

CHECKLIST FOR INVITATION TO BID/REQUEST FOR PROPOSAL (ITB/RFP)

LEGAL NOTICE: {INSERT THIS FORM AT TAB 5 OF THE CONTRACT FILE}

1. Specification #PD _____ CAPITAL OR NON-CAPITAL PROJECT (CIRCLE ONE)
2. Project Title: _____
 LEGAL DESCRIPTION, STREET ADDRESS OF PROPERTY (AS APPLICABLE); OR DESCRIPTION
 PROPERTY; AND GENERAL DESCRIPTION OF IMPROVEMENT YES ___ NO ___ N/A ___
3. Project Funded with Escambia County Community Block Grant Support? ___ Yes ___ No
 If yes, then use the legal notice especially prepared for CDBG Projects together with the Federal boilerplate section.
4. Advertise Date in Pensacola News Journal: _____ * How many times? (___)

ADVERTISEMENT SCHEDULE AS FOLLOWS:

DAY OF APPEARANCE	DEADLINE FOR TEXT	DEADLINE FOR PROOF RETURN w/CORRECTIONS	DEADLINE FOR ACCEPTANCE
Sunday	Thursday - Noon	Friday 3:00 p.m.	Friday 4:00 p.m.
Monday	Thursday - 5:00 p.m.	Friday 3:30 p.m.	Friday 4:30 p.m.
Tuesday	Friday - 10:00 a.m.	Monday 8:00 a.m.	Monday 9:00 a.m.
Wednesday	Monday - 10:00 a.m.	Tuesday 3:00 p.m.	Tuesday 4:00 p.m.
Thursday	Tuesday - 10:00 a.m.	Wednesday 3:00 p.m.	Wednesday 4:00 p.m.
Friday	Wednesday - 10:00 a.m.	Thursday 8:00 a.m.	Thursday 9:00 a.m.
Saturday	Wednesday 10:00 a.m.	Friday 8:00 a.m.	Friday 9:00 a.m.

5. **Received Until: _____ **CST/CDT, _____ (Hour) (Day of Week) (Month Date Year)
6. Opened at _____ **CST/CDT, _____ (Hour) (Day of Week) (Month Date Year)

NOTE: ENTER TIMES & DATES IN QUATTRO PRO

7. ** Pre-Solicitation Conference: Yes ___ No ___ Mandatory ___
 Location: _____ Day of Week _____
 Month, Date, Year _____
 Time _____ **CST/CDT (Circle One)
 Date Conf. Rm. Reserved _____ w/whom _____
8. Deposit for Plans & Specifications: \$ _____ [Deposit will be refunded in full to prospective bidders/proposers provided that plans & specifications are returned in usable condition to the Architect/Engineer within seven (7) days after solicitation date.]
9. Distribution of Solicitation Documents by:
 Name _____
 Address _____
 City, State, Zip _____

Note: Office Assistants please give Memo and Legal Ad, seeking County Administrator's designee, to Executive Assistant or designee. Also, please note whom and which department/agency requested the solicitation, etc.

OF0015

GENERAL INFORMATION

* REQUISITION # _____

NOTE: DO NOT PROCESS WITHOUT REQUISITIONS UNLESS APPROVED BY THE PURCHASING MANAGER IN CONSULTATION WITH COUNTY ADMINISTRATOR AND/OR ASSISTANT COUNTY ADMINISTRATOR

ESTIMATE PROVIDED ON REQUISITION: YES ___ NO ___ AMOUNT \$ _____

ARE FUNDS AVAILABLE : YES ___ NO ___ N/A ___

IF FUNDS ARE NOT AVAILABLE, APPROVAL FROM _____ BUDGET DIRECTOR _____ DEPUTY FINANCE DIRECTOR

DATE RETURNED TO THE CLIENT DEPARTMENT IF FUNDS ARE NOT AVAILABLE: _____

* RISK MGMT. HAS REVIEWED: YES ___ NO ___

SCOPE OF WORK SUMMARY PROVIDED BY THE ARCHITECTURAL AND ENGINEERING FIRM OR THE USER DEPARTMENT: YES ___ NO ___ NA ___ COMMENTS _____

CONTRACTOR LICENSE REQUIREMENTS PROVIDED BY THE ARCHITECTURAL AND ENGINEERING FIRM OR THE USER DEPARTMENT: YES ___ NO ___ NA ___

IF YES LIST THEM: _____

COMMENTS: _____

PROCESS AND ATTACH COMPLETED FORM OF0105 _____ "ARCHITECT/ENGINEER, CHECKLIST FOR INVITATION TO BID REQUEST FOR PROPOSAL"

SCOPE OF WORK SUMMARY AND CONTRACTOR LICENSE REQUIREMENTS REVIEWED BY ESCAMBIA COUNTY BUILDING INSPECTIONS DEPARTMENT/CONTRACTOR LICENSING DIVISION: YES ___ NO ___ NA ___

RESULTS OF THEIR REVIEW: COMPLIANT _____ NOT COMPLIANT _____

COMMENTS/CORRECTIVE ACTIONS _____

PROCESS AND ATTACH COMPLETED FORM LETTER OF0115 "LICENSE CONFIRMATION OF COMPLIANCE " WITH "PROJECT SCOPE OF WORK SUMMARY AND LICENSE REQUIRED."

NOTE: SPECIFY "SCOPE OF WORK" SUMMARY, LICENSING, CERTIFICATION, AND/OR REGISTRATION REQUIREMENTS IN "SPECIAL TERMS AND CONDITIONS".

* PERMITS & FEES PROVIDED ON COUNTY CONSTRUCTION PROJECTS: YES ___ NO ___ N/A ___

PROCESS AND ATTACH FORMS F0072 AND F0073 IN ACCORDANCE WITH POLICY AND PROCEDURE P.P.030 REQUISITION PROCEDURE III G.

* PROJECT FUNDED WITH ESCAMBIA COUNTY COMMUNITY BLOCK GRANT SUPPORT: YES ___ NO ___ N/A ___

IF CHECKED YES, USE THE LEGAL AND INSTRUCTION S TO BIDDERS PREPARED FOR CDBG PROJECTS.

• SOLICITATION LIST SOURCING: ___ APS ___ YELLOW PAGES ___ CLIENT DEPT. ___ OTHER

* PRE-QUALIFICATION PROCESS: YES ___ NO ___ N/A ___

REQUEST FOR QUALIFICATIONS (RFQ)

* LIMIT THE ACCEPTANCE OF OFFERORS TO THOSE DEEMED QUALIFIED IN THE RFQ: YES ___ NO ___

NOTE: SPECIFY LICENSING, QUALIFICATIONS, EXPERIENCE, REFERENCES, FINANCIAL STABILITY, AND OTHER REQUIREMENTS IN "SPECIAL TERMS & CONDITIONS" OR THE CONTRACT EXHIBITS.

* POST-QUALIFICATION PROCESS: YES ___ NO ___ N/A ___

* ANY OFFEROR MAY RESPOND TO THE SOLICITATION: YES ___ NO ___ N/A ___

NOTE: SPECIFY LICENSING, QUALIFICATIONS, EXPERIENCE, REFERENCES, FINANCIAL STABILITY, AND OTHER REQUIREMENTS IN "SPECIAL TERMS & CONDITIONS" OR THE CONTRACT EXHIBITS.

* USING STANDARD CONSTRUCTION CONTRACT: YES ___ NO ___ N/A ___ WHICH FORM: A B C D (CIRCLE ONE)

STANDARD CONSTRUCTION CONTRACT AGREEMENT DECLARATION: N/A ___

SECTION 1B: CONTRACT DOCUMENTS: NUMBER OF _____ SETS OF THE CONTRACT DOCUMENT

SECTION 5: A. SUBSTANTIAL COMPLETION _____ CALENDAR DAYS NOTE: INDICATE COMPLETION DATES & LIQUIDATED

DAMAGES ON BID/PROPOSAL FORM FULLY (FINAL) COMPLETION _____ CALENDAR DAYS

B. LIQUIDATED DAMAGES: \$ _____ EACH CALENDAR DAY

SECTION 6: EXHIBITS INCORPORATED BY REFERENCE INDEX OF EXHIBITS CORRECTLY IDENTIFIED _____

INDEX OF PLANS & SPEC DETAILS (DRAWINGS) _____

SECTION 7: NOTICES TO COUNTY: _____

ATTN: _____

EXHIBIT A: GENERAL TERMS AND CONDITIONS

SECTION 4.4: _____ COPIES OF APPLICATION FOR PAYMENT

SECTION 21: WARRANTY _____ (TIME)

F.D.O.T. INTERCONNECT PERMIT REQUIRED: YES ___ NO ___ IF YES, ADD TO SPECIAL TERMS AND CONDITIONS.

OF0015

SPECIAL TERMS AND CONDITIONS CHECKLIST

Instructions to Offerors

- 1. General Information**
- 2. Bid Surety** (Circle one ___ % or \$ _____)
- 3. Bonds**
 - 3.01 Performance and Payment Bonds
(___ may ___ shall)
(___ separate Performance and Payment a Performance Bond)
(100% of the dollar value of the award ___ \$ _____)
 - 3.02 Fidelity Bond
- 4. Procurement Questions**
 - (_____)
 - (_____)
- 5. Bid Forms**
- 6. Pre-Solicitation Conference**
- 7. Pre-Solicitation Conference and Walkthrough**
- 8. Inspection of Facilities**
- 9. F.O.B. Point**
 - 9.01
 - 9.02
 - 9.03
 - 9.04
- 10. Delivery**
 - 10.01
 - 10.02
 - 10.03
 - 10.04
 - 10.05
- 11. Liquidated Damages**
- 12. Compliance with Occupational Safety and Health**
- 13. Safety Regulations**
- 14. Codes and Regulations**
- 15. Payment**
 - 15.01
 - 15.02
 - 15.03
- 16. Information and Descriptive Literature**
- 17. Brand/Manufacturer Referenced**
- 18. Equivalents/Samples**
 - 18.01
 - 18.02
- 19. Samples/Demonstrations**
- 20. Equipment/Service**
- 21. Assembly and/or Placement**
- 22. Warranty** (_____ Years)
- 23. Manuals**
- 24. Required Reports**
- 25. Measurements**
- 26. Drawings**
 - 26.01
 - 26.02
 - 26.03
- 27. Packaging/Shipping Labels**
- 28. Verification of Numbers Quantity**
- 29. Return of Art Work**
- 30. Palletize**
- 31. Debris**
- 32. Protection of Property/Security Additional**
- 33. Emergency Service**
- 34. Permits**
- 35. Utilization of MBE/WBE/DBE Firms**
- 36. Compliance with Governing Laws and Regulations**
- 37. Federal Compliance Certifications**
- Contract Information**
- 38. Contract Term/Renewal/Termination**
- 39. Contract Term/Renewal**
- 40. Evaluation of Options**
- 41. Option to Extend the Term of Contract**
- 42. Interim Extension of Performance**
- 43. Pricing**
- 44. Price Adjustment**
 - 44.01
 - 44.02
- 45. Purchasing Agreements w/other Gvmt Agencies**
 - 45.01
 - 45.02
 - 45.03
- 46. Changes-Service Contracts**
- 47. Termination**
- 48. Ordering**
- 49. Qualification**
- 50. Licenses, Certifications, Registrations**
- 51. Permits**
- 52. Term of Offer**
- 53. Award**
 - 53.01
 - 53.02
 - 53.03
 - 53.04
 - 53.05
 - 53.06
 - 53.07
 - 53.08
- 54. Termination**
- 55. Termination (Services)**
- 56. Termination (Public Records Request)**
- 57. As Specified**
- 58. Quantity**
 - 58.01
 - 58.02
- 59. Additional Quantities**
 - 59.01
 - 59.02
- Insurance Requirements**
- 60. Standard Insurance Requirements and Certificates**
 - 60.01
 - 60.02
- 61. Florida Department of Transportation-Insurance Requirements**
- 62. Indemnification**
- 63. Trench Safety Act (Construction)**
- 64. Bonding Financial Capacity (may shall)**

OF0015