

**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
<b>(To Be Filled In)</b>		

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.**