



FORM 1 – BID / PROPOSAL SUBMITTAL CHECKLIST

Bidder/Proposer Name: _____

Solicitation No.: _____

Please ensure all required documents listed below are included in your bid/proposal submission. Check the box for each included item. Failure to submit required forms may result in bid/proposal rejection.

- ☐ Form 1: Bid / Proposal Submittal Checklist (This Form)
- ☐ Form 2: Bidder / Proposer Information and Acknowledgement Signature Page
- ☐ Form 3: Bid / Proposal Price Form
- ☐ Form 4: Vendor Reference Form
- ☐ Form 5: Hold Harmless and Indemnification Agreement Acknowledgement
- ☐ Form 6: Non-Collusion Affidavit
- ☐ Form 7: Sworn Statement on Public Entity Crimes (Pursuant to F.S. 287.133)
- ☐ Form 8: Certification Regarding Debarment, Suspension, Ineligibility
- ☐ Form 9: Drug-Free Workplace Certification
- ☐ Form 10: Certification Regarding Gifts and Lobbying
- ☐ Form 11: Request for Taxpayer Identification Number and Certification (W-9)
- ☐ Form 12: Technical Proposer Response Form (if applicable)
- ☐ Addenda Acknowledgements (Addendum No(s): ____)
- ☐ Bid Bond / Security (if required)
- ☐ Proof of Required Insurance (Certificate of Insurance)
- ☐ Proof of Required Business Licenses/Certifications (Copies)
- ☐ Technical Data / Brochures / Specifications for Proposed Items (if applicable)
- ☐ Response to Section 3.7 Questions (if applicable)
- ☐ Other: _____