

APPENDIX A

PROPOSAL CHECKLISTS

DOCUMENT RECEIPT CHECKLIST

Document Title	Proponent Initial
Volume I Commercial Terms and Conditions	_____
Volume II Technical and Functional Requirements	_____
Volume III Plant Technical Description	_____
Volume IV Proposal Scoring Mechanism	_____
Volume V Appendices	_____
APPENDIX A – Proposal Checklist	_____
APPENDIX B – Performance Bond	_____
APPENDIX C – List of Surety Companies Licensed To Do Business In Guam	_____
APPENDIX D – Major Shareholders Disclosure Affidavit	_____
APPENDIX E – Non-Collusion Affidavit	_____
APPENDIX F – Performance Compensation and Guarantees	_____
APPENDIX G – Incentive/Penalty Assessments	_____
APPENDIX H – Cabras 3 & 4 Employee Organization Chart	_____
APPENDIX I – Bid Bond Form and Instructions	_____
APPENDIX J – Local Procurement Preference Application	_____
APPENDIX K – SOP-133 Capital vs. Expense Transactions	_____
Volume VI Schedules	_____
Schedule A – Fuel Farm Operations Manual	_____
Schedule B – Fuel Specifications	_____
Schedule C – Facility Response Plan	_____
Schedule D – Fuel Farm SPCC Plan	_____
Schedule E – Refueling Schematic Diagram	_____
Schedule F – Fuel Farm Facility Lay Out	_____
Schedule G – Cabras Delivery Pump Specifications	_____
Schedule H – Tanguisson Delivery Pump Specifications	_____
Schedule I – Tank 1934 Calibration Table	_____
Schedule J – Tank 1935 Calibration Table	_____
Schedule K – Monthly Report Submittal Checklist	_____
Schedule L – GPA Fuel Facility Operations Logsheet	_____
Schedule M – Tanguisson Pipeline Diagram	_____
Schedule N – Fuel Meter Listing	_____
Schedule O – Meter Installation Diagram	_____

Scoring Worksheets:

Qualitative Proposal Scoring.xls

Price Proposal Evaluation.xls

Contiguous Amendment Notifications From Amendment No. 1 through

Others:

TECHNICAL PROPOSAL SUBMITTAL CHECKLIST¹

	ITEM	QUANTITY (ORIGINALS)	QUANTITY (COPIES)	GPA INITIAL
1	Technical Proposal	_____	_____	_____
2	Written Responses and Supporting Information to the Questions Raised in the Qualitative Self-Scoring Workbook	_____	_____	_____
3	Electronic Copy of the Completed Qualitative Scoring Workbook	_____	_____	_____
4	Statement agreeing to meet GPA's Fuel Measurement Variance Target.	_____	_____	_____
5	Electronic Copy of the Completed Price Proposal Evaluation Workbook	_____	_____	_____
6	Supplementary Information:	_____	_____	_____
6.1	Drawings, Diagrams, Catalogs, Illustrations, etc.	_____	_____	_____
6.2	Project Organization Chart	_____	_____	_____
6.3	Articles of Incorporation and By-Laws ²	_____	_____	_____
6.4	Affidavit of Disclosure of Major Shareholders (Appendix D) ²	_____	_____	_____
6.5	Audited Financial Information on Bidder and Sub-Contractors ²	_____	_____	_____
6.6	Certificate of Good Standing ²	_____	_____	_____
6.7	Non-collusion Affidavit (Appendix E) ²	_____	_____	_____
6.8	Client References	_____	_____	_____
6.9	Bid Bond ²	_____	_____	_____
6.10	Organizational, Functional and Staffing Charts and related expository information	_____	_____	_____

¹ Quantities supplied for each item must comply with minimums established in Volume I of the Invitation for Bid documents.

² Proposal is subject to automatic disqualification if this article is not provided.