



INVITATION TO BID

Flagler County Board of County Commissioners

Purchasing Department
1769 East Moody Boulevard
Building 2, Third Floor
Bunnell, Florida 32110

Bid Number: 20-035B
Bid Title: Sale of County Property

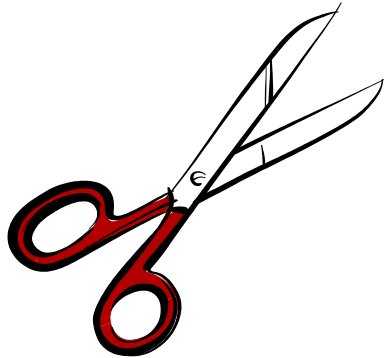
Purchasing Agent: Holly Durrance
Phone: (386) 313-4008
Email: purchasing@flaglercounty.org

Bid Opening: **Wednesday, July 8, 2020**
Time: **2:00pm, local time**
Location: Purchasing Department
1769 East Moody Boulevard
Building 2, 3rd Floor
Financial Services Conference Room
Bunnell, Florida 32110

Bid Contents: SECTION 1 – INSTRUCTIONS TO BIDDERS
SECTION 2 – TERMS AND CONDITIONS
SECTION 3 – SPECIFICATIONS
SECTION 4 – REQUIRED FORMS
SECTION 5 – BID WORKSHEET (Must download separately)

The Flagler County Board of County Commissioners (Flagler County) is not responsible for expenses incurred prior to award. Flagler County officially distributes solicitation documents through VendorLink (<https://www.myvendorlink.com>). Solicitation documents may be downloaded at NO COST using this system. Copies of solicitation documents obtained from other sources are not considered official and should not be relied upon. Flagler County is not responsible for solicitation documents obtained from sources other than VendorLink. Only vendors who properly register and obtain solicitation documents directly from VendorLink will receive addenda and other important information if issued. Vendors are responsible for acquiring knowledge of changes, modifications, or additions to official solicitation documents. Vendors who submit responses and later claim they did not receive complete documents or had no knowledge of any change, modifications, or additions made to the official solicitation documents shall still be bound by the solicitation, including any changes, modifications, or additions to the official solicitation documents. IF YOU OBTAINED A SOLICITATION DOCUMENT FROM A SOURCE OTHER THAN VENDORLINK, IT IS HIGHLY RECOMMENDED THAT YOU REGISTER AS A VENDOR AND DOWNLOAD THE OFFICIAL DOCUMENT AT WWW.MYVENDORLINK.COM AT NO COST.

Cut along the outer border and affix this label to your sealed bid envelope to identify it as a "Sealed Bid". Be sure to include the name of the company submitting the bid where requested.



SEALED BID • DO NOT OPEN	
BID NAME:	<u>Sale of County Property</u>
BID NUMBER:	<u>20-035B</u>
DUE DATE/TIME:	<u>Wednesday, July 8, 2020 at 2:00pm</u>
SUBMITTED BY:	<u>(Name of Company)</u>
DELIVER TO:	FLAGLER COUNTY BOCC PURCHASING DEPARTMENT 1769 E. MOODY BOULEVARD BUILDING 2, THIRD FLOOR BUNNELL, FLORIDA 32110
DATE/TIME RECEIVED:	<u>(To be stamped by Purchasing Department)</u>

SECTION 1 – INSTRUCTIONS TO BIDDERS

It is the intent and purpose of the Flagler County Board of County Commissioners (County) that this Invitation to Bid promotes competitive selection. It shall be the bidder's responsibility to advise the Purchasing Department if any language, requirements, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this ITB to a single source.

TIMETABLE

Date of Distribution:	Thursday, June 4, 2020
Last Date of Inquiries:	Friday, June 26, 2020 by 5:00pm
Final Addendum:	Wednesday, July 1, 2020
Bids Due:	Wednesday, July 8, 2020 at 2:00pm, local time.

EXAMINATION OF PROPERTY

The bidder is invited, urged, and cautioned to inspect the property prior to submitting a bid. Failure to inspect property shall not constitute cause for cancellation of sale. Property will be available for inspection/examination with coordination through the Purchasing Department. Absolutely no access to the property will be allowed without coordination through the Purchasing Department. At their own expense, potential bidders may have property inspectors examine the property during arranged visit.

Site visits will ONLY be scheduled between Monday, June 15, 2020 and Friday, June 26, 2020 in order to accommodate the last date of inquiries and final addendum. A signed Release Hold Harmless Agreement will be required by all persons who set forth on the property, prior to entry of building. To request a site visit, please email Holly Durrance, Purchasing Manager at purchasing@flaglercounty.org at least 48 hours in advance of requested showing time. Questions will not be answered onsite by County staff.

QUESTIONS REGARDING THIS ITB – All questions or concerns regarding this Invitation to Bid (ITB) must be submitted to the Purchasing Division. Questions may be emailed to purchasing@flaglercounty.org referencing the ITB number in the subject line. Any Bidder who initiates any discussions with staff in any manner other than that described below is subject to disqualification from this procurement.

NO LOBBYING – Lobbying shall be prohibited on all county competitive selection processes and contract awards pursuant to this division, including, but not limited to, requests for proposals, requests for quotations, requests for qualifications, bids or the award of purchasing contracts of any type. The purpose of this prohibition is to protect the integrity of the procurement process by shielding it from undue influences prior to the contract award, or the competitive selection process is otherwise concluded. However, nothing herein shall prohibit a prospective bidder/proposer/protestor from contacting the purchasing department or the county attorney's office to address situations such as clarification and/or pose questions related to the procurement process.

Lobbying of county employees, elected/appointed officials, evaluation committee members, or advisory board members regarding requests for proposals, requests for quotations, requests for qualifications, bids, or purchasing contracts, by the bidder/proposer, any member of the bidder's/proposer's staff, any agent or representative of the bidder/proposer, or any person employed by any legal entity affiliated with or representing a bidder/proposer/protestor, is strictly prohibited from the date of the advertisement, until either an award is final, or the competitive selection process is otherwise concluded. Any lobbying activities in violation of this section by or on behalf of a bidder/proposer shall result in the disqualification or rejection of the proposal, quotation, statement of qualification, bid or contract.

For purposes of this provision, lobbying shall mean influencing or attempting to influence action or non-action, and/or attempting to obtain the goodwill of persons specified herein relating to the selection, ranking, or contract award in connection with any request for proposal, request for quotation, request for qualification, bid or purchasing contract through direct or indirect oral or written communication. The final award of a purchasing contract shall be the effective date of the purchasing contract.

Any evaluation committee member, county government employee, elected/appointed official, or advisory board member who has been lobbied shall immediately report the lobbying activity to the Purchasing Manager.

CLARIFICATIONS – It is the Bidder's responsibility to become familiar with and fully informed regarding the terms,

conditions and specifications of this ITB. Lack of understanding and/or misinterpretation of any portions of this ITB shall not be cause for withdrawal of your bid after opening or for subsequent protest of award. Bidders must contact the Purchasing Representative, at the phone number or email provided, should clarification be required. Modification or alteration of the documents contained in the solicitation or contract shall only be valid if mutually agreed to in writing by the parties.

ADDENDA OF THE INVITATION TO BID – When appropriate, the Purchasing Department will issue an addendum to the ITB. Bidders are instructed not to contact the initiating division directly. No oral interpretation of this ITB shall be considered binding. The County shall be bound by information and statements only when such statements are written and executed under the authority of the Purchasing Manager.

It shall be the responsibility of the Bidder, prior to submitting their bid, to determine if addenda were issued, acknowledging and incorporating them into their bid. The failure of bidders to submit acknowledgement of any addenda that affects the ITB price(s) is considered a major irregularity and will be cause for rejection of the bid.

The Flagler County Board of County Commissioners reserves the right to consider the omission of an acknowledgement of addendum as cause for rejection of the ITB submittal.

This provision exists solely for the convenience and administrative efficiency of Flagler County. No Bidder or other third party does not gain any rights by virtue of this provision or the application thereof, nor shall any bidder or third party have any standing to sue or cause of action arising there from.

BID FORMS – All bids must be submitted on the County's Bid Worksheet. Bids on vendor forms will not be accepted.

NO BID – Any items not bid upon must be indicated "NO BID".

CORRECTION OF BIDS – Correction of inadvertently erroneous bids shall be permitted up to the time of opening. Bidders shall not be allowed to modify their bids after the opening time and date.

WITHDRAWAL OF BIDS – Bids may be withdrawn by written request at any time prior to bid opening by the Bidder. Negligence on the part of the Bidder in preparing the bid confers no right of withdrawal or modification after the bid has been opened, at the appointed time and place by Flagler County. Any such withdrawn bid shall not be resubmitted.

SUBMISSION OF BIDS – Firms or companies desiring to provide services, as described herein shall submit sealed bids including one (1) original copy, two (2) identical paper copies, and one (1) electronic copy in pdf format on USB.

Bids must be submitted in a sealed envelope with the bid number, title, and opening date clearly displayed on the outside of the sealed envelope.

All bids must be delivered to the Flagler County Board of County Commissioners, Purchasing Department, Government Services Building, 1769 East Moody Blvd., Building 2 (3rd Floor), Bunnell, Florida 32110 **no later than the specified date and time.**

The delivery of said bid to Purchasing Department prior to the specified opening date and time is solely and strictly the responsibility of the Bidder. Any bid received after the specified date and time will not be accepted.

OPENING OF BIDS – Bids will be received until the date and time stated in this ITB and will be publicly opened at the place, time and date stated. No responsibility will attach the Purchasing Department for the premature opening of a bid not properly addressed and identified.

FINANCIAL ABILITY – Every Bidder may be required to demonstrate financial stability as evaluated at the sole discretion of Flagler County.

BINDING OFFER – A Bidder's submittal will be considered a binding offer, assuming all terms are negotiated satisfactorily. The submission of a bid shall be taken as prima facie evidence that the Bidder has familiarized itself with the contents of this ITB.

MISTAKES – In the event of extension error(s), the unit price will prevail and the bidder's total offer will be corrected accordingly. In the event of addition errors, the extended totals will prevail and the bidder's total will be corrected accordingly. Bidders must check their bid proposal where applicable. Failure to do so will be at the bidder's risk. There shall be no bid submissions having erasures or corrections.

PERIOD OF OFFER VALIDITY – Bids offered in this ITB must remain firm for a period of ninety (90) days from the ITB opening date.

BID TABULATION AND RESULTS – Bid tabulations shall be available upon written request thirty (30) days after opening. Requests may be emailed to purchasing@flaglercounty.org. Bid opening results will be available on the 31st day following the bid opening.

DISQUALIFICATION DUE TO NON-RESPONSIVENESS – The County reserves the right to determine that any bid received which does not contain all of the information, attachments, verification, forms or other information, may be considered non-responsive and therefore be disqualified from eligibility to proceed further in the bid process.

DISQUALIFICATION DUE TO NON-RESPONSIBLE –The County reserves the right to award the contract to a responsible bidder submitting a responsive bid, with a resulting agreement which is most advantageous and in the best interests of County.

The County reserves the right to make such investigation as it deems necessary to determine the ability of any bidder. Information the County deems necessary to make this determination must be provided by the bidder. Such information may include, but will not be limited to: current financial statements prepared by an independent CPA.

OWNERSHIP OF DOCUMENTS – All documents resulting from this project will become the sole property of Flagler County. The Bidder must meet all requirements for retaining public records and transfer, at no cost, to the County all public records in possession of the Bidder upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the County in a format that is compatible with the information technology systems of the County.

COST OF PREPARATION - Costs of preparation of a response to this ITB are solely those of the Bidder. The County assumes no responsibility for any such costs incurred by the Bidder. The Bidder also agrees that the County bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

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SECTION 2 – TERMS AND CONDITIONS

GOVERNING LAWS/RULES/REGULATIONS – The Bidder shall ensure compliance with all laws, rules, codes, ordinances, and licensing requirements that are applicable to the conduct of its business, including those of Federal, State, and local agencies having jurisdiction and County.

RESERVATION OF RIGHTS – The County reserves the right to accept or reject any or all bids, with or without cause, to waive technicalities, or to accept the bid which, in its sole judgment, best serves the interest of the County, or to award a contract to the next most qualified Bidder if the successful Bidders do not execute a contract within ten (10) days after approval of the selection by the Board of County Commissioners or other competent authority.

Flagler County reserves the right, and the Purchasing Manager has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the Board of County Commissioners when such approval is required. The decision to cancel a solicitation cannot be the basis for a protest pursuant to the Flagler County Purchasing Policy. Flagler County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.

AGREEMENT – The selected Bidder shall be expected to execute an agreement containing the terms and conditions herein. Any exceptions to the terms and conditions contained herein must be identified and agreed upon as outlined herein before consideration of proposal.

This Invitation for Bid shall be included and incorporated in the final contract. The order of contract precedence will be the contract, bid document and response. Any and all legal actions associated with this Invitation for Bids and/or the resultant contract shall be governed by the laws of the State of Florida. Venue for any litigation involving this contract shall be the Seventh Circuit Court in and for Flagler County, Florida.

LITIGATION/WAIVER OF JURY TRIAL – This Contract shall be governed by and construed according to Florida Law except its conflict of laws provisions. Venue for any dispute or formal litigation concerning this Contract shall be in the Seventh Judicial Circuit in and for Flagler County. In the event of a dispute or litigation, each party to such dispute or litigation shall be solely responsible for its own attorneys' fees and costs. This Contract shall not be construed for or against any party hereto, without regard to which party is wholly or partly responsible for its drafting. Each party acknowledges that it is aware of and has had the opportunity to seek advice of counsel of its choice with respect to its rights to trial by jury, and each party, for itself and its successors, creditors, and assigns, does hereby expressly and knowingly waive and release all such rights to trial by jury in any action, proceeding or counterclaim brought by any party hereto against the other (and/or against its officers, directors, employees, agents, or subsidiary or affiliated entities) on or with regard to any matters whatsoever arising out of or in any way connected with this Contract and/or any other claim of injury or damage.

PUBLIC RECORDS – Pursuant to Section 119.0701(2), Florida Statutes, the Bidder shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, made or received by the Bidder in conjunction with this Agreement. Specifically, the Bidder must:

- (a) Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the service, including but not limited to: correspondence, financial records, permits, and certifications; and
- (b) Provide the public with access to public records on the same terms and conditions that the County would provide the records and at a cost that does not exceed the cost provided in the County's Public Records Policy, or as otherwise provided by law; and
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and
- (d) Meet all requirements for retaining public records and transfer, at no cost, to the County all public records in possession of the Bidder upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the County in a format that is compatible with the information technology systems of the County.

In performing the requirements herein, the Bidder shall promptly provide the County with a copy of any request to inspect or to copy public records in possession of the Bidder and consult with the County to ensure the request is responded to in accordance with the law. The Bidder shall promptly provide the County with a copy of the Bidder's response to each such request. Failure to grant such public access shall constitute a material default and the County shall be entitled to terminate any Agreement and to pursue any other remedies against Bidder available in equity or at law.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (386) 313-4001, JMURPHY@FLAGLERCOUNTY.ORG, FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS, ATTN: ADMINISTRATION, 1769 E. MOODY BLVD, BLDG 2, BUNNELL, FL 32110.

HOLD HARMLESS / INDEMNIFY – The Bidder agrees to indemnify and hold harmless the County, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Consultant and other persons employed or utilized by the Consultant in the performance of this Contract.

INDEMNIFICATION: (GENERAL LIABILITY) – The selected Bidder shall indemnify, hold harmless, and defend Flagler County and their respective Boards of Commissioners, their agents and employees, and anyone directly or indirectly employed by either of them, from and against any and all liabilities, losses, claims, damages, demands, expenses, or actions, either at law or in equity, including court costs and attorney's fees, that may hereafter at anytime be made or brought by anyone on account of personal injury, property damage, loss of monies, or other loss, allegedly caused or incurred, in whole or in part, as a result of any negligent, wrongful, or intentional act or omission, or based on any action of fraud or defalcation by the Bidder, or anyone performing any act required of Bidder in connection with performance of the agreement awarded pursuant to this ITB. These obligations shall survive acceptance of any goods and/or performance and payment therefore by Flagler County.

CONFLICT OF INTEREST / NON-COLLUSION – All bidders shall complete and have notarized the attached disclosure forms of any potential conflict of interest that the bidder may have due to ownership, other clients, contracts, or interest associated with this project.

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SECTION 3 – SPECIFICATIONS

The Flagler County Board of County Commissioners is seeking a buyer for the sale of the Old Sheriff's Operations Center, located within the City of Bunnell. The vacant buildings sit on approximately one (7.250) acres of land and are being sold as-is. The History of the Sheriff's Operations Center can be found on Flagler County's Official Website, or by clicking the following link: http://flaglercounty.org/departments/administration/history_of_the_sheriff_s_operations_center.php.

1. Parcel Specifications

- A. One (1) parcel: 10-12-30-0850-00180-0000
- B. Location: 901 East Moody Blvd.
Bunnell, FL 32110
- C. Acreage: 7.250
- D. A Commercial Building Description is as follows:

Type	GOV BLDGS
Construction Class	OC
Total Area	36086
Finished Area	36086
Perimeter	0
Exterior Walls	STUCCO
Wall Frame	CLASS C
HVAC	PKG A/C
Stories	1
Wall Height	14
Actual Year Built	1979
Effective Year Built	2010
Fire Sprinklers	

Building 2	
Type	SHOP
Construction Class	OC
Total Area	4098
Finished Area	4098
Perimeter	0
Exterior Walls	CONC BLOCK
Wall Frame	CLASS C
HVAC	N/A
Stories	0
Wall Height	09
Actual Year Built	0
Effective Year Built	1985
Fire Sprinklers	

- E. The County has made every effort to provide accurate information regarding the parcel. No warranties, express or implied, are provided for the data and information attached to this bid. The information provided is for informational purposes only and should not be relied upon as a final determination for submitting a bid or obtaining a building permit or developing the land after purchase. Purchasers should do their own due diligence prior to submitting a bid and determining a property's land use development requirements.

2. Requirements of Bidder

- A. Bidder acknowledges, agrees and represents that Bidder has had the opportunity to fully inspect the parcel and

that Bidder is making this offer with the understanding that the parcel is "As Is" and "Where Is" and subject to all use, wear and tear between the date hereof and the date of closing. In making and executing this bid, Bidder has not relied upon or been induced by any statements or representations of any person in respect of the title to, or the physical or environmental condition of the property, or income, expense, operation or other matter or thing affecting or relating to the property, or this transaction in general, which might be pertinent or considered in the making or execution of this bid.

- B. Bidder shall complete provided Bid Worksheet.
- C. Bids shall be accompanied by a deposit in the form of a Certified, Cashier's, Treasurer's Check, or Bank Draft of any State or National Bank, in the amount of five percent (5%) of the proposed purchase amount, as a guarantee that, if awarded, the bidder will pay the balance of the purchase price to the County. If the awarded bidder fails to complete the purchase by the closing date deadline, its deposit will be forfeited to the County as liquidated damages to compensate the County for the delay and administrative services. NO PERSONAL, COMPANY CHECKS OR CASH WILL BE ACCEPTED.
- D. The winning bidder shall undertake the responsibility to acquire and maintain peaceful possession and enjoyment of the property. The preparation, execution, and notarization of the Deed shall be on the account of the County.

3. Examination of Property

The bidder is invited, urged, and cautioned to inspect the property prior to submitting a bid. Failure to inspect property shall not constitute cause for cancellation of sale. Property will be available for inspection/examination with coordination through the Purchasing Department. Absolutely no access to the property will be allowed without coordination through the Purchasing Department. At their own expense, potential bidders may have property inspectors examine the property during arranged visit.

Site visits will ONLY be scheduled between Monday, June 15, 2020 and Friday, June 26, 2020 in order to accommodate the last date of inquiries and final addendum. A signed Release Hold Harmless Agreement will be required by all persons who set forth on the property, prior to entry of building. To request a site visit, please email Holly Durrance, Purchasing Manager at purchasing@flaglercounty.org at least 48 hours in advance of requested showing time. Questions will not be answered onsite by County staff.

4. Financing

This is a cash sale. The bidder is responsible for obtaining his or her own financing arrangements as required. The County will not provide financing for the purchase of this property. Bidders are strongly recommended to investigate and secure financing arrangements, if required, prior to submission of offering.

Failure to obtain financing during the closing process does not relieve the awarded buyer of his/her legal responsibility and obligation for completion of the contract. Failure to comply with all provisions of the sales contract regarding closing may result in termination of the contract because of bidder's default and may result in the forfeiture of any earnest/deposit funds.

5. Form of Payment

Cashier's or Certified checks made payable to **Flagler County Board of County Commissioners** are the only form of payment accepted.

6. Closing

Closing will be held within 30 calendar days of the date the County accepts the offer. Closing may be held sooner, with mutual agreement of awarded Buyer and County. Only the County may, at its discretion, exceed closing beyond 30 calendar days.

Awarded Bidder pays any and all closing and recording costs associated with purchase of property. Pursuant to Florida Statutes Section 125.411, conveyance of title to buyer shall be by County Deed; such shall not be deemed to warrant the title or to represent any state of facts concerning the same.

The County may require that the closing be processed by and through a title insurance company office, or other agent,

designated by the County, and the awarded Buyer shall pay any costs charged by such company or agent for this closing service.

In addition to the forms of payment listed in paragraph 5 above, bank wires can be used for final payments. All final payments must be made by the date specified in the sales flyer and auction site or the bidder can be placed in default of the contract.

7. Real Estate Brokers

The County will not compensate real estate brokers, however, there will be no restriction on a Buyer employing and compensating brokers.

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SECTION 4 – REQUIRED FORMS

4.1 – BIDDER SUBMITTAL CHECKLIST

_____ Form 4.2 – Bidder’s Certification

_____ Form 4.3 – Conflict of Interest/Non-Collusion Disclosure

_____ Bid Worksheet

_____ Submission of one (1) original marked “ORIGINAL”, three (3) identical paper copies, and one (1) electronic copy in pdf format on USB

How did you hear about this solicitation?

VendorLink _____

Email _____

DemandStar/Onvia _____

Newspaper _____

Public Purchase _____

Other _____
(please specify)

BIDDERS'S NAME: _____

Authorized Signature: _____

Date: _____

This document must be completed and returned with your Submittal

4.2 – BIDDER'S CERTIFICATION

BIDDERS'S NAME: _____

BID NUMBER: **20-035B** BID TITLE: **Sale of County Property (Parcel # 10-12-30-0850-00180-0000)**

SUBMITTALS DUE: **Wednesday, July 8, 2020** TIME: **2:00 P.M., Local Time**

Purchasing Department
Flagler County Board of County Commissioners
Government Services Building
1769 E. Moody Boulevard
Building 2, Third Floor
Bunnell, Florida 32110

I have carefully examined the Invitation to Bid (ITB) including Instructions to Bidders, Terms and Conditions, Scope of Work and/or Specifications, and any other documents accompanying or made a part of this invitation. Furthermore, I agree to abide by all conditions of the bid. I certify that all information contained in the bid submittal is truthful to the best of my knowledge and belief. I further certify that I am a duly authorized to submit this bid on behalf of the company as its agent.

I acknowledge receipt and incorporation of the following addenda, and the cost, if any, of such revisions has been included in the price of the bid submission.

Addendum # _____	Date: _____	Addendum # _____	Date: _____
Addendum # _____	Date: _____	Addendum # _____	Date: _____

Bidders Name: _____

Contact Person / Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-Mail: _____

Authorized Signature: _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me ____ day of _____, 20____ by _____, who is personally known to me or who has produced _____ as identification and who did take an oath.

My Commission Expires: _____

Notary Public

This document must be completed and returned with your Submittal

4.3 – CONFLICT OF INTEREST/NON-COLLUSION DISCLOSURE FORM

Respondents shall be familiar and comply with all applicable conflict of interest legal requirements including Florida's Code of Ethics for Public Officers, Chapter 112, Part III, Florida Statutes. Respondents must complete and submit this Conflict of Interest Disclosure. The form must be signed by an officer or by an authorized individual and notarized by a notary public. The Respondent may disclose any additional information regarding the existence or appearance of a conflict of interest under state or local laws. If the Respondent or its authorized agent omits, misrepresents or falsifies material information, the selection of the Respondent and any executed contract shall be void.

In accordance with the Conflict of Interest provision, the Bidder certifies the following:

- a. _____ There are no identified conflicts of interest.
- b. _____ Potential conflicts of interest have been identified and documentation is attached.

This submission is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.

Name of Authorized Official

Title of Authorized Official

Signature of Authorized Official

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me _____ day of _____, 20____ by _____, who is personally known to me or who has produced _____ as identification and who did take an oath.

My Commission Expires:

Notary Public

This document must be completed and returned with your Submittal

SECTION 5 – BID WORKSHEET

Attached is the Bid Worksheet, which must be completed and submitted with your bid submission. The fields will calculate automatically.