

ATTACHMENT P.7 – PROPOSAL FORMAT AND ORGANIZATION

TAB 1

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TITLE PAGE

1. Name of Firm: _____

2. Local Address: _____

3. Email Address: _____

4. Telephone Number: () _____

5. Fax Number: () _____

6. Point of Contact: _____ Title: _____

7. Company Official: _____ Title: _____



TRANSMITTAL LETTER

The Offeror shall provide the following information in the transmittal letter:

1. summary of the key points of the proposal;
2. type of business;
3. size of business; and
4. years of operation.

The letter must be typed on company letterhead dated and signed by a company officer authorized to bind the firm in a contract. Failure to manually sign the letter may disqualify the proposal.



EXCEPTIONS TO SCOPE OF WORK/TECHNICAL SPECIFICATIONS

The Offeror shall state in its proposal whether it accepts the Scope of Work/Technical Specifications as presented in this solicitation or if exceptions are taken. *If no exceptions are taken, the Offeror shall so state.* Exceptions taken to the Scope of Work/Technical Specifications shall be identified. Each exception shall be specifically related to each paragraph and/or specific part of the solicitation to which the exception is taken. The Offeror shall provide rationale in support of the exception and fully explain its impact, if any, on the performance, schedule, cost, and specific requirements of the solicitation.

Exceptions taken ___ no

___ yes

If yes, the Offeror must attach additional information deemed appropriate to respond.



REFERENCES (PAST AND PRESENT EXPRIERNCE)

The Offeror shall identify three (3) clients for whom comparable work has been done or is currently being done. The following information must be included:

- a. List contracts that are most relevant in demonstrating ability to meet the requirements specified herein;
 - i) Name of firm, address, telephone and fax number, web address;
 - ii) Point of contact and title;
 - iii) Contract No. and original contract value;
 - iv) Description and location of the work performed under Contract; and
 - v) Contract value at contract completion.
 - vi) Contract commencement and completion dates.
- b. Information on contracts performed by each of the Offeror's subcontractors that you consider most relevant in demonstrating their ability to support the Offeror in the effort, including rationale supporting your assertion of relevance. At VRE's direction, any proposed subcontractors identified by the Offeror may be contacted for the purposes of determining the responsibility of the Offeror.
- c. The Offeror shall provide a list of contracts within the past four (4) years, if any, on which failure to complete the work within the specified time frame resulted either in the assessment of liquidated damages, damages or contract termination.



REFERENCES (PAST AND PRESENT EXPRIERNCE) (continued)

The Offeror shall identify three (3) clients for whom comparable work has been done or is currently being done.

Note: Make additional copies of this form and include with the proposal.

List contracts that are most relevant in demonstrating ability to meet the requirements specified herein:

1. Firm: _____

2. Address: _____

Point of Contact: _____

Title: _____

Telephone No. _____

Fax No. _____

Email Address: _____

3. Contract No.: _____ Original Contract Value: \$ _____

Contract Value at Completion: \$ _____

Contract Commencement Date: _____ Contract Completion Date: _____

4. Description of the Work: _____



REFERENCES (PAST AND PRESENT EXPRIERNCE) (continued)

List below any contracts within the past four (4) years, if any, on which failure to complete the work within the specified time frame resulted either in the assessment of liquidated damages, damages or contract termination.

Note: Make additional copies of this form and include with the proposal.

1. Firm: _____
2. Address: _____
Point of Contact: _____
Title: _____
Telephone No. _____
Fax No. _____
Email Address: _____
3. Contract No.: _____ Original Contract Value: \$ _____
Contract Value at Completion: \$ _____
Contract Commencement Date: _____ Contract Completion Date: _____
4. Description of the Work: _____



SUBCONTRACTORS

Offerors shall identify any Subcontractors and the type of work anticipated to be performed during the Contract.

Note: Attach additional sheets of paper as necessary.

Firm Name #1: _____

Address: _____

Contact: _____ Title: _____

Phone #: _____ Fax#: _____

Role: _____

Estimated Dollar Amount of the Work to be Performed: _____

Certified DBE? No Yes If "Yes", identify certification number and entity certified by:

Firm Name #2: _____

Address: _____

Contact: _____ Title: _____

Phone #: _____ Fax#: _____

Role: _____

Estimated Dollar Amount of the Work to be Performed: _____

Certified DBE? No Yes If "Yes", identify certification number and entity certified by:



SUBCONTRACTORS (continued)

Firm Name #3: _____

Address: _____

Contact: _____ Title: _____

Phone #: _____ Fax#: _____

Role: _____

Estimated Dollar Amount of the Work to be Performed: _____

Certified DBE? No Yes If "Yes", identify certification number and entity certified by:

Firm Name #4: _____

Address: _____

Contact: _____ Title: _____

Phone #: _____ Fax#: _____

Role: _____

Estimated Dollar Amount of the Work to be Performed: _____

Certified DBE? No Yes If "Yes", identify certification number and entity certified by:

The Offerors shall provide information on contracts performed by each of the Offeror's subcontractors that you consider most relevant in demonstrating their ability to support the Offeror in the effort, including rationale supporting your assertion of relevance. At VRE's direction, any proposed subcontractors identified by the Offeror may be contacted for the purposes of determining the responsibility of the Offeror.



AAR CERTIFICATIONS

The Offerors shall attach current certifications for the following:

- a. Technicians that will be used in the performance of the Contract; and
- b. AAR certification for the air brake shop that will be used in the performance of the Contract, if applicable.



ACKNOWLEDGE RECEIPT OF ALL ADDENDA ISSUED

Offerors shall include signed acknowledgement of receipt of all addenda issued to this solicitation.



REPRESENTATIONS/CERTIFICATIONS

The representations and certifications included in **ATTACHMENT P.6** requires the Offeror to complete several fill-in-the-blank areas and must be returned with the offer.

It is the Offeror's responsibility for ensuring that subcontractors used in support of this RFP are in compliance with the aforementioned certifications and coverages as described in herein and all requirements to federal and state procurement regulations referenced in the RFP.

