

PROPOSAL CHECKLIST

PROPOSER NAME: Weeks Auction Company, Inc.

- 1. INTRODUCTORY LETTER: YES  NO
- 2. PROJECT UNDERSTANDING: YES  NO
- 3. PROJECT TEAM AND PAST EXPERIENCE: YES  NO
- 4. LOCATION AND WORKLOAD: YES  NO
- 5. FORMS:
  - a) COVER PAGE: YES  NO
  - b) PROPOSAL SIGNATURE FORM: YES  NO
  - c) STATEMENT OF FINANCIAL STABILITY: YES  NO
  - d) SUMMARY OF LITIGATION: YES  NO
  - e) CERTIFICATE OF INSURABILITY: YES  NO
  - f) QUALIFIED TO TRANSACT BUSINESS IN FL: YES  NO
  - g) DRUG FREE WORKPLACE FORM: YES  NO
  - h) NON-COLLUSION AFFIDAVIT: YES  NO
  - i) CONFLICT OF INTEREST DISCLOSURE STATEMENT: YES  NO
  - j) LICENSES/CERTS: YES  NO
  - k) VENDOR INFORMATION FORM: YES  NO
  - l) EXCEPTION FORM: YES  NO
  - m) VENDORS ON SCRUTINIZED COMP. LIST: YES  NO
  - n) COPY OF PERFORMANCE BOND: YES  NO
  - o) W9: YES  NO
- 6. COST FEE PROPOSAL: No Cost/0% to Levy County

REVIEWED BY: Ali Trotheway

DATE REVIEWED: 6/23/2022