

SUBMITTAL CHECKLIST

Project Name: GRAYTON BEACH TRANSIT FACILITY PROJECT

ITB #: 23-37

Date of Bid Opening: OCTOBER 23, 2023

Time: 3:30 P.M

- Sealed Bid Package with ITB Name and Number, Contractor/Firm name and address with contact information clearly marked on the outside of envelope/box.
- 1 Original Bid Submittal Package and 1 Electronic Copy in Portable Document Format (PDF) on a USB Drive
- Submittal Checklist (this page) attached to top of Original Bid Submittal Package
- Bid Form & Schedule (notarized)
- Bid Security (i.e. Certified Bank Check or Bid Bond)
- Previous Experience and Current Commitments
- Public Construction Bond (*if applicable*)
- Subcontractors and Suppliers Declaration
- Questionnaire
- Trench Safety Compliance Form (*if applicable*)
- Public Entity Crimes Form (notarized)
- Drug Free Workplace Certification
- Unauthorized Aliens Form (notarized)
- Conflict of Interest Disclosure Form
- Proof of Registration with State of Florida Division of Corporations (Sunbiz.org)
- STOP! Did you check the County website for any published Q&A or Addenda?**
- Q&A Acknowledgement(s)* Addendum Acknowledgement(s)* ***If applicable**

All required documentation submitted must be updated with most current and complete information from date of submittal opening, including notarizations where required. Failure to submit all required forms, including this checklist, shall result in your submittal being deemed non-responsive.

ATTACH THIS PAGE TO THE TOP OF YOUR SUBMISSION

Contractor/Firm: _____

By: _____

(Print)

Signature: _____

Title: _____

Date: _____