**PROJECT NAME:**

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| --- | --- |
| My Condo Association  275 Palm Ave Apt D207  Jupiter, FL 33477 | From:  Phone #:  Email: |
| Bid Opening Date: Project Scheduled Start Date  Proposal Submission Deadline:  Question Submission Deadline: | |

**INTRODUCTION**

My Condo Association has selected you to receive this RFP for their project named above. All proposals submitted for consideration must be received by the specified Proposal Submission Deadline. Questions can be directed to the name and contact shown above.

**PROJECT DESCRIPTION**

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**PROPOSAL SELECTION CRITERIA**

All proposals received by the deadline will be considered. They will be evaluated based on information provided according to the following criteria:

1. Received by the deadline and conforming to the required format.
2. Bidder’s reputation and media ratings.
3. Bidder’s alleged performance effectiveness of their proposal’s solution.
4. Bidder’s performance history and alleged ability to timely deliver proposed services.
5. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to execute proposed services effectively and efficiently.
6. Overall cost effectiveness of the proposal.

**PROPOSAL SUBMISSION FORMAT**

* **Summary of Bidder’s background**
  + Bidder’s name & address.
  + Bidder’s contact information and preferred method of communication.
  + Company description in terms of size, range & types of services, and clientele.
  + Date company was formed.
  + Bidder’s Federal Employee Identification Number.
  + Florida Business License Number.
  + Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
* **Financial information**
  + Method of paying vendor: down payment, progress payments, and final payment after approval or completed work.
  + Has Bidder ever filed for bankruptcy?
  + Is Bidder under investigation by any regulatory or governmental body?
* **Proposed Outcome**
  + Proposed means of addressing RFP.
  + Summary of timeline and work to be completed.
* **Proposed Equipment and/or services**
  + List any and all equipment or services required for this proposed project.
  + Detail estimated cost for each piece of equipment or service.
  + List any subcontracted work and rationale for subcontracting.
  + List any accommodations, services or space required from My Condo Association.
* **Licensing and bonding**
  + Provide details of licenses and bonds for any proposed services
  + Who is responsible for obtaining a building permit?
* **Insurance**
  + Details of any liability or other insurance provided about the staff or project.
* **References**
  + Provide 3 references.

Bidder agrees that My Condo Association may contact any and all submitted references to obtain information regarding Bidder’s performance.