

PROPOSAL COMPLETENESS CHECKLIST

- Proposal received at the office of the Purchasing Section (Proposals electronically transmitted by FAX, E-mail, etc., are not acceptable).
- Proposal sets enclosed in a single, sealed package with the following information on the envelope face:
 - Addressed to: HILLSBOROUGH COUNTY SHERIFF'S OFFICE, SHERIFF'S OPERATIONS CENTER, ATTN: FINANCIAL SERVICES DIVISION – 2008 EAST 8TH AVE, TAMPA FL 33605
 - Title of RFP
 - RFP number
 - Name of Firm,
 - Business address of Firm,
 - Telephone Number, and
 - FAX Number.
- Six (6) completed sets of the Proposal included (1 original and 5 copies).
- SIGNATURES required PARTS A and D.
- Any Addenda or Amendments (Signatures required).
- Completed PART D including Vendor Instructions, Bid Contact Information and Affirmation and Declaration signature page.
- APPENDIX I – Completed Vendor Packet to include completed Vendor Application, W9, Direct Deposit and Business Tax Receipt or other government issued business license.
- APPENDIX II – Statement of No Bid
- Cover sheet of each Proposal set shall include:
 - Title of RFP
 - RFP number
 - Firm name,
 - Business address of Firm,
 - Firm telephone number,
 - Firm FAX number,
- Project descriptions for 3 projects, completed by members of the Firm within the last 3 years, relevant to the proposed CCSO project. (At the Firm's option, projects that are currently in the development and/or construction stage can also be included in addition to the 3 completed projects). Each project description shall include the following, in the same sequence as listed:
 - Name, address, and phone number of a contact/reference, (these references may be contacted by the CCSO).
 - Performance guarantees provided by the Firm.
 - Costs of the projects.
 - Information concerning major equipment types, installation, operation, and suppliers.
 - Proposed and actual project schedules.

- Any unique problems, the approach to resolve these problems encountered, and address all phases of the project, including permitting, bidding, award, design, and construction.
- Project Approach
- Cost projections and Preliminary Project Schedule for the conductance of the entire project.
- The following financial information shall be submitted for each Firm:
 - Statement committing Firm to provide a certificate of insurance in the RFP for the proposed project.
 - Documentation based on the submitted cost estimate, that the Firm/Guarantor can deliver bid, construction performance, and payment bonds as security for the faithful performance and payment of all his obligations under the future contract documents.