

**Project Manager:** Omar DeJesus, CPA  
**Project Manager's Title:** Finance Director  
**Project Contact Email:** odejesus@snldistrict.org  
**RFP #:** 19-08  
**RFP Name:** On-Call Electrician Services  
**Pre-Bid Meeting Date and Time:** N/A  
**Advertising Dates:** 11/19/19 & 11/26/19  
**Bid Opening Date:** December 10, 2019  
**Bid Opening Time:** 2:00pm  
**Proposal Originals Needed:** One (1)  
**Proposal Copies Needed:** Three (3)  
**RFAI Due Date:** December 4, 2019  
**Addendum Date:** December 6, 2019  
**Liquidated Damages Written and (#):** N/A  
**Date:** 11/14/2019

## **REQUEST FOR PROPOSALS**

Sun 'n Lake of Sebring Improvement District  
Omar DeJesus, CPA, Finance Director  
5306 Sun 'n Lake Blvd.  
Sebring, FL 33872  
e-mail: odejesus@snldistrict.org  
Facsimile Number: 863-382-2988

RFP NO. 19-08  
OPENING TIME: 2:00pm  
OPENING DATE: December 10, 2019

**THIS IS NOT AN ORDER**

**YOU ARE INVITED TO PROPOSE ON THE FOLLOWING:**

**Sun 'n Lake of Sebring Improvement District**

On-Call Electrician Services

**SEE ATTACHED PROJECT DOCUMENTS**

The complete set of proposal documents is available on the District web site at [www.snldistrict.org](http://www.snldistrict.org) or call 863-382-2196

**Proposals must be received in the District Office before:**

**Time: 2:00pm Date: December 10, 2019**

State of Florida Tax Exemption Number is  
85-8012528797C-8

Signed: Tanya Cannady , General Manager

Date: 11/14/2019

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**Items in bold are required to be returned with proposal submittal.**

**LEGAL AD**

**REQUEST FOR PROPOSAL**

Sun 'n Lake of Sebring Improvement District  
Omar DeJesus, CPA, Finance Director  
5306 Sun 'n Lake Blvd.  
Sebring, FL 33872  
e-mail: odejesus@snldistrict.org  
Facsimile Number: 863-382-2988

RFP NO: 19-08  
OPENING TIME: 2:00pm  
OPENING DATE: December 10, 2019

**THIS IS NOT AN ORDER**

**YOU ARE INVITED TO PROPOSE ON THE FOLLOWING:**

**Sun 'n Lake of Sebring Improvement District**

**On-Call Electrician Services**

The Sun 'n Lake of Sebring Improvement District is issuing this Request for Proposal to solicit services from all interested, qualified and licensed vendors who specialize in Electrical Services. The successful Electrician must be a Licensed Electrical Contractor in the State of Florida and shall provide all equipment, materials and labor for on-call electrical services and repairs as needed throughout the District for the 2019-2020 Fiscal Year. The contract will include an annual renewal option subject to no changes in pricing and a 30 day termination clause at any time. The District does not guarantee a minimum value for this contract. Specifications are detailed under Scope of Work.

The complete set of proposal documents is available on the District web site at [www.snldistrict.org](http://www.snldistrict.org) or call 863-382-2196

**Proposals must be received in the District Office before:**

**Time:** 2:00pm **Date:** December 10, 2019

State of Florida Tax Exemption Number is  
85-8012528797C-8

Signed: Tanya Cannady, General Manager  
Date: 11/14/2019

ADVERTISE 11/19/19 & 11/26/19

HIGHLANDS TODAY



## **GENERAL CONDITIONS**

**PROPOSAL:** To insure acceptance of the proposal, follow these instructions.

**SEALED PROPOSALS:** All Proposals must be submitted in a sealed package. The submitted proposal will contain One (1) original and Three (3) marked copies. The face of the package will contain the date and time of the proposal opening and the proposal number. Proposals not submitted on the District's forms may be rejected. All proposals are subject to the conditions specified herein and on any attached sheets, specifications, special conditions or vendor notes. Any changes to the proposal document must be in ink and must be initialed.

**PROPOSAL OPENING:** Shall be on the date and at the time specified in the proposal documents. It is the proposer's responsibility to assure that their proposal is delivered at the proper time and place of the proposal opening. Proposals which for any reason are not so delivered shall be returned to the proposer unopened. Offers by telephone or facsimile cannot be accepted.

**CONFLICT OF INTEREST:** The award hereunder is subject to Chapter 112, Florida Statutes. All proposers must disclose with their proposal the name of any officer, director or agent who is also an employee of the District. Further, all proposers must disclose the name of any District employee who owns, directly or indirectly, any interest of ten percent (10%) or more of the proposer's firm or any of its branches. Gifts from proposers to Employee's or Employee's Families is strictly prohibited per Florida Statutes 112.313 and 112.3148.

**AWARDS:** As the best interest of the District may require, the right is reserved to make award(s) by individual items, group of items, all or none, or a combination thereof, with one or more suppliers and to reject any proposals or waive any informality or technicality in proposals received. The District intends to select a proposal from the highest qualifying responsible bidder from this bid. Vendors who are awarded contracts are asked to extend the same pricing and conditions to other entities who may want to "piggy-back" on a District Bid or Request for Proposal.

**DISPUTES:** In case of any doubt or difference of opinion as to the items to be furnished hereunder, the decision of the District General Manager shall be final and binding on both parties.

**PROTEST:** Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, shall constitute a waiver of any right to protest the terms, conditions, and specifications contained in the RFP, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, or to protest the decision or intended decision concerning a RFP contract award.

**LEGAL REQUIREMENTS:** Federal, State, County and local laws, ordinances, rules and regulations that in any manner effect the item(s) covered herein apply. Lack of knowledge by the proposer will in no way be cause for relief from responsibility.

**LIABILITY:** The vendor shall hold and save the District, its officers, agents and employees harmless from liability of any kind in the performance of or fulfilling the requirement of the Purchase Orders, which may result from this proposal.

**CANCELLATION:** This agreement may be terminated in whole or in part in writing by either party with thirty (30) days notice in the event of substantial failure by the other party to fulfill its obligations under this agreement through no fault of the terminating party.

**NOTE: ANY AND ALL SPECIAL CONDITIONS ATTACHED HERETO WHICH VARY FROM THESE GENERAL CONDITIONS SHALL HAVE PRECEDENCE.**

### **PUBLIC ENTITY CRIME INFORMATION STATEMENT**

All invitations to bid as defined by Section 287.012(11), Florida Statutes, requests for proposals as defined by Section 287.012(16), Florida Statutes, and any contract document described by Section 287.058, Florida Statutes, shall contain a statement informing persons of the provisions of paragraph (2)(a) of Section 287.133, Florida Statutes, which reads as follows:

“A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.”

All vendors who submit a Bid or Request for Proposal to Sun ‘n Lake of Sebring, are guaranteeing that they have read the previous statement, and by signing the bid documents, are qualified to submit a bid under Section 287.133, (2)(a) Florida Statutes.



## **GENERAL SPECIFICATIONS**

### **1. DESCRIPTION OF SERVICE**

The Sun 'n Lake of Sebring Improvement District (hereafter "the District") is seeking proposals from interested site contractors (hereafter "the Contractor") to provide On-Call Electrician Services. The District intends to select one supplying firm from the Request for Proposals (RFPs) to deliver and perform the requested services described herein under General Specifications.

### **2. EFFECTIVENESS AND DURATION**

The agreement(s) resulting from this solicitation is for the items and materials described in this proposal document.

### **3. REFERENCES**

Proposers will complete and return, with the Proposal, a list of at least three (3) client/customer references including company name, address, contact person, telephone number and date you provided the equipment/services to the client. The List of References form provided in these documents should be used. If the Proposer already has a preprinted list of references, then indicate on the District's List of References form "See Attached List." Attach the preprinted list to the District's form and submit both with the Proposal.

### **4. REQUIRED DOCUMENTS**

The following documents included in this Request for Proposal package are required to be submitted along with the Information Requested for this proposal:

- 4.1 Proposal Form
- 4.2 List of at least three (3) contracts/projects
- 4.3 List of all personnel including experience and qualifications
- 4.4 Proof of Licenses and Certificate of Insurance
- 4.5 Non-Collusion Affidavit of Proposer
- 4.6 Conflict of Interest Statement
- 4.7 Disputes Disclosure Form

### **5. EFFECTIVE PERIOD OF PROPOSALS**

All proposals must state the period for which the proposal shall remain in effect. Such period shall not be less than 120 days from the proposal date.

### **6. RIGHT OF REJECTION BY THE DISTRICT**

Notwithstanding other provisions of this RFP, the District reserves the right to award this contract to the supplying firm that best meets the requirements of the RFP, and not necessarily, to the lowest bidder. Further, the District reserves the right to reject any or all proposals prior to execution of the contract, with no penalty to the District.

### **7. CONTRACT NEGOTIATIONS**

After review of the proposals, the District intends to enter into contract negotiations with the selected supplying firm. These negotiations could include all aspects of equipment, service, and fees. If a contract is not finalized in a reasonable period of time, the District will open negotiations with the next ranked firm.

**8. AWARD OF CONTRACT**

The proposer to whom a contract is awarded shall be required to enter into a written contract agreement with the District in a form approved by legal counsel for the District. This RFP and the proposal, or any part thereof, may be incorporated into and made a part of the final contract. The District reserves the right to negotiate the terms and conditions of the contract with the selected proposer.

**9. CONTRACT TERM**

The initial term of a contract awarded as a result of this RFP shall be from January 1, 2020 through December 31, 2020. The contract may be renewed according to the terms stated herein on an annual basis.

**10. QUESTIONS**

All questions concerning this RFP shall be submitted in writing to the name and address below before December 4, 2019. All responses to questions will be addressed in the form of an addendum issued after the question deadline to be posted with the RFP on the District web site [www.snldistrict.org](http://www.snldistrict.org) by December 6, 2019.

Omar DeJesus, CPA, Finance Director  
Sun 'n Lake of Sebring Improvement District  
5306 Sun 'n Lake Blvd.  
Sebring, FL 33872  
Fax number: 863-382-2988 / E-mail: odejesus@snldistrict.org

Contact made with any other employee of, and/or elected officials of the District regarding this RFP will be grounds for the rejection of the contracting individual/firm submittal.

**11. SUBMITTAL OF PROPOSAL**

All firms submitting a proposal will need to submit One (1) marked original and Three (3) copies of their documents in a sealed package. The left front of the package shall read:

On-Call Electrician Services  
RFP # 19-08  
Due Date: December 10, 2019 – Time: 2:00pm  
Company Name and Address

Documents will need to be mailed or hand delivered to:

Tanya Cannady, General Manager  
Sun 'n Lake of Sebring Improvement District  
5306 Sun 'n Lake Blvd.  
Sebring, FL 33872

All documents will need to be delivered to, or received in the mail by the due date and time. Any document submitted or received after this date and time shall not be considered and will be returned to the sender unopened. The District takes no responsibility for late mail or late delivery service.



## SCOPE OF SERVICES

### GENERAL SPECIFICATIONS

1. The contractor agrees to furnish all necessary labor, supervision, tools, equipment, supplies, and materials to accomplish tasks designated by the District. The District agrees to pay for such work when performed in the manner and in accordance with the terms and conditions herein. The District reserves the right to order materials separately on specified jobs in order to get governmental pricing.
2. The contractor guarantees that its services shall be performed in a safe and workman like manner with the skill and care that would be exercised at the time by those rendering this type of service.
3. The contractor guarantees that all labor and materials furnished and work performed by the contractor are in accordance with the specifications, including any additional work as designated by the District. The contractor shall, in addition to all other guarantees, be responsible for faulty labor or workmanship and shall promptly correct improper work, without cost to the District, within a reasonable period after receipt of notification of such faulty labor or workmanship. Payments in full or otherwise do not constitute a waiver of this guarantee. The guarantee period shall be effective for one year after acceptance of the work by the District.
4. The contractor agrees to indemnify and hold harmless the District, its officers, employees, and representatives, from any and all loss, expense, damage demands, claims, and liability for any injury or alleged damage to property, including property of the District and/or loss of use thereof, arising directly or indirectly from the contractor's performance of its work. Contractor further agrees to pay all damages, costs, and expenses including action resulting therefrom. Contractor shall defend the District and its officers, employees, or representatives from and against any and all losses, expenses, damages, demand claims, and liabilities of whatever kind or character including but not limited to attorney's fees and expenses, arising out of or by reason of any injuries (including death) or damage to any person or entity employed by or acting upon the contractor's behalf under this contract.
5. All work shall be done to complete satisfaction of the District in accordance with all municipal, county, federal, and local laws, ordinances, and regulations. The contractor shall dispose of all work materials in accordance with state and local requirements. Fines, if any, that are levied due to inadequacies or failure to comply with any requirements shall be the sole responsibility of the contractor.
6. Contractor's equipment and employees shall be neat and at least equal to District standards in appearance.
7. Contractor's bid shall include the cost of equipment use, vehicles, tooling, devices, employees, insurance, maintenance, taxes, depreciation, reasonable return on investment, and all other direct and indirect expenses associated with the execution of this contractual agreement. The hourly rate provided in this bid shall include full compensation for labor, equipment use, travel time, and other costs to the contractor. The rate is straight time for all labor, except otherwise noted.
8. The District shall notify the contractor when services are required by means of telephone, fax, or email. The contractor shall commence the work on the agreed upon date. For purpose of pricing service calls, Sun 'n Lake's "normal business hours" are defined as being 7:00 am to 6:00 pm, Monday through Friday. All other calls outside these hours, including weekends and holidays will be considered "outside normal business hours." Work is not typically performed on the weekends or legal holidays. Overtime is not allowed unless approved in writing by a work order issued by the District.



9. The contractor may be asked to perform emergency services at times other than normal working hours. The response time for emergency services, reported by the District, will be within two hours. All others shall be within 24 hours, unless otherwise agreed to between the District and the contractor. Emergency work shall be ordered verbally and confirmed by a purchase order, unless the work will be at a cost of less than \$1,000.00.
10. The District shall request an estimate of work to be performed, especially for large projects. Estimates shall include all time and material charges. The technician must inform the District's representative of the repair estimate and request authorization to proceed. Estimates must be approved in advance by the District through the issuance of a purchase order, unless the charge will be less than \$1,000.00.
11. If it is determined that the amount charged by the contractor, during an emergency situation, represents a gross disparity between the cost to perform the services in the usual course of business or in relation to the average market rate, and the increase of the amount charged is not attributed to additional costs incurred in connection with providing the service, the contractor's contract may be terminated for charging unconscionable prices during an emergency situation and the contractor may be suspended from conducting business with the District for a period determined by the District.
12. Contractor assumes full responsibility for having familiarized itself with the nature and extent of the specification upon which the bid was made and all regulations that may in any manner affect the materials to be supplied.

#### **SPECIFICATIONS FOR ELECTRICIAN SERVICES**

1. The scope of services required by the District in connection with this solicitation covers the entire spectrum of services customarily provided to governmental entities by electrical contractors. The services provided should include, but are not limited to the following:
  - A) The installation, repair, and maintenance of motors, transformers, generators, lights, appliances, circuits, wiring, and other electrical system equipment and components in compliance with electrical codes, standards, and regulations;
  - B) Troubleshooting electrical systems to determine cause of electrical malfunction;
  - C) Provide and install conduit, wiring, junction boxes, fixtures, and electrical equipment to repair or replace existing electrical systems;
  - D) All work shall be provided in a professional workmanlike manner in accordance with the National Electric Code and County Building Code. While working on behalf of the District, all related safety codes including OSHA, National Electric Safety Code, and FDOT regulations for traffic control shall be complied with.
2. Contractor's Responsibilities:
  - A) Upon receipt of a request for quote from the District Representative, the contractor shall prepare a written estimate of the labor and materials required to complete the work. The contractor shall complete the total estimate to accomplish the job and will identify any additional tasks necessary to accomplish satisfactorily the overall scope of work.



- B) If the contractor encounters unforeseen conditions which impact the work and could not initially be evaluated, the contractor shall not proceed without written authorization from the District's General Manager. The contractor shall return a revised estimate to the District within the time requested on the original work order. After the revised estimate has been reviewed and agreed upon, the District will approve a fixed price for the work described, and a purchase order change will be issued from the purchasing department
- C) The contractor shall be responsible for obtaining permits, inspections, and/or licenses from the appropriate permitting, inspection, and licensing authorities.
- D) The contractor shall have appropriate transportation and an adequate inventory of tools and equipment to perform the work herein.
- E) The contractor acknowledges that work will be performed only after the above procedures have been accomplished.
3. Contractor shall be a certified electrical contractor and have a minimum of three (3) years of experience in electrical systems, including water and wastewater telemetry systems.
4. No additional charges outside the scope of this contract will be allowed.
5. Successful contractor will not be allowed to sub-contract to any party not in their employment under the terms of this contract.
6. Delivery of Services:
- A. Vendor must be able to provide service twenty-four (24) hours a day, seven (7) days a week, three hundred sixty five (365) days a year, including holidays, for the duration of the agreement.
- B. Sun 'n Lake Improvement District expects the Vendor to give "priority" service to any call for electrical repairs in the District. Response times must be stated on the Vendor's Financial Response Form.
7. Pricing:
- A. Vendor must complete the Vendor's Financial Response Form
- B. Pricing shall remain as bid for the entire contract period
- C. Billable work will begin at time Vendor or their employee(s) arrive on District job site. District will not pay for travel time to job site.
- D. Provide percentage (%) markup cost to District for parts and materials above Vendor's cost, if any. (Vendor will be required to provide invoice documentation of cost, when applicable)

## **EVALUATION CRITERIA**

One selection will be made from the equipment supplier proposer/bidder who is deemed to be the best suited among those submitting proposals on the basis of the previous Scope of Materials and the evaluation factors listed below. Proposer/Bidder shall be descriptive in their proposal on each of, but not limited to, the areas listed below.

Once the District has reviewed the submitted proposals, the District selection committee will use the criteria listed below to evaluate each proposal separately. These criteria are in no particular order.

1. Value.
2. Perceived structural integrity.
3. References.
4. Relevant experience providing similar systems with commercial and public sector clients.
5. Warranty, warranty period and warranted materials.
6. Quality and conciseness of proposals.
7. Overall ability of equipment to meet the needs of the District.
8. Relative distance of distributor warehouse from the District.

**END OF EVALUATION CRITERIA**

**SUN 'N LAKE OF SEBRING  
IMPROVEMENT DISTRICT**  
On-Call Electrician Services  
**PROPOSAL FORM**  
**RFP NO. 19-08**

To: Sun 'n Lake of Sebring Improvement District  
5306 Sun 'n Lake Blvd.  
Sebring, FL 33872

The undersigned hereby declares that after carefully examining these proposal documents, they are fully aware of all conditions affecting such work/items, for which proposals were advertised to be returned by December 10, 2019 and does hereby submit the following proposal for completion of said work/items. All changes must be initialed in ink.

**FOR THIS PROPOSAL TO BE CONSIDERED VALID IT IS MANDATORY THAT THE PROPOSAL BE SIGNED IN THE SPACE PROVIDED**

The Proposer:

A. Acknowledges receipt of:

- 1) Proposal Specifications
- 2) Addenda:

No. \_\_\_\_\_ Dated \_\_\_\_\_

No. \_\_\_\_\_ Dated \_\_\_\_\_

B. Has examined the Proposal Documents and understands that in submitting his Bid, he waives all right to plead any misunderstanding regarding the same.

As requested in the General Conditions, attached are two marked duplicate copies of the original Proposal Form and ALL attachments. \_\_\_Yes \_\_\_No (check one)

Attached, as required in the General Specifications section, is the List of References. \_\_\_Yes \_\_\_No (check one)

**Services to be provided for a proposed price of \$ \_\_\_\_\_, \_\_\_ US Dollars**  
**This proposed price is effective until \_\_\_\_\_**

The District reserves the right to accept any or all proposals, to waive informalities, and to reject all or any part of any proposal as they may deem to be in the best interest of the District.

This Proposal Form is a mandatory form to ease tabulation and analysis; however, it can be accompanied by additional support forms. An officer or representative who has official authorization to sign proposals **MUST** sign this Proposal Form. Failure to sign in the space provided below will result in the Proposal being rejected.

Company Name \_\_\_\_\_  
FEIN or SS# \_\_\_\_\_  
Name of Owner/Partner/Officer and Title \_\_\_\_\_  
Signature of Owner/Partner/Officer \_\_\_\_\_  
Business Telephone \_\_\_\_\_ Fax: \_\_\_\_\_  
Business Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

(please place copy of this sheet on top of proposal submittal for easy access at bid opening)











**DISPUTES DISCLOSURE FORM**

**Answer the following questions by placing an “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 requests for equitable adjustment, contract claims, bid protests, 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 Sun 'n Lake of Sebring Improvement District, RFP # 19-08 On-Call Electrician Services

\_\_\_\_\_

Firm

\_\_\_\_\_

Date

\_\_\_\_\_

Authorized Signature and Title

\_\_\_\_\_

Printed or Typed Name and Title

**\*\*THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.**



**RFP #19-08 ON-CALL ELECTRICAL SERVICES  
VENDOR'S FINANCIAL PROPOSAL FORM**

Company Name: \_\_\_\_\_

	Electrician Hourly Rate	Electrician Helper Aid, Hourly Rate
Rate per hour service calls during normal business hours (7:00 am to 6:00 pm, Monday-Friday)	\$	\$
Rate per hour service calls outside normal business hours (Including weekends and holidays)	\$	\$
Percentage mark-up to Sun 'n Lake Improvement District above Vendor's cost for parts and materials. (Documentation of Vendor's cost will be required, when applicable)	\$	\$
Minimum service charge	\$	\$
State response time for service calls during normal business hours		
State response time for EMERGENCY service calls from the District during normal business hours		
State response time for EMERGENCY service calls from the District outside normal business hours		
Describe warranty information on work and service:		

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS PART OF YOUR PROPOSAL**

## RFP#19-08 Electrician Services Submittal Checklist

Bidder shall provide an **original and three (3) copies** of this checklist and all of the following that apply:

Checklist Elements	Included
Official Bid Form	
Verification of location of business (within two miles of city limits)	
List of at least three (3) contracts/projects.	
A list of all personnel including experience and qualifications.	
The firm name and contact person, address, telephone number, fax number, email address, of the office from which the services are being provided including emergency call out contact information.	
Copies of permits, licenses, and proof of insurance	
The mailing envelope has been addressed to: Sun 'n Lake Improvement District Attn: Omar DeJesus 5306 Sun 'n Lake Blvd. Sebring, Florida 33872	
The mailing envelope must be sealed and marked with: Bid Number Bid Title Closing Date	
The following must be received by the purchasing department <b>within 30 days after award</b> is made by District Board of Supervisors. * Vendor Application and W9 (if not already a vendor) * Certificate of Insurance listing the District as additional insured * Signed Contract	

ALL COURIER DELIVERED BIDS MUST HAVE THE ITB NUMBER AND TITLE ON THE OUTSIDE OF THE COURIER PACKET. *At the discretion of the General Manager, bids or proposals with minor irregularities may be accepted and allowed to be corrected when it is in the best interest of the District.*

**SUBMITTED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_