SUBMISSION CHECKLIST

General Contracting and Professional Trades Task Order Services

Respondents must complete this checklist and include it with their submission. Failure to provide required documents may result in disqualification.

ADMINISTRATIVE & LEGAL REQUIREMENTS

- Cover Letter signed by an authorized officer (max 2 pages)
- Certification Statement (signed and dated)
- Completed W-9 Form
- Current Business License(s) (state and local)
- Non-Collusion Affidavit
- Signed Certification Statement

LICENSING & PROFESSIONAL CREDENTIALS

- Georgia General Contractor License (if applicable)
- Professional Architect/Engineer Registration (if applicable)
- Trade Licenses (electrical, plumbing, HVAC, etc.)
- Proof of Professional Certifications (if applicable)

INSURANCE & BONDING

- Certificate of Insurance (General Liability, Workers' Compensation, Professional Liability)
- Surety Letter confirming bonding capacity (bid, performance, and payment bonds)
*Required for General Contracting submissions

FINANCIAL CAPACITY

- Financial Statements (last 2 years), audited if available
- Bank Reference Letter
- AIA A305 Contractor's Qualification Statement (recommended)

TECHNICAL PROPOSAL & SCORED REQUIREMENTS

Company & Team Qualifications

- Organizational chart and key personnel resumes
- Service area coverage and capacity statement

- Proof of licensing and insurance

Relevant Experience

- Minimum of 3–5 comparable project profiles (include scope, budget, timeline)
- Client references with contact information

Financial Qualifications and Capacity

- Bonding capacity letter **General Contractors only
- Internal financial controls and risk management description

Proposed Approach & Methodology

- Staffing plan and subcontractor management approach
- Written Safety Program (include OSHA 300 logs or EMR rating)
- Communication and reporting process description
- Technology systems used for scheduling, work orders, and documentation

COMPLIANCE & WORKFORCE REQUIREMENTS

- E-Verify Affidavit (Appendix A-1)
- SAVE Affidavit (Appendix A-2)
- Criminal Background Check Policy statement
- Litigation/Dispute Disclosure Statement

OPTIONAL/VALUE-ADDED MATERIALS

- Service Guarantees or Warranties
- Sustainability/Green Building Practices documentation
- Workforce Development or Apprenticeship Program information

By checking the boxes above and signing below, the Respondent certifies that all required documents have been included and that the submission is complete and accurate.

Authorized Signature: _____

Name & Title: _____

Date: _____