

## Appendix 'A' Sample Proposal Covering Letter

*Letterhead or Proponent's name and address*

*Date*

City of Nanaimo  
455 Wallace Street  
Nanaimo, BC V9R 5J6

Attn: Laara Clarkson, Manager, Aquatics

Subject: **RFP No. 1439 Aquatic Commercial Pool Products**  
**List any amendment nos. and dates**

The enclosed Proposal is submitted in response to the above-referenced Request for Proposal.

Through submission of this Proposal we agree to all of the terms and conditions of the Request for Proposal and offer to furnish all goods and/or services outlined in the attached Proposal and to enter into a Contract at the stated prices and price discounts and fulfill the other requirements of the Contract documents. Prices and discounts stated are in Canadian funds.

I agree the City reserves the right to subsequently include additional or modified goods and/or services and legal terms in addition to what is already specified in the Proposal and RFP.

We have carefully read and examined the RFP and have conducted such other investigations as were prudent and reasonable in preparing the Proposal. We agree to be bound by statements and representations made in this Proposal and to any Agreement resulting from the Proposal.

I understand and agree that it is my responsibility to seek clarification to items I do not understand or that are susceptible to more than one interpretation. I understand that oral representations made by any City representative are not valid unless documented in writing by the City.

The person signing this RFP declares that they are the duly authorized signing authority with the capacity to commit their firm/company to the conditions of this Proposal.

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### ***Authorized Signature***

Name: \_\_\_\_\_  
(Please Print)

Title: \_\_\_\_\_

Phone#: \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax #: \_\_\_\_\_

Legal name of Supplier \_\_\_\_\_

Date: \_\_\_\_\_