



Vendor Checklist

IMPORTANT: PLEASE REVIEW CAREFULLY AND SUBMIT WITH YOUR PROPOSAL/BID. ALL APPLICABLE DOCUMENTS SHALL BE SUBMITTED ELECTRONICALLY THROUGH OPENGOV. VENDOR SHOULD CHECKOFF EACH OF THE FOLLOWING ITEMS. ALL DOCUMENTS REQUIRING EXECUTION SHOULD BE EITHER BY WET SIGNATURES OR VERIFIABLE ELECTRONIC SIGNATURES. FAILURE TO PROVIDE THE APPLICABLE DOCUMENTS MAY DEEM YOU NON-RESPONSIVE/NON-RESPONSIBLE.

- ☐ General Instructions have been acknowledged and accepted.
- ☐ Collier County Purchase Order Terms and Conditions have been acknowledged and accepted.
- ☐ Form 1: Vendor Declaration Statement
- ☐ Form 2: Conflict of Interest Certification
- ☐ Proof of status from Division of Corporations - Florida Department of State (If work performed in the State) - <http://dos.myflorida.com/sunbiz/> should be attached with your submittal.
- ☐ Vendor **MUST** be enrolled in the E-Verify - <https://www.e-verify.gov/> at the time of submission of the proposal/bid.
- ☐ Form 3: Immigration Certification **MUST** be signed and attached with your submittal.
- ☐ E-Verify Memorandum of Understanding or Company Profile page should be attached with your submittal.
- ☐ Form 4: Certification for Claiming Status as a Local Business, **if applicable**, has been executed and returned. Collier or Lee County Business Tax Receipt should be attached with your submittal to be considered.
- ☐ Form 5: Reference Questionnaire form must be fully completed for each requested reference, **if applicable**, are executed and should be included with your submittal.
- ☐ Form 6: Grant Provisions and Assurances package in its entirety, **if applicable**, are executed and should be included with your submittal.
- ☐ Vendor W-9 Form.
- ☐ Vendor acknowledges Insurance Requirements and is prepared to produce the required insurance certificate(s) within five (5) days of the County's issuance of a Notice of Recommend Award.
- ☐ The Bid Schedule has been completed and attached with your submittal, applicable to bids.
- ☐ Copies of all requested licenses and/or certifications.
- ☐ All addenda have been signed and attached.
- ☐ County's IT Technical Architecture Requirements have been acknowledged and accepted, if applicable.
- ☐ Any and all supplemental requirements and terms have been acknowledged and accepted, if applicable.