

## Bid/Proposal Documents Required

Basic Company Information

Statement of Interest

Acknowledgement of Overall Project Understanding, Objectives, and Requirements –  
Acknowledgement Form Provided In Bid Document

Acknowledged Understanding of Local, State, and Federal Procurement Guidelines –  
Acknowledgement Form Provided In Bid Document

Provide List of Project Experiences Relevant to the Proposal

Projects Profiles or Photos Relevant to the Proposal

Provide Appropriate level of insurances?

\*Company and/or Employees Background Check  
Public Entity Crimes Form/Affidavit Provided on Webpage

Drug-Free Workplace Certification –  
Drug-free Form Provided on Webpage

Company or Architect's Resume

Company or Architect's References (At least Three)

\*Proof must be provided by company or contractor prior to Bid opening of its company and employees that they are not listed on the Public Entity Crimes or Disbarment List. See Florida Statutes, Section 287.133.