Collier County

Procurement Services Division

Vendor Check List

<u>IMPORTANT</u>: PLEASE REVIEW CAREFULLY AND SUBMIT WITH YOUR PROPOSAL. 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 has 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 Affidavit 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: Reference Questionnaire form must be utilized for each requested reference and included with your submittal, if applicable to the solicitation.
- ☐ Form 5: 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.
- ☐ Copies of all requested licenses and/or certifications to complete the requirements of the project.
- ☐ All addenda have been signed and attached.
- ☐ County's IT Technical Architecture Requirements has been acknowledged and accepted, if applicable.
- ☐ Any and all supplemental requirements and terms has been acknowledged and accepted, if applicable.