



Task Order / F.S. 286.011 Public Meetings And Records (Sunshine Law)
Checklist

The following checklist is intended to provide a method to assure compliance with Florida Statute 286.011, Public Meetings and Records, known as the "Sunshine Laws".

- Construction Based Task Order – Estimated Value \$ _____
 - Study Based Task Order – Estimated Value \$ _____
- Contract Number _____

- Committee members

- Firms reviewed (please list all firms that were reviewed for possible consideration)

(Include additional pages, if required)

- Ranking of final three firms
 1. _____
 2. _____
 3. _____
- Motion made by: _____
- Motion seconded by: _____
- Vote:
 - _____
 - _____
 - _____
- Rank/Decision date
 _____ / _____ / _____



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- Rational for number one firm

- Negotiation Meeting(s) with number one ranked firm (please be aware that these meeting shall be publicly noticed in the building in which they are being held two business days in advance of their occurrence)

Date	Time	Location
____/____/____	_____ a.m./p.m.	_____
____/____/____	_____ a.m./p.m.	_____
____/____/____	_____ a.m./p.m.	_____

(Include additional pages, if required)

- Date and time the information listed above was e-mailed to the Office of Purchasing for posting to the purchasing web site and the official posting board (as above, this information shall be provided to the Office of Purchasing in sufficient time to provide for a two business day posting prior to the meeting)

____/____/____ _____ a.m./p.m. _____

Name

- Meeting taped and minutes prepared by

- Minutes, tapes, backup material, etc. shall be provided to the Office of Purchasing with the task order before it can be approved and issued.

Prepared By

I do hereby certify that the information provided is true and correct.