

## **RFP 1812001 Required Support Documents**

To join the USETPA, please read the RFP and submit the appropriate, original signature documents:

**All proposals** must be submitted in a **sealed envelope** no later than **January 30, 2019** with awards posted on the USETPA website no later than February 5, 2019. Electronic copies should be labeled with the company name and submitted on a USB Flash device/CD within the physical package.

### **Address for all submissions:**

#### **USETPA**

**1829 E Franklin St., Suite # 800E**

**Chapel Hill, NC 27516**

**Deadline for receipt of sealed responses: 5 PM, January 30, 2018 (pp13)**

### **List of required documents:**

- 1) Manufacturer/Distributor Letter of Authorization for specific vendor (pp12-13)
- 2) Minimum Discount Price List based on categories of services/products (pp8, 12, 16, 24, 29)
  - a. NOTE: An electronic, searchable discount price list is required and may be posted online.
- 3) Minimum Required Appendices: **A, C, F, G, H, N**. Others may be required for specific purposes. The written proposal (one copy) must have original signatures. (pp35-70)
  - a. Appendix K is only for previously qualified vendors
  - b. Appendix O is required for all vendors accepting payment(s) originating from Federal funds
  - c. Previously qualified vendors only need to submit Appendices K, G, N and O if accepting payment originating from Federal funds.
- 4) Letter of Credit (bank) or equivalent for a minimum of \$500,000 (pp13)
- 5) Letters of Insurance: The Vendor(s) shall obtain and maintain in force at all times during the term of the contract derived from this RFP, insurance coverage pertaining to:
  - a. Comprehensive General Liability (\$1m)
  - b. Comprehensive Automobile Liability (\$1m)
  - c. Workers Compensation
  - d. USETPA Indemnification (hold the USETPA harmless).
- 6) Additional Documentation (pp28-29)
  - a. Cover Letter,
  - b. Company Profile
  - c. 3 References