

FORMS DESCRIPTION & INSTRUCTIONS

INVITATION TO BID

This table provides a brief list, description, and instructions regarding the standard requested forms that should be submitted with all bids or proposals. This is not intended to be an all-inclusive list of forms required for your submission, but rather a guide to assist in completion of the standard forms

<u>Form #</u>	<u>Title/Description</u>
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<i>1</i>	<i>Solicitation Response Form</i>
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All signatures must be by a corporate authorized representative, witnessed, and corporate and/or notary seal (as applicable.) The corporate or mailing address must match the company information as it is listed with the Florida Department of State Division of Corporations. Attach a copy of the webpage(s) from <http://www.sunbiz.org> as certification of this required information. Sample attached for your reference.

Verify that all Addenda and tax identification number have been provided.

<i>1a</i>	<i>Bid/Proposal Form</i>
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This form is used to provide itemization of project cost. A more detailed “schedule of values” may be requested.

***Business Relationship Disclosure Requirement**

Sections 112.313(3) and 112.313(7), F.S., prohibit certain business relationships on the part of public officers and employees, their spouses, and their children. If this **disclosure is applicable, the Bidder must request the form entitled “INTEREST IN COMPETITIVE BID FOR PUBLIC BUSINESS”** (Required by § 112.313(12)(b), F.S.) to be completed and **returned with the Solicitation Response**. **It is the Bidder’s responsibility to request the form and disclose this relationship; failure to do so may result in being declared non-responsive.**

NOTICE: UNDER THE PROVISIONS OF § 112.317, F.S., A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR, AND MAY BE PUNISHED BY, ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.00.

<i>2</i>	<i>Affidavit Certification Immigration Laws</i>
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Submission of this form constitutes acknowledgement that the Bidder is in compliance in regard to all applicable immigration laws.

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Reference Survey

Provide this form to reference respondents. **For Bids, this form will be requested from the apparent low Bidder prior to the award. (Not required to submit with bid)**

1. **Section 1:** Bidder/Proposer to complete with reference respondent's information prior to providing to them for their response. (This is not the Bidder/Proposer's information.)
2. **Section 2:** Enter the name of the Bidder/Proposer; provide the project information in which the reference respondent is to provide a response.
3. The reference respondent should complete "**Section 3.**"
4. **Section 4:** The reference respondent to print and sign name
5. **Three (3) Reference responses** are to be provided upon request.
6. Failure to obtain reference surveys may make your company non-responsive.

4

Negligence or Breach of Contract Disclosure Form

The form may be used to disclose negligence or breach of contract litigation that your company may have been a part of over the past ten (10) years. You may need to duplicate this form to list all history. If the Bidder has more than ten (10) lawsuits, you may narrow them to litigation of the company or subsidiary submitting the Solicitation Response. Include, at a minimum, litigation for similar projects completed in the State of Florida. Final outcome should include in whose favor the litigation was settled and whether a monetary amount was awarded. The settlement amount may remain anonymous.

If you have no litigation, **enter "None" in the first "type of incident" block** of the form. Please do not write N/A on this form.

5

Affidavit - Principal Place of Business

Certifies Bidder's location information.

6

Sub-CONTRACTOR/Consultant List

To be completed and returned when sub-contractor/consultants are to be utilized and are known at the time of the submission.

7

Public Entity Crime Form

Any person or affiliate, as defined by statute, who has been placed on the convicted vendor list following a conviction for a public entity crime, may not submit a Bid on a Contract to provide any goods or services to OWNER; may not submit a Bid on a contract with OWNER for the construction or repair of a public building or a public work; may not submit Bids or leases of real property OWNER; may not be Awarded or perform Work as a contractor, supplier, subcontractor, or consultant under a contract with OWNER, and may not transact business with OWNER in excess of \$25,000.00 for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

- 8** ***Trench Safety***
Typically required in construction projects where trench excavations are in excess of 5 feet deep per Florida Trench Safety Act (90-96, Laws of Florida)
- 9** ***Bid Bond***
Guarantee to County that Bidder/Proposer will take on job if selected.
- 10** ***Minimum Qualifications Requirements***
States the minimum qualifications the Bidder/Proposer is required to meet in order to be considered for award or evaluation.
- 11** ***Suspension and Debarment Certification***
- 12** ***Certification Regarding Lobbying***
- 13** ***E-Verify Affidavit***
- 14** ***Contractor and Sub-Contractor Section 3 and EEO Certification***
- 15** ***Contractor and Sub-Contractor Section 3 Plan***
- *Bid/Proposal Label**
Self-explanatory. Please affix to the outside of the sealed submission documents.
- * Include any licenses or certifications requested**
Local Business Tax Account (as applicable) issued by City and/or County entity.
This is necessary for all Florida vendors.

** It is the Bidder's responsibility to ensure the Solicitation Response is mailed or delivered in time to be received no later than the specified opening date and time. (If Solicitation is not received prior to the deadline, it cannot be considered or accepted)