

**REVISED (May 25, 2023)**

**A. REQUIRED DOCUMENTS**

The following Required Documents Checklist includes a list of attachments which **must** be completed and returned with Responder’s technical proposal:

<b>Required Documents</b>	<b>Attachment</b>
Cost Proposal Form (1 copy, separate & sealed)	B
Proposal Cover Sheet	C
Contractor Reference and Release Form	D
Responder/Contractor Affidavit of Compliance with O.C.G.A. § 13-10-91	E
Sub-Responder Affidavit of Compliance with O.C.G.A. § 13-10-91	F
DeKalb First LSBE Information (with Exhibits 1 – 2) and Mentor Protégé Initiative Form	G
Certificate of Corporate Responder or Certificate of Authority-Joint Venture	I
Affidavit and Oath of Responder	J
Proposal Bond	K
Equipment Questionnaire	N
Required Professional Licenses or Certificates	-----
Utility Systems Contractor’s License and Utility Manager’s Certificate	-----
Required Resumes	-----
Technical Details Descriptions and Initial Drawings	-----
Audited Financial Statements or Alternative (Balance sheet, Income Statements, <u>and</u> Cash Flow Statement)	-----
Assumptions and Exceptions to the Scope of Work and/or Sample County Agreement for Professional Services, if any	-----

**NOTE: Failure to complete and submit these mandatory forms and/or documents with the technical proposal, will result in the responder being deemed non-responsive.**

**Subcontractor forms are to be completed if a subcontractor will be utilized to fulfill the requirements of this contract. Failure to submit these forms, if applicable, will result in the responder’s proposal being deemed non-responsive.**