



INVITATION TO BID
ITB-003-2012

Sealed bids will be accepted by the City of Lake City, Florida until **Thursday, October 20, 2011 at 11:00 a.m.** local time in the Procurement Department located on the 2nd floor of City Hall, 205 N. Marion Avenue, Lake City, Florida 32055. Any bids received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time a bid is received will be resolved against the Bidder. Bids will not be accepted via fax or electronically. Bid opening will be promptly at 11:15 a.m. in the City Council Chambers located on the 2nd floor of City Hall, at which time all bids will be publicly opened and read aloud for the:

**RENOVATIONS TO TWO AREAS WITHIN THE POLICE DEPARTMENT
LOCATED AT THE PUBLIC SAFETY BUILDING, 225 NW MAIN BLVD.,
LAKE CITY, FL 32055**

All bid proposals which are submitted through delivery services such as Federal Express, UPS, or United States Postal Service Express Mail, must be marked on the OUTSIDE of the delivery package with the company or Bidder's name, address, phone number, bid number (ITB-003-2012), bid title (RENOVATIONS TO THE PUBLIC SAFETY BUILDING) the date and time (October 20, 2011). The bid proposal must be in a sealed envelope INSIDE the delivery package with the same information as listed above. All bid proposals which are hand delivered or delivered through regular mail by the United States Postal Service must have all the same information as listed above on the OUTSIDE of the sealed envelope. Failure to comply may be reason to reject the bid.

One original plus one copy must be included and must be addressed to the following:

City of Lake City
Attn: Procurement Department
205 N Marion Avenue
Lake City, Florida 32055
(386) 719-5818
E-mail: purchasing@lcfla.com

Bids must be completed in English language, signed with ink, in spaces provided on the enclosed bid forms and submitted in duplicate or bid will be subject to rejection.

Any deviation from the specifications must be explained in detail on sheets attached to the bid form and labeled "Clarifications and Exceptions," and each deviation must be itemized by number and must specifically refer to the applicable specification paragraph and page. Otherwise it will be considered that items offered are in strict compliance with these specifications and the successful Bidder will be held responsible for meeting the specification. All questions must be in writing and directed to the Procurement Director. All questions will be answered in writing. Any answers which may alter the scope of work will be answered in the form of addenda. Any and all addenda must be signed and returned with the original response to be considered responsive. Deadline for receiving questions is **Thursday, October 13, 2011 at 5:00 p.m.**

Questions received after this date and time will not be considered. Questions may be submitted via e-mail to purchasing@lcfla.com or by mail to City of Lake City, Procurement Department, 205 N. Marion Avenue, Lake City, FL 32055.

The City of Lake City is exempt from State Use Tax, State Retail Tax and Federal Excise Tax. The bid price must be net, exclusive of taxes. Bidder's proposal must be dated, signed by authorized representative, title, firm name, address, and telephone number.

Local Vendor Preference: City of Lake City Administrative Policy #18 states that the bid of a resident of Columbia County, Florida will have a 5% preference over the bid submitted by any non-resident of Columbia County. A resident is defined as an individual whose primary residence is within Columbia County, Florida, a partnership whose principals are all residents of Columbia County, Florida, partnership or other business entity whose principal place of business is within Columbia County, Florida, or which maintains a full time business office open to the public within Columbia County, Florida. With these and other contributing factors the City Council reserves the right to award a bid or contract in the best interest of the City.

Any Bidder desirous of protesting a bid for any reason must file a written notice of bid protest with the City Manager's office within three (3) working days following bid opening. All protest will be in writing stating the bid being protested and the specific reason of the protest. All protest will be signed by the Protestor and include all detail for a complete and thorough review. The decision of the City Manager, after consultation with the City Attorney will be issued within five (5) working days of the receipt of the protest, unless additional time is agreed upon by all parties involved should circumstance warrant such a delay.

By submission of his/her bid, the Bidder certifies that:

- A. The bid has been arrived at by the Bidder independently and has been submitted without collusion with any other vendor of materials, supplies, or equipment described in the Invitation to Bid.
- B. The contents of the bid have not been communicated by the Bidder, his/her employees or agents, to his/her best knowledge and belief, to any person not an employee or agent of the Bidder or his surety in any bond furnished herewith and will not be communicated to any such person prior to the official opening of the bids.

The City of Lake City reserves the right to accept or reject any/all bids and to award the contract in the best interest of the City of Lake City, Florida.

CITY OF LAKE CITY, FLORIDA

Wendell Johnson
City Manager

THE CITY OF LAKE CITY WILL ACCEPT BIDS FROM QUALIFIED BIDDERS TO PROVIDE ALL PARTS, LABOR, MATERIALS AND EQUIPMENT TO COMPLETE THE SCOPE OF WORK AS STATED HEREIN.

“TERMS AND CONDITIONS”

A. GENERAL:

1. The City of Lake City will accept bids for renovations of two areas located in the Police Department. Bids shall be inclusive of providing all parts, labor, materials and plans to complete renovations in accordance with the following scope of work.

B. LOCATION:

1. City of Lake City Public Safety Building
Police Department
225 NW Main Boulevard
Lake City, FL 32055

C. LICENSE/PERMITS:

1. Contractors and/or Bidders shall be qualified by a State Certified or Registered Contractor with qualifier holding minimum Building Contractors license to perform the work required by these contract documents and will obtain all required permits for the work.
2. Each licensed trade as listed in accordance with Chapter 489, Florida Statutes, Articles I and II shall obtain his/her permit through the City of Lake City Building Department for work awarded under this contract.

D. INSURANCE:

1. Without limiting Bidders indemnification, it is agreed that the successful Bidder will purchase at their expense and maintain in force at all times during the performance of services under this agreement the following insurance. Where specific limits are shown, it is understood that they must be the minimum acceptable limits. If successful Bidders policy contains higher limits, the City of Lake City will be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the City naming the City of Lake City as additional insured. These certificates must provide a ten (10) calendar day notice to the City in the event of cancellation, non-renewal or a material change in the policy. The City of Lake City must be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible must be the sole responsibility of the vendor/contractor and/or subcontractor providing such insurance. The Contractor shall be responsible for providing insurance of all sub-contractors to the City of

Lake City Procurement Department prior to performance of any work on this project.

2. Statutory Workers Compensation insurance as required by the State of Florida.
3. Commercial General Liability insurance to provide coverage of claims to a minimum of \$1,000,000.00 per occurrence for property damage and bodily injury including coverage for premise operations, products completed operations and personal injury.
4. Business Vehicle/Umbrella Liability insurance with a minimum limit of \$100,000 per occurrence for property damage and personal injury. Coverage must be stipulated for owned/leased vehicles, non-owned vehicles, and hired vehicles.
5. Prior to commencement of work, the Bidder will submit certificates of insurance to the City of Lake City naming the City of Lake City as additional insured, indicating the Bidder coverage's in the limits as specified, and stating that the City of Lake City will be provided ten (10) days notice prior to cancellation of any of the policies.

E. INDEMNITY:

1. Successful Bidder will indemnify and hold City of Lake City harmless from any loss, cost, damage, or injury sustained by any person(s) as a result of the actions of employees or officers of the Bidder, or the Bidders subcontractors or suppliers.

F. FAILURE TO COMPLETE ON TIME:

1. Failure to complete the work within the time limit or extended time limit agreed upon shall result in penalties assessed at two hundred (\$200.00) dollars per day for each day over the time agreed in the contract beginning at 12:00 P.M. of the contract day of completion or extended day of agreed completion and acceptance by the City.

G. SPECIAL CONDITIONS:

1. Time limit for completion of work shall be forty five (45) days from Notice to Proceed issued by the City of Lake City. Requests for extension, if allowed, shall be approved by the City Manager.
2. As work is inside, there are no days allowed for weather delays. Any and all extensions must be approved by the City Manager prior to allowing the change.
3. In the event additional days are requested and awarded, the contractor must notify the City of Lake City Procurement department at the beginning of work stoppage and each succeeding day until work can be safely resumed.
4. Contractor shall be responsible to maintain all areas of this project in a clean and safe environment at all times this contract is in effect. Failure to keep the site clean and safe during the contract time or extended time shall result in fines of up

to one hundred dollars (\$100.00) per day until the area is cleaned to the satisfaction of the City Building inspector. All trash, debris and/or construction material must be properly disposed of in accordance with the City of Lake City and/or Columbia County ordinances.

H. CONTRACT:

1. The successful Bidder will execute the contract within seven (7) calendar days after Notice of Award.

I. SCHEDULE:

1. The successful Bidder must complete all work within 45 calendar days of Notice to Proceed.

J. PAYMENT:

1. Payment will be based on: (a) City's acceptance of work, and (b) submitted evidence, if requested by the City, that all payrolls, materials, bills, and indebtedness connected with the work have been paid. The City may withhold an amount as may be necessary to pay such claims for labor and services rendered and materials involved with the work. It is the expectation of the City that one invoice will be submitted by the Contractor upon completion of the project. Payment to the Contractor will be made within thirty (30) calendar days of receipt of invoice, assuming there are no contested amounts with the invoice.
2. Contractor must provide close out documents prior to request for payment which must include:
 - a. Contractor and sub-contractor release of lien.
 - b. As-built plans.
 - c. All warranties as specified herein.

K. CAPABILITY AND REFERENCES:

1. Bidders must provide with their proposal substantial material for evaluating the ability of the potential Bidder to execute a project of this type. Therefore, the Bidder is required to provide a minimum of (3) three references, which will be verified. The list of references must be attached with the bid proposal on the form provided within these specifications. All reference materials provided become the property of the City of Lake City and also become public record.

L. ADDITIONAL INFORMATION:

1. The City of Lake City Procurement Department reserves the right to request any additional information needed for clarification from any Bidder for evaluation purposes.

M. CONTRACTORS RESPONSIBILITY:

1. Project site must be maintained in clean and safe environment at all times this subsequent contract is in effect.
2. Contractor must comply with all State, Federal and local safety regulations as pertains to work awarded by contract from this bid.
3. Contractor must provide a staging, fencing and parking plan as part of the permit application included within the required site-plan for permit issue.

N. OWNERS RESPONSIBILITY:

1. All phases of work will be inspected and approved for acceptance by the City's Representative.

O. CHANGE ORDERS:

1. Notify the City of Lake City of any conditions in the project area that are not addressed within the specifications, which may require a change order.
2. Change orders to the scope of work or additional work requested by the City of Lake City or the contractor must be in written form, initiated by the contractor.
3. All changes or additions will be approved by the City of Lake City prior to work being initiated.

P. ADDENDUM:

1. It will be the sole responsibility of the bidder to contact the Procurement Department prior to submitting a bid to determine if any addenda have been issued, to obtain such addenda, and to acknowledge addenda with their bid.

Q. SUBMITTALS:

1. The following list of documents must be submitted to the City of Lake City prior to payment.
 - a. As built plans
 - b. Manufactures warranty on all installed materials and equipment.
 - c. Written warranty by contractor providing one (1) year warranty on labor, workmanship and materials.
 - d. Application package for permit approval per city building department requirements.

“SCOPE OF WORK”

FIRST FLOOR

1. Remove wall between squad briefing room # 117 and existing Armory room # 113, per floor plans provided
2. Remove electrical and communication circuits from wall demolition; relocate to existing west wall of existing armory room # 113 to serve two (2) new work stations.(new Const)
3. Remove existing work station located in Briefing room # 117
4. Remove and save rated door into existing Armory Room # 113
5. Enclose doorway in existing Armory Room # 113, maintaining wall rating.
6. Install two (2) new quad-plex receptacles; one to be located on the north wall and one to be located on the south wall approx. center of new room area.
7. Rework existing light switches to two-way switches.
8. Construct shelving on east wall of briefing room # 117; Capt. Smith to provide description of shelving design; Contractor to provide detail plan of design for approval.
9. Repair floor tiles to match existing tiles.
10. Construct a 12 inch to 14 inch high (max) by room width raised platform along west wall of expanded Squad Briefing room # 117; contractor shall provide detail plan of proposed construction of platform prior to bid submission for approval. Platform shall have an oval type front in room.
11. Platform shall include railing at room opening by 30 inches in height above platform.
12. Platform shall have access steps constructed on one side at the north wall locations and be 36 inches in width
13. Platform finish walking surface shall be tiled to match existing floors.
14. Platform exposed front shall be painted to match wall paint
15. All briefing room walls shall be painted in existing colors
16. Ceiling tiles shall be repaired to match existing rooms; if armory room tile elevation does not align with briefing room tiles Armory side will be changed to match elevation of briefing room.
17. Construct two (2) new work stations at west wall top of platform; size shall be approx. 30 inches (w) x 24 inches (d) and be a laminate covered top. Contractor shall provide plan detail of work station for approval prior to bid submission.
18. Provide one (1) computer circuit duplex outlet at each work station and one (1) general use duplex outlet at each work station.
19. Provide one (1) telephone/communication outlet wired to existing specifications at each work station. Consult with City’s IT manager for specifications prior to installation.

SECOND FLOOR - demolished armory to be relocated to 2nd floor evidence storage room # 247

1. Construct new dividing wall, constructed of chain-link type fencing in Evidence room # 247 as per floor plan location.(west side shall be new armory area) dividing fence shall include a minimum three (3) foot latching gate.
2. Fencing shall be constructed from finished floor elevation to underside of roof elevation.
3. Demolish installed frame wall on east side of evidence area (homicide evidence area); Reconstruct dividing wall, using Chain-link type fencing materials and provide a minimum three (3) foot gate with latch.
4. Dividing wall shall be constructed from finish floor elevation to underside of roof decking.

PROPOSAL

ITEM I: RENOVATIONS TO TWO AREAS AT THE PUBLIC SAFETY BUILDING

Total Cost \$ _____

_____ Dollars and Cents _____

FIRM NAME _____

ADDRESS _____

CITY; STATE; ZIP _____

TELEPHONE _____

FAX # _____

E-MAIL ADDRESS _____

Authorized Representative (PLEASE PRINT OR TYPE)

SIGNATURE _____

DATE _____

THIS FORM MUST BE USED AS PROPOSAL

REFERENCES

As per the General Specifications Section, below is a list of at least three (3) client/customer references including company name, address, contact person, telephone number and length of time services provided. (Note: only list those client/customers in which a similar type of equipment/product of scope of work/service was provided.)

1. Company Name: _____
Address: _____
Business Phone #: _____
Contact Person: _____
Email: _____
Length of time services provided: _____
2. Company Name: _____
Address: _____
Business Phone #: _____
Contact Person: _____
Email: _____
Length of time services provided: _____
3. Company Name: _____
Address: _____
Business Phone #: _____
Contact Person: _____
Email: _____
Length of time services provided: _____

THIS FORM MUST BE INCLUDED WITH PROPOSAL

SWORN STATEMENT UNDER SECTION

287.133(3)(n), FLORIDA STATUTES ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid No._____.
2. This sworn statement is submitted by _____ whose business address is _____ and (if applicable) its Federal Identification No.(FEIN) is _____. If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement_____.
3. My name is _____ and my relationship to the entity named above is_____.
4. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to, and directly related to, the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentations.
5. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes means:

- a. A predecessor or successor of a person convicted of a public entity crime; or
- b. an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The Ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a “person” as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in management of an entity.

8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

_____Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, nor any affiliate of the entity have been charged with or convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, or an affiliate of the entity has been charged with, and convicted of a public entity crime subsequent to July 1, 1989, and (Please indicate which additional statement applies)

_____There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order)

_____The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

_____The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services)

Signature: _____ Date _____

STATE OF _____

COUNTY OF _____

Personally appeared before me, the undersigned authority, _____ who after first being sworn by me, affixed his/her signature in the space provided above on this _____ day of _____ 20_____.

Notary Public, State at large

My Commission Expires:

THIS FORM MUST BE INCLUDED WITH PROPOSAL

CONFLICT OF INTEREST STATEMENT

STATE OF FLORIDA, CITY OF _____
Before me, the undersigned authority, personally appeared _____, who was
duly sworn deposes and states:

1. I am the _____ of _____
with a local office in _____ and principal office in _____
City & State City & State
2. The above named entity is submitting a Proposal for the City of Lake City **ITB-003-2012** described as **RENOVATIONS TO PUBLIC SAFETY BUILDING**.
3. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
4. The Affiant states that only one submittal for the above proposal is being submitted and that the above named entity has no financial interest in other entities submitting proposals for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
6. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
7. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Lake City.
9. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of lake City.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Lake City.

DATED this _____ day of _____ 20____.

(Affiant)

Typed Name and Title

Sworn to and subscribed before me this _____ day of _____ 20____.
Personally Known _____ Or produced identification _____
Identification type: _____
Notary Public-State of _____
Printed, typed, or stamped commissioned name of notary public.
My commission expires _____.

THIS FORM MUST BE INCLUDED WITH PROPOSAL

DISPUTES DISCLOSURE FORM

Answer the following questions by placing as “X” after “YES” or “NO”. If you answer “YES”, please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?

YES _____ NO _____

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

YES _____ NO _____

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES _____ NO _____

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Lake City.

Firm Date

Authorized Signature Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH PROPOSAL

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, _____ (print or type name of firm) publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.

- Informs employees about the dangers of drug abuse in the work place, the firm’s policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee’s community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.

“As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein”

Authorized Signature

Date Signed

State of Florida

County of _____

Sworn to and subscribed before me this ____ day of _____ 20 ____.

Personally known _____ or Produced Identification _____
(Specify type of identification)

Signature of Notary
My Commission Expires: _____

THIS FORM MUST BE INCLUDED WITH PROPOSAL

NON-COLLUSION AFFIDAVIT

STATE OF _____

COUNTY OF _____

_____, being duly sworn, deposes and says that:

1. He/She is _____ of _____ the Bidder
Title Company Name
that has submitted the attached proposal;

2. He/She is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

3. Such Proposal is genuine and is not a collusive or sham proposal;

4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Lake City, Florida or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

SIGNED _____

TITLE _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20____.

Notary Public, State of Florida My Commission Expires: _____

THIS FORM MUST BE INCLUDED WITH PROPOSAL

CITY OF LAKE CITY BIDDER'S CHECK LIST

BIDS MAY NOT BE CONSIDERED if the following documents and/or attachments are not completely filled out and submitted with your bid.

Before sending in your bid, please make sure you have completed all of the following:

_____ Enclose two (2) sets of the Bid form (one marked original and one copy), including all handwritten sections. Please make and retain a separate copy of this bid package for your records.

_____ Bid Form, must be complete and have a manual signature (original signature) preferably signed in blue ink.

_____ Every page that has anything hand written on it, must be imprinted with the company's name on the top right-hand corner of the page.

_____ Return bid in an envelope with the bid number and name of bid printed on the front of the envelope. If Fed-Ex or UPS, please keep bid in a separate sealed envelope when placing it in their packaging.

_____ Acknowledge in the bid any and all addendums issued and manually sign each addendum sheet and submit it with your bid.

_____ Erasures or other descriptive literature, brochures and/or data must be initialed by the person signing the bid.

FORMS

- _____ References
- _____ Public Entity Crime Statement
- _____ Conflict of Interest
- _____ Disputes Disclosure
- _____ Drug Free Work Place
- _____ Non-Collusion Affidavit

_____ **PLEASE INITIAL**