

FIXED ROUTE BUS SERVICES
In The City of Platteville

OFFERER CHECKLIST

Offerer Company Name

Instructions: Use this checklist to organize the SPECIFIC PROPOSAL SUBMISSION REQUIREMENTS submittal. Complete this form by marking the check boxes. By marking these boxes, you are acknowledging compliance with these items. Omission of any required materials may result in the rejection of your Proposal.

		<i>Action Completed</i>
A.	Proposal Format	
	Each proposal will be typewritten, using a 12-point font (which is the size used in this RFP) on a standard 8 1/2" x 11" page format, not to exceed 50 pages single sided, including exhibits, in a three-ring binder, and accompanied by a cover letter on the Offeror's letterhead. Offerors must organize their proposals so that they address each of the elements stated below in this Part V, Paragraph B, in the same order as listed in therein. (Page 8)	<input type="checkbox"/> Followed
	In addition, one (1) electronic copy of the Offeror's proposal must be submitted on CD or flash drive media in a readily accepted format such as Word or Adobe Acrobat. (Page 8)	<input type="checkbox"/> Followed
B.	Proposal Content	
1.	Cover Letter	
	Cover Letter (Page 8)	<input type="checkbox"/> Included
2.	Proposal Content	
	Offeror Identification (Page 8)	<input type="checkbox"/> Included
	Offeror's Legal Status (Page 8)	<input type="checkbox"/> Included
	Chief Executive or Administrator of the Organization (Page 8)	<input type="checkbox"/> Included
	Offeror's Authorized Representative (Page 8)	<input type="checkbox"/> Included
	Offeror's Business Function (Page 8)	<input type="checkbox"/> Included
	Minimum Qualifications (Page 9)	<input type="checkbox"/> Included

		<i>Action Completed</i>
	Service Background (Page 8)	<input type="checkbox"/> Included
	Service History (Page 9)	<input type="checkbox"/> Included
	References (Page 9)	<input type="checkbox"/> Included
	Key Personnel (Page 9)	<input type="checkbox"/> Included
	Volunteer Staff (Page 9 - 10)	<input type="checkbox"/> Included
	Paid Staff (Page 10)	<input type="checkbox"/> Included
	Drug and Alcohol Testing (Page 10)	<input type="checkbox"/> Included
	Training (Page 11)	<input type="checkbox"/> Included
	Financial Capability (Page 11)	<input type="checkbox"/> Included
	Vehicle and Fleet Management Capabilities (Page 12)	<input type="checkbox"/> Included
	Computer Equipment and Software (Page 12)	<input type="checkbox"/> Included
	Fleet Description (Page 12 - 13)	<input type="checkbox"/> Included
	Fleet Maintenance Program (Page 13)	<input type="checkbox"/> Included
	Insurance Coverage (Page 13)	<input type="checkbox"/> Included
	Record-Keeping (Page 14)	<input type="checkbox"/> Included
	Additional Information (Page 14 - 15)	<input type="checkbox"/> Included
3.	Operations Plan	
	Fleet (Page 15)	<input type="checkbox"/> Completed and signed
	Operations and Reporting (Page 15)	<input type="checkbox"/> Completed and signed
4.	Price Sheet (Excel document)	
	Price Sheet	<input type="checkbox"/> Completed and signed
5.	Bid Opportunities List (Excel Document)	
	Bid Opportunity List (Page 15 – 16)	<input type="checkbox"/> Included
	APPENDIX A (Fixed Route Bus) (Excel Document)	
	APPENDIX A (Fixed Route Bus) OFFEROR PRICING PROPOSAL AND APPENDIX B AFFIDAVIT OF NON-COLLUSION	<input type="checkbox"/> Completed and signed
	Any Offerer's Addendums to the Proposal	
	Any Offerer's Addendums to the Proposal	<input type="checkbox"/> Included <input type="checkbox"/> Not Included