

## RFP Bids Checklist

### Request for Proposals (RFP)

**Submitters  
Initials**

**Staff  
Initials**

_____	_____	Copy of Required Insurance(s) <ul style="list-style-type: none"><li>- Liability</li><li>- Automobile</li><li>- Performance Bond</li></ul>
_____	_____	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)
_____	_____	Signed Background Check Consent Form for all principal owners
_____	_____	Signed Conflict of Interest Form for all principal owners
_____	_____	Signed Unlawful Employment of Aliens Form as prescribed By 8 U.S. Code 1324a
_____	_____	Agreement to Present Equipment and Vehicles to be used For Inspection at City Facility no later than 10 days after contract execution
_____	_____	Copy of Contract for Review Acknowledgment of Receipt

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