

# PROPOSAL LETTER

HONORABLE CHAIRMAN AND MEMBERS OF THE BOARD  
LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY  
ONE GATEWAY PLAZA  
LOS ANGELES, CA 90012-2952

SUBJECT: REQUEST FOR PROPOSAL CONTRACT NO. TBD (IFB/RFP No.)  
TBD (Solicitation Title)

In response to the above referenced Request for Proposals (RFP) and in accordance with the accompanying Instructions to Proposers and Submittal Requirements, we the undersigned hereby offer to perform and complete the work as required in the Contract Documents.

If recommended for contract award, will provide to Metro all required Certificates of Insurance.

The proposal submitted in response to subject RFP shall be in effect for      days after the proposal due date.

Further, the undersigned agrees to execute the Metro prepared Contract within ten calendar days after receipt of Notice of Award and provide to Metro all required Certificates of Insurance. The Proposer represents that the following person(s) are authorized to negotiate on its behalf with Metro in connection with this RFP and will provide appropriate evidence of authorization upon request:

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Printed Name	Title	Phone
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Printed Name	Title	Phone
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Printed Name	Title	Phone
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In addition to the formal certifications provided, the Proposer certifies that it has:

- A. Examined and is fully familiar with all of the provisions of the RFP Documents and any amendment thereto;
- B. Satisfied itself as to the requirements of the Contract;
- C. Carefully reviewed the accuracy of all statements shown in this Proposal;
- D. Examined the experience, skill and certification (if any) requirements specified in the Statement of Work and that the entities (Contractor, Subcontractor, Supplier) performing the work fulfill the specified requirements, and
- E. Satisfied itself with respect to other matters pertaining to the RFP which in any way affect the performance of the Work.

- F. Unless otherwise noted within this letter, the proposal has been submitted without exception and all Metro Contract Terms and Conditions are acceptable to the Proposer. Noted exceptions will be evaluated for responsiveness and significance, and may initiate discussions with the selected firm to clarify or resolve such exceptions. It is understood that if it is not in the best interests of Metro to accept proposed exceptions, notice will be provided to the Proposer to accept the Terms and Conditions as stated in the RFP, or be eliminated for further consideration.

Exceptions (if any):

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Therefore, the undersigned hereby agrees that Metro will not be responsible for any errors and/or omissions in the Proposal.

The undersigned acknowledges receipt, understanding and full consideration of the following amendment to the RFP Documents:

Amendment No(s):

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The Proposer further certifies that:

- A. The only persons, firms, corporations, joint ventures/partnerships, and/or other parties interested in the Proposal as principals are those listed as such in the Proposal Forms; and
- B. The Proposal is made without collusion with any other person, firm, corporation, joint venture/partnership, and/or other party.
- C. Joint ventures/partnerships are to provide a signed copy of their agreement with their Proposal.

Proposer's  
Name: \_\_\_\_\_

Business  
Address: \_\_\_\_\_  
\_\_\_\_\_

Contractor's License  
No.: \_\_\_\_\_

License Expiration  
Date: \_\_\_\_\_

Classification  
Type: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_  
e-mail address

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Type or Print  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_ being duly sworn, deposes and says  
Name

That he/she is the \_\_\_\_\_ of \_\_\_\_\_  
Title Company

and that all statements and information contained in the Proposal and made a part of through attachment and/or reference, are true and correct.

Subscribed and sworn before me before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public: \_\_\_\_\_

My Commission expires: \_\_\_\_\_

# BIDDERS LIST FORM

The Los Angeles County Metropolitan Transportation Authority (LACMTA) is required per 49 CFR 26. 11 (c) to create and maintain a comprehensive Bidders List. The Bidders List Form (PRO FORM 132) will be used to determine the relative availability of Disadvantaged Business Enterprise (DBE) and non-DBEs, and will assist with establishing the agency's annual DBE goal. Each Bidders List is a compilation of bidders, proposers, quoters, subcontractors, manufacturers, and suppliers of materials and services who have submitted bids during the advertising period of a specific acquisition. Please provide the following mandatory data:

## Part A: Business Data

1. Business Name: \_\_\_\_\_
2. Business Address:  
\_\_\_\_\_  
Street City State Zip
3. County Business is located in: \_\_\_\_\_
4. Name of Contact Person: \_\_\_\_\_
5. Phone: ( ) \_\_\_\_\_ 6. Fax: ( ) \_\_\_\_\_
7. Email Address: \_\_\_\_\_
8. Is this business certified as a Disadvantaged Business Enterprise? a.  Yes b.  No
9. Business Annual Gross Receipts: 10. Age of Business: \_\_\_\_\_ Years \_\_\_\_\_ Months  
a.  Less than \$500,000 b.  \$500,000 to \$1,000,000 c.  \$1,000,000 to \$2,000,000  
d.  \$2,000,000 to \$5,000,000 e.  Over \$5,000,000

## Part B: Project and Work Description

11. RFIQ, IFB, or RFP # \_\_\_\_\_
12. Project Name: \_\_\_\_\_
13. Provide brief description of scope of work, services, and/or materials to be performed/furnished:  
\_\_\_\_\_  
\_\_\_\_\_
14. Will you subcontract any of your work? a.  Yes \* b.  No  
(\* If "Yes," the subcontractor(s) must complete an individual Bidders List Form also.)

## Part C: Signature

The undersigned declares that the information set forth on this page is current, complete and accurate.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

