

NOTICE TO PROPOSER

PLEASE REMOVE THIS SECTION FROM THE REST OF THE RFP AND SUBMIT WITH PROPOSAL

Proposals should include the appropriate narrative and supporting materials to adequately address the evaluation criteria. Proposals not containing all items listed below may be considered non-responsive.

1. **Proposers Checklist**
2. **Cover page:** Proposal must be signed and include the firm name, local address, telephone number, and name of the person(s) authorized to submit the proposal, along with their title, telephone numbers, and email addresses.
3. **Narrative:** Provide a narrative describing the Firm's core business i.e. specializing in plumbing, heating and mechanical services. Describe the team make up; project manager(s), superintendent(s), and journeymen. Describe the services your Firm will provide under this Contract.
4. **Statement of Qualifications:** Describe the qualifications of the Firm to perform these services. This shall include:
 - a) Proposer's qualifications, years in business, and experience providing services required by the RFP.
 - b) List the primary team to be assigned to this contract, and identify their qualifications and experience, including applicable professional licenses for such work.
5. **Proposal Price Form**