

PROPOSAL CHECKLIST

PROPOSER NAME: Royal Auction Group, 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: 4% to Levy County

REVIEWED BY: Ali Trothaway

DATE REVIEWED: 6/23/2022