



Service or Trade: _____

RFP Submission

Request for Proposal Selection Procedures: Bidders should allow a minimum of 14 calendar days for review and decision on bids. Bidders who have not previously worked for HABILITAT must submit a minimum of three work references and may possibly be contacted for a short interview. Bids will be evaluated using the following key guidelines: 1) Experience/Qualifications, 2) Electronic Communication capability, 3) Cost of Materials/Services 4) Schedule Availability & Lead time

Vendor Information

Company Name: _____ Date: _____

Address: _____
Street Address Suite/Unit #

City State ZIP Code

Phone: _____ Email _____

Contact Person: _____

Are you a current vendor providing material or services to HFHCC?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Current Certificate of Insurance- General Liability, Workers Compensation or FL W.C. Exemption Certificate	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for HFHCC?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Licensed to work in Citrus County	YES <input type="checkbox"/>	NO <input type="checkbox"/>			

License Number: _____

Experience & Qualifications References

Company: _____ Phone: _____
Address: _____ Contact: _____

Service Provided: _____

From: _____ To: _____

Company: _____ Phone: _____
Address: _____ Contact: _____

Service Provided: _____

From: _____ To: _____

Company: _____ Phone: _____
Address: _____ Contact: _____

Service Provided: _____

From: _____ To: _____

GENERAL TERMS & CONDITIONS: The Request for Proposals (RFP) does not commit Habitat to award a contract, to pay any cost incurred in the preparation of the firm's RFP response or procure contract services or systems. Habitat reserves the right to accept or reject any or all RFP responses received as a result of this request, to negotiate with all qualified sources and/or to cancel all or part of this RFP. Habitat also reserves the right to choose one or several suppliers and products.

- Bids must be valid for 30 days and may not be altered, withdrawn, or modified after submission.
- BILLING: Invoices will be accepted for payment by HABITAT via email, fax or mail, upon final inspection, or incremental inspection where applicable, for work that has been completed.
- PAYMENTS: CONTRACTOR must provide to HABITAT all fully executed releases of liens, Partial or Full, for the specific work being billed for, before HABITAT will release payments.
- VIOLATIONS: For any code violation or nuisance abatement declared against HABITAT for any job site, or any violation related to the SCOPE OF WORK, which results in any fees or costs assessed against HABITAT, the CONTRACTOR is responsible for completing all corrective actions required and payment of all fees. If the CONTRACTOR does not complete all corrective actions and payment of fees within the time frame stipulated in the violation or abatement notice, HABITAT will deduct the full cost of completing the corrective action and all fees from the CONTRACTOR'S last invoice prior to payment.

Disclaimer and Signature

I accept the General Terms & Conditions listed above and certify that my answers are true and complete to the best of my knowledge.

If this RPF submission leads to an agreement, I understand that false or misleading information in my submission may result in termination.

Signature: _____ Date: _____

PROPOSAL SUBMISSION

Proposals should be mailed (PO Box 1041, Crystal River, FL 34423, emailed (Bids@habitatcc.org) or hand delivered to Habitat for Humanity of Citrus County, 7768 W. Gulf to Lake Hwy, Crystal River, FL 34429, attention: Amy Engelken, COO. Proposals should be clearly marked.