

## **Attachment B –Bid Submission Letter Content**

Bidders must include a signed Letter of Submittal on Bidder's official business letterhead stationery as the first page of the proposal. Signing the Letter of Submittal indicates that the Bidder accepts the terms and conditions of this RFQQ.

**The Bidder's Letter of Submittal must include the following:**

- 1) Name, address, principal place of business, telephone number, fax number, and e-mail address of legal entity or individual with whom contract (work order) would be written;
- 2) The name of the contact person for this Contract;
- 3) A detailed list of all materials and enclosures included in the Proposal;
- 4) A list of all RFQQ amendments downloaded by the Bidder from WEBS, if applicable, and listed in order by amendment number and date. If there are no amendments, the Bidder must include a statement to that effect;
- 5) A statement substantiating that the person who signs the letter is authorized to contractually bind the Bidder's firm;
- 6) Identification of the page numbers on the Bidder's Proposal that are marked "Proprietary or Confidential" Information (See RFQQ Section D.7 - Proprietary Information/Public Disclosure for more details);
- (8) Any statements describing variations between the Bidder's Proposal and the requirements of this Work Request;  
*DSHS reserves the right to disqualify any Bidder who has had any terminations for default of any Contract with any Washington State Agency.*
- (10) A statement confirming that the Bidder holds a valid business license, or is committed to becoming licensed within thirty (30) days of being determined the Apparent Successful Bidder, or be authorized to do business in Washington State.

*NOTE: The Apparent Successful Bidder MUST have a valid Washington state business license in order to Contract with DSHS for this project.*