



April 23, 2007

ATTENTION ALL PROSPECTIVE BIDDERS:

Bidders/Offerors are expected to examine all corresponding instructions, forms, terms and specifications contained in the solicitation documents. For your firms' bid to be considered eligible you must fully complete various forms and submit all required information related to the solicitation.

Effective immediately, the Washington Suburban Sanitary Commission will enclose a Solicitation Checklist for each bid advertised (see example below). Any forms or requirements that have been check-marked must be completed and returned with your bid package. Failure to do so will result in your firm's bid not being considered for award.

If you should have any questions, please contact the Acquisition Office at 301-206-8288.

ACQUISITION OFFICE

**Washington Suburban Sanitary Commission
8th floor
14501 Sweitzer Lane
Laurel, Maryland 20707**

NOTICE TO PROSPECTIVE BIDDER:

Enclosed is an Invitation for Bid, Solicitation Number xxxxx, issued by the Washington Suburban Sanitary Commission (Commission) Acquisition Office. Please read all enclosed instructions and specifications carefully.

For your submission to be considered eligible, you must perform the following:

- 1. The solicitation must be properly completed (in ink or typewritten);**
- 2. The solicitation must be signed by an authorizing agent of your company;**
- 3. The solicitation must be submitted to the Commission’s Acquisition Office , 8th Floor, 14501 Sweitzer Lane, Laurel, Maryland 20707, at the time indicated on the Solicitation Cover Sheet; and contain certain required paperwork. We have provided the following checklist to assist you in your submission. Any forms that have been check-marked must be completed and returned with your bid package or your bid **will be rejected:****

SOLICITATION CHECKLIST	
X	Label for Solicitation Envelope
X	Notice to Prospective Bidder Letter
X	Bid Bond (When required, bid bond for amount indicated in the Special Provisions and must be submitted with the bid.)
X	Maintenance Bond- Letter of Intent-See Clause X, Special Provision
X	Statement of Qualifications , see Clause X, Special Provisions
X	References completed , see Clause X Special Provisions for specific details for submission
	Descriptive Literature/Sample, See Clause X, Special Provisions
X	Pricing Page completed-show the unit price, including, unless otherwise specified, packaging, and enter the extended price for the quantity of each item offered in the “Total” column of the Pricing Page. In case of discrepancy between a unit price and an extended price, the unit price will be presumed to be correct. Include definite time for delivery of supplies or for performance of services, unless otherwise specified in the solicitation.
X	SLMBE Subcontracting Forms-(Must be signed and returned with the bid)
X	Contract Certification Form, include Resident Agent
X	Signature Page executed by authorizing agent

The successful bidder may be required to provide a certificate of insurance, a performance and/or labor and material payment bond, or other acceptable security, as indicated in the solicitation. Please refer to the solicitation Special Provisions for more information. If any of the forms listed in the checklist are missing, please contact the Acquisition Office at 301-206-8288.

NOTE: The above is a Sample.