

Addendum #03

Bidder Qualification Package: Completed and Signed Proposal Checklist

This form needs to be returned with your proposal. It is suggested that you review and check off each action as you complete it.

- Bid Proposer Submission Information (Addendum #01, Attachment A)
- Encouraging Use of New York State Businesses in Contract Performance Form (Addendum #01, Attachment B)
- Bidder Qualification Package as described in Part 4: Submission Requirements.
Note: disregard "Disclosure of Prior Findings of Non-responsibility Form (Attachment B)"
- Project Site Package(s) as described in Part 4: Submission Requirements.
- Site Cost Proposal Forms as described in Part 4: Submission Requirements which include:
 - Attachment A: Project Site Implementation Schedule
 - Attachment C: Description of Premises and System
 - Attachment D: Estimated Annual Production
 - Attachment E: kWh Rate
 - Attachment F: Early Termination Fee
- MWBE Form 107-MWBE Utilization Plan
- All required forms have been signed, notarized as required, and included.
- The prices offered have been reviewed and verified.
- The Proposal has been signed by a duly authorized representative of the company.
- The envelope has been addressed to:

Nikolaus Lentner
SUNY Purchase
Purchasing Department
735 Anderson Hill Rd
Purchase, NY 10577
- The envelope has been clearly marked Sealed Bid with the RFP # SU060815 with the bid opening date July 23, 2015 1:00 pm.
- If additional copies are required, as part of your response, make sure the originals are clearly marked.

The proposal is mailed or hand-delivered in time to be received no later than the designated opening date and time. Late responses are not accepted under any circumstances. Faxed responses are not accepted. Please allow enough time if mailing your proposal (Note: USPS packages will be delivered to the campus mailroom – allow extra time for campus mail delivery.)

Printed Name:

Signature:

Title:

Date: