

Attachment A – Transmittal Letter

The Section M of this Transmittal Letter should be signed by a person legally authorized to bind the Respondent to the representations in the Transmittal Letter and the Proposal.

Respondents shall use this attachment to clearly demonstrate how they meet the requirements set forth in this solicitation. This form may be modified as needed to comply with the requirement to document company information.

Failure to return this exhibit may result in the response submission being considered non-responsive. Responsive Requirements in addition to those outlined in other Evaluation Items include the following information on your firm for the past five (5) fiscal years:

A	Legal Name of the Company:	
	Address:	
	City:	
	State:	
	Zip:	

B	Respondent's type of business entity (i.e., Corporation, General Partnership, Limited Partnership, LLC, etc):	
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C	Place of incorporation or organization, if applicable:	
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D	Name and location of major offices and other facilities that relate to the Respondent's performance under the terms of this RFP.	
	Name:	
	Address:	
	City:	
	State:	
	Zip:	

E	Name, physical address, email address, business, and of the Respondent's principal contact person regarding all contractual matters relating to this RFP.	
	Name & Title:	
	Physical Address:	
	Phone & Email:	
	<i>Contact Person who will be responsible for management and day-to-day operation of services described in this solicitation.</i>	
	Name & Title:	
	Phone & Email:	



Attachment C– Transmittal Letter

F

Federal Employer
Identification Number:

G

A commitment by the Respondent to provide the product/services required by the County.

H

Indicate if your company or any of its subsidiaries filed or met criteria for bankruptcy within the last five (5) years.

☐ YES☐ NO

If yes, explain below.

I

Identify if your firm is currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If so, specify date(s), details, circumstances and prospects for resolution.

Attachment C– Transmittal Letter

J	Does any relationship exist by relative, business associate, capital funding agreement, or any other such kinship between your firm and any Owner employee, officer, or member of Williamson County? If so, please explain.

K	Identify if your firm is currently for sale or involved in any transaction to expand or to become acquired by another business entity? If so, explain the impact both in organization and company direction.

L	Provide list of equipment to be used to produce the goods/services described herein. Attach page if needed. (Equipment inspection, changes, approval & rejection will be at Williamson County's sole discretion.)

M	Authorized Representative:	
	Printed Name	
	Signature	
	Date	