

Quotation Form (Sample Guideline)
(Proposal Format)
Specification Number PD
(Name of Project)

Board of County Commissioners
Escambia County, Florida
Pensacola, Florida 32502

Date: _____

Commissioners:

The undersigned, hereinafter called "Offeror", having visited the sites of the proposed project and familiarized himself with the local conditions, nature and scope of the work, and having carefully developed an acceptable method of providing services as described herein, and having carefully examined the form of agreement and contract documents shall furnish all materials, labor, services and any other items for the proper execution of contract number PD _____ at the proposed price stated below subject to negotiations and final and best offers.

Quantity	Description	Total Price
(To Be Filled In)		

Contractor Requirements

Acknowledgement is hereby made of receipt of the following addenda issued during the quotation period:

Addendum No. _____ Date _____ Addendum No. _____ Date _____
Addendum No. _____ Date _____ Addendum No. _____ Date _____

(PLEASE TYPE THE INFORMATION BELOW)

SEAL IF PROPOSAL IS BY CORPORATION

State of Florida Department of State Certificate of Authority
Document Number _____

Occupational License No. _____

Florida DBPR Contractor's License Certification and/or
Registration No. _____

Type of Contractor's License, Certification and/or
Registration: _____

Expiration Date: _____

Terms of Payment
(Check one) Net 30 Days _____ 2% 10th Prox _____

Will your company accept Escambia County Purchasing
Cards? Yes _____ No _____.

Will your company accept Escambia County Direct
Payment Vouchers? Yes _____ No _____.

County Permits/Fees required for this project:

<u>Permit</u>	<u>Cost</u>
_____	_____
_____	_____
_____	_____

Offeror: _____
By: _____
Signature: _____
Title: _____
Address: _____

Person to contact concerning this quotation:

Phone/Toll Free/Fax No: _____

E-Mail Address: _____

Home Page Address: _____

Person to contact for emergency service:

Phone/Cell/Pager #: _____

Person to contact for disaster service:

Home Address: _____

Home Phone/Cell/Pager #: _____

Proposal Form Continued... (Sample Guideline)

PD _____

(Project Name)

Attached to quotation you shall find a bid bond, cashier's check or certified check (circle one that applies)
in the amount of _____ (%) of quotation.
(Five or ten percent)

The work shall be substantially completed within _____ () calendar days from the commencement date. The offeror agrees to fully complete all work included above within _____ () **consecutive calendar days** from the date of Notice to Proceed. **Liquidated damages of \$ _____ each day will be assessed for each day that completion of the project is delayed.** All work to be accomplished under this quotation shall be the responsibility of offeror and failure of subcontractors to perform shall not relieve offeror of any liquidated damages. A bid bond in the amount of 5% of base quotation is to be furnished by each offeror. Offeror further acknowledges that all of the work outlined above may not be required at the discretion of Escambia County. The total will be subject to total funds available during the course of the work. However, it is the intent of Escambia County at this time to substantially complete the listed work.

Names and addresses of proposed subcontractors to be utilized for work on this project:

- 1.
- 2.
- 3.
- 4.

Note:

For Information Only:

In the agreement section of the standard construction document, please fill in the above appropriate calendar days and the dollar amount.