

EXHIBIT E

RFP 20115 MANDATORY REQUIREMENTS CHECKLIST

Note: Requirements have been abbreviated for use in this checklist. Full language of the requirements is contained in the RFQ document.

MANDATORY BID REQUIREMENTS

REQUIREMENT	PAGE REFERENCE	MET	NOT MET
5.1 Professional capability.			
5.2 Experience.			
5.3 Similar services.			
5.4 Comply with time schedules set by the Commission/Council.			
5.5 Ownership of all artwork, etc.			
5.6 Vendor payment for services in advance and invoices to the Commission/Council showing proof of payment.			
5.7 Travel costs must be included			
5.8 Provide cost estimates prior to work being performed.			
5.9 Mark-up fee no greater than 3%.			
5.10 Costs provided in a separate envelope.			