CONSULTANT
RFP SUBMITTAL PACKAGE CHECKLIST

SCHOOL	Public School 234M
SCA JOB #	15641
SCA LLW#	28680
CONSULTANT	Taylor Environmental Group, Inc.
CONTRACT #	C000008706
DESCRIPTION OF WORK	WTC Program

RFP#: 057

	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	N/A
5	Copies of Contractor Regulatory Notification (e.g., USEPA, NYSDOL, NYCDEP, as applicable)	N/A
6	Meeting attendance sheets (with detailed minutes)	N/A
7	Design and drawings (2 Copies) (for Survey & Design only)	N/A
8	Survey reports (2 Copies) (including bulk sampling results and completed Chain-of-Custody Forms)	X
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)	N/A
12	Copy of applicable certificates and licenses (e.g., laboratory accrediations, Consultant handlers license, etc.	X
13	Consultant Reoccupancy Letter	N/A
14	Consultant Release Letter	N/A

Signature of Consultant Representative	Terri Ann D'Elia	Signature of I&EH Representative	
Print Name	Terri Ann D'Elia	Print Name	
Date	1/16/03	Date	

Industrial and Environmental Hygiene