CONSULTANT
RFP SUBMITTAL PACKAGE CHECKLIST

SCHOOL IS 89M **RFP #** 76
SCA JOB # 14528
SCA LLW # 28804
CONSULTANT ATC Associates Inc
CONTRACT # 8710
DESCRIPTION OF WORK WTC Program

	Checklist Items	X
1	Request for Payment Form (1 original and 2 copies completed, signed and notarized)	X
2	Itemized Invoice Worksheet	X
3	IEH Proceed Order	X
4	BOE PO18 Request Memorandum or IEH Service Request Form	NA
5	Copies of Contractor regulatory notifications (e.g., USEPA, NYSDOL, NYCDEP, as applicable)	NA
6	Meeting attendance sheets (with detailed minutes)	NA
7	Design and drawings (2 copies) (for Survey & Design only)	NA
8	Survey reports (2 copies) (including bulk sampling results and completed Chain-of-Custody Forms)	NA
9	Consultant Final Report (Survey or Project Monitoring)	X
10	Consultant Daily or Activity Logs	X
11	Air sampling results (including completed Chain-of-Custody Forms)	X
12	Copy of applicable certificates and licenses (e.g., laboratory accreditations, Consultant handlers license, etc.)	X
13	Consultant Reoccupancy Letter	X
14	Consultant Release Letter	NA

Signature of Consultant Representative
Print Name Jon Vafiadis
Date 3/8/02

Signature of I&EH Representative
Print Name DONALD SANTO
Date 3/21/02

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Industrial and Environmental Hygiene