**APPENDIX A**

**Proposer Checklist**

**RFP FOR SPECIAL EVENT RENTALS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **SECTION** | **Initial:** | **Comments/Notes:** |
| A. | COVER PAGE | \_\_\_\_\_\_\_\_\_\_\_\_ |  |
| B. | STATEMENT OF QUALIFICATIONS | \_\_\_\_\_\_\_\_\_\_\_\_ |  |
| C. | SCOPE OF SERVICES MATRIX (APPENDIX B) |   |  |
| D. | PROJECT IMPLEMENTATION PLAN |   |  |
| E. | PROPOSAL PRICING PAGE (APPENDIX C) |   |  |
| F. | ITEMIZED PRICE LIST OF RENTALS/SERVICES | \_\_\_\_\_\_\_\_\_\_\_\_ |  |

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