
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
- Proof of Insurance

MANDATORY REQUIREMENTS(ANSWERED IN THE AFFIRMATIVE)

- No delinquent loan payments with City of Atlanta
- Holds all required licenses
- Minimum 5 years in business
- OSHA and safety compliance
- Good standing with Georgia Secretary of State

****Responses must be provided on Attachment A Requirements Worksheet, Mandatory Requirements tab.**

TECHNICAL PROPOSAL & SCORED REQUIREMENTS

Company & Team Qualifications

- Hours of Operation and emergency response capability
- Service area coverage and capacity statement
- Proof of licensing and insurance

Relevant Experience

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

Proposed Approach & Methodology

- Employee screening and training process
- Safety program description
- Background check process

- Technology used for work orders and reporting

Service Offering & Rate Structure

- Lis of Services Offered
- Completed **Exhibit C – Fee Structure template**
- Warranty/guarantee information
- Materials and Markup Policy

****Responses must be provided on Attachment A Requirements Worksheet, Mandatory Requirements tab.**

COMPLIANCE & WORKFORCE REQUIREMENTS

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

ATTACHMENTS/EXHIBITS

- Review of Exhibit A – Parcels for Services
- Attachment A Requirements Worksheet
- Attachment C Fee Structure Template

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: _____