

# SIGN AND RETURN THIS FORM WITH YOUR BIDS\*\*

## SOLICITATION, OFFER AND AWARD FORM SUBMIT BID TO:

**CLAUDIA SIMMONS**

**Chief, Purchasing**

Office of Purchasing, 2nd Floor, Room 11.101

213 Palafox Place, Pensacola, FL 32502

Post Office Box 1591, Pensacola, FL 32597-1591

Phone No: (850) 595-4980 Fax No: (850) 595-4805

## **ESCAMBIA COUNTY FLORIDA** **INVITATION TO BID**

**{INSERT SALE SOLICITATION TITLE}**

**SOLICITATION NUMBER: PD**

### SOLICITATION

MAILING DATE:

PRE-BID/PROPOSAL CONFERENCE

OFFERS WILL BE RECEIVED UNTIL:

and may not be withdrawn within 90 days after such date and time.

### **POSTING OF BID TABULATIONS**

Bid tabulations with recommended awards will be posted for review by interested parties at the County Office of Purchasing and will remain posted for a period of two (2) business days.

Failure to file a protest in writing within two (2) business days after posting of the bid tabulation shall constitute a waiver of any protest relating to this solicitation. All protests must be filed with the Office of Purchasing. They will be handled according to the Escambia County Purchasing Ordinance.

### OFFER (SHALL BE COMPLETED BY OFFEROR)

FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER:

TERMS OF PAYMENT:

DELIVERY DATE WILL BE \_\_\_\_\_ DAYS AFTER RECEIPT OF PURCHASE ORDER.

BIDDER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, ST. & ZIP: \_\_\_\_\_

PHONE NO.: (\_\_\_\_) \_\_\_\_\_

TOLL FREE NO.: (\_\_\_\_) \_\_\_\_\_

FAX NO.: (\_\_\_\_) \_\_\_\_\_

REASON FOR NO OFFER:

BID BOND ATTACHED \$ \_\_\_\_\_

1. **Sealed Solicitations** All Solicitation sheets and this form must be executed and submitted in a sealed envelope. (Do not include more than one solicitation per envelope.) The face of the envelope shall contain, in addition, to the above address, the date and time of the solicitation opening and the solicitation number. Solicitations not submitted on attached solicitation form shall be rejected. All solicitations are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.
2. **Execution of Solicitation** Solicitations shall contain manual original signature of authorized representative in the space provided. Solicitation shall be typed or printed in ink. Use of erasable ink is not permitted. All corrections made by the vendor to his solicitation price shall be initialed. The company name and Federal Employer Identification Number (FEIN) shall appear on each solicitation.
3. **No Offer** If not submitting an offer, respond by returning only this acknowledgement form, marking it "NO BID/PROPOSAL", and explain the reason in the space provided above. Failure to respond to a procurement solicitation without giving justifiable reasons for such failure, non-conformance to contract conditions, or other pertinent factors deemed reasonable and valid shall be cause for removal of the buyer's name from the bid mailing list. NOTE: to qualify as a respondent, bidder must submit a "NO BID/PROPOSAL", and must be received no later than the stated solicitation opening date and hour.
4. **Solicitation Opening** Shall be public and unless otherwise stated, in the solicitation immediately following the time "OFFERS WILL BE RECEIVED UNTIL" as stated on the solicitation. SOLICITATIONS which for any reason are not so delivered, will not be considered. Offers by telegram, telephone or fax are not acceptable. A solicitation may not be altered after the time specified as "OFFERS WILL BE RECEIVED UNTIL" has passed. NOTE: Solicitation files may be examined during normal working hours in accordance with Chapter 119, Florida Statutes (F.S.) Public Records. Bid Tabulations may be viewed on the Office of Purchasing public Notice Bulletin Board or Home Page, Internet URL address is <http://www.co.escambia.fl.us/purchasing>.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder and that the bidder is in compliance with all requirements of the Invitation to Bid, including but not limited to certification requirements. In submitting a bid to Escambia County, Florida, the bidder offers and agrees that if the bid is accepted, the County will convey, sell, assign or transfer to the successful bidder all rights, title and interest in items being sold.

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER

(TYPED OR PRINTED)

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SIGNATURE OF PERSON AUTHORIZED TO SIGN OFFER

(MANUAL)

**\*\* Failure to execute this Form binding the bidder's offer shall result in this bid/proposal being rejected as non-responsive.**

### AWARD

Upon certification of award the contract shall be signed by the President or Vice-President. Any other officer shall have permission to sign via a resolution approved by the Board of Directors on behalf of the company. Awarded contractor shall submit a copy of the resolution together with the executed contract to the Office of Purchasing. The terms and conditions of this solicitation and the bid response of the awarded contractor is incorporated by reference herein and made a part of this contract.

#### CONTRACTOR

Name and Title of Signer (Type or Print)

Name of Contractor

By

Signature of Person Authorized to Sign

Date

ATTEST:

Corporate Secretary

Date

[CORPORATE SEAL]

ATTEST:

Witness

Date

ATTEST:

Witness

Date

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#### BOARD OF COUNTY COMMISSIONERS ESCAMBIA COUNTY FLORIDA

Name and Title of Signer (Type or Print)

By

Chairman

Date

ATTEST: Ernie Lee Magaha

Clerk of the Circuit Court

By

Deputy Clerk

Date

Awarded Date

Effective Date

(Revised 7/18/06)