

ATTACHMENT A – PROPOSAL CHECKLIST

INSTALLER PROPOSAL CHECKLIST

INSTALLER NAME: _____

Incomplete proposals or proposals not received before the deadline date may not be considered by the ESH Westchester Team Selection Committee. Please include the following items in your Proposal:

___ **Proposal Checklist (Attachment A)** (one per proposal)

___ **Individual Application Form and Cover Letter (Attachment B)** (one for each Installer participating in the proposal)

___ **Core Proposal (Attachment C)** (one per proposal)

___ **Pricing Proposal (Attachment D)** (one per proposal)

MANDATORY ADDENDUMS

___ **Addendum 1: Example Customer Project Proposal and Contract** (one for each Installer)

___ **Addendum 2: Sample Marketing Materials** (one for each Installer)

___ **Addendum 3: Relevant Licenses of Key Members of the Installer Team** (complete for each Installer and any subcontractors that will be used)