

Please read this before continuing on to the bid document.

## SOLICITATION RESPONSE CHECK LIST

In order for your response to be considered, your firm must be in compliance with the City of Phoenix Ordinance G-3472 pertaining to Affirmative Action Programs, prior to the solicitation opening due date. **Failure to comply with the reporting requirements of this ordinance will result in your response being rejected.**

Check off each of the following as the necessary action is completed.

- 1. The requirements of City of Phoenix Affirmation Action Program Ordinance G-3472 have been met. Compliance forms can be obtained at <ftp://www.phoenix.gov/pub/payf/attachb.pdf>.  
If currently in compliance, do not resubmit forms.
- 2. All forms have been signed. All of Section V, Submittals, is included.
- 3. The prices offered have been reviewed.
- 4. The price extensions and totals have been checked.
- 5. Any required drawings or descriptive literature have been included.
- 6. The delivery information block has been completed.
- 7. If required, the amount of the bid surety has been checked and the surety has been included.
- 8. Review the insurance requirements, if any, to assure you are in compliance.
- 9. The specified number of copies of your offer has been included.
- 10. Any addenda have been signed and are included.
- 11. The mailing envelope has been addressed to:  
City of Phoenix, Purchasing, 8th Floor, 251 W. Washington Street, Phoenix, AZ 85003.  
  
The mailing envelope clearly shows:  
Your company name and address, the solicitation number, and the bid opening date.
- 12. The response will be mailed in time to be received no later than 2:00 p.m. local Arizona time.