



**TOWN OF SOUTH PALM BEACH, FLORIDA
BIDDER ACKNOWLEDGMENT & RELEASE FORM
CONFIDENTIAL PLAN DOCUMENTS
& PRE-PROPOSAL MEETING
RFP No. 01-16-2026-P
Construction Manager at Risk (CMAR) – New Town Hall**

PLEASE NOTE:

- ***ALL SECTIONS MUST BE FILLED OUT COMPLETELY***
 - ***ALL BOXES MUST BE CHECKED IN ORDER TO ACKNOWLEDGE AGREEMENT.***
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SECTION 1 – BIDDER INFORMATION

Firm Name: _____

Firm Full Address: _____

Primary Contact Name: _____

Title: _____

Email Address: _____

Phone Number: _____

SECTION 2 – PLAN DOCUMENT RELEASE & CONFIDENTIALITY

(ALL BOXES MUST BE CHECKED TO ACKNOWLEDGE AGREEMENT)

- ☐ I acknowledge that certain plan documents, drawings, diagrams, and materials provided by the Town of South Palm Beach in connection with this RFP may be exempt from public disclosure pursuant to FS §119.071(3).
- ☐ I acknowledge that these materials are being provided solely for the purpose of preparing a response to RFP No. 01-16-2026-P and for no other use.
- ☐ I agree to maintain the exempt and confidential status of all such documents and not to disclose, distribute, publish, post, or otherwise disseminate them, except as necessary for proposal preparation and only to individuals with a legitimate need to know who are informed of their exempt status.
- ☐ I understand that the Town's release of these materials does not constitute a waiver of any exemption under Florida law, specifically but not limited to Florida Statutes, Chapter 119.

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- ☐ I agree that upon withdrawal from the procurement or conclusion of the procurement process, I will destroy or permanently delete all exempt plan documents in my possession unless retention is otherwise required by applicable law.
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SECTION 3 – PRE-PROPOSAL MEETING/SITE VISIT NOTICE & TRACKING

- ☐ I acknowledge that a mandatory pre-proposal meeting will be held for this RFP.
- ☐ I understand that attendance at the pre-proposal meeting and site visit is mandatory and that failure to attend may render my firm non-responsive and ineligible to submit a proposal.
- ☐ I acknowledge receipt of the following pre-proposal meeting and site visit information:
- Date: Thursday, February 19, 2026
 - Time: 10:00 a.m. (EST)
 - Location: Town Hall, 3577 South Ocean Boulevard, South Palm Beach, FL 33480
- ☐ I understand that acknowledgment of this Notice does not substitute for actual attendance, which will be separately verified by the Town.
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SECTION 4 – CERTIFICATION & AUTHORIZATION

I hereby certify that I am legally authorized to bind the Bidder and that all acknowledgments above are true, correct, and accepted on behalf of the Bidder.

Signature: _____

By (print or type name): _____

Title: _____

Legally Authorized Representative of: _____

Date: _____
