

**FORM 2
PROPOSAL CHECKLIST
CITY OF SANIBEL
REQUEST FOR PROPOSALS
CONFERENCE ROOM MULTI-MEDIA INSTALLATION
14IT-01**

Initial

- | | |
|--|--------------------------|
| 1. Original proposal (Form 1, "Request for Proposal Form") must be signed, in ink, by a corporate officer, partner or proprietor completed and enclosed. | <input type="checkbox"/> |
| 2. Proposal submitted in a sealed envelope. | <input type="checkbox"/> |
| 3. Envelope plainly marked on its outside with "SUBMITTAL NUMBER <u>14IT-01</u> & CLOSING DATE <u>July 25, 2014; 2:00 PM. (EST)</u> " | <input type="checkbox"/> |
| 4. An original and four (4) complete copies of the response should be enclosed. | <input type="checkbox"/> |
| 5. A concise overview of the system proposed should be completed and enclosed. | <input type="checkbox"/> |
| 6. All questions concerning company background and qualifications should be answered and enclosed. | <input type="checkbox"/> |
| 7. At least five (5) customer references, preferably public sector, enclosed. | <input type="checkbox"/> |
| 8. Narrative descriptions of the proposed project design enclosed. | <input type="checkbox"/> |
| 9. All questions concerning implementation and support answered and enclosed. | <input type="checkbox"/> |
| 10. All cost information enclosed. | <input type="checkbox"/> |
| 11. Complete and enclose Form 6, "Pricing Schedule". | <input type="checkbox"/> |
| 12. A sample of the proposed Contract Agreement enclosed. | <input type="checkbox"/> |
| 13. Complete and enclose Form 2, "Proposal Checklist". | <input type="checkbox"/> |
| 14. Complete and enclose Form 4, "Contractor Responsibility" | <input type="checkbox"/> |
| 15. Complete and enclose Form 7, "System Functionality Response". | <input type="checkbox"/> |