



city of  
PALM COAST

RFQ-PW-18-35

QUOTE MANUAL

*Request for Quote (RFQ) for DIESEL FUEL QUALITY ASSURANCE PROGRAM*

# TABLE OF CONTENTS

Table of Contents	Page
Overview _____	2
About Palm Coast _____	3
Service/Supply General Requirements _____	4
Quote Process _____	9
Instructions to Bidders _____	12

# OVERVIEW

## Overview

CITY OF PALM COAST REQUEST FOR QUOTE (RFQ)	
<b>TITLE</b> DIESEL FUEL QUALITY ASSURANCE PROGRAM	<b>REFERENCE</b> RFQ-PW-18-35
<b>ISSUED</b> February 5, 2018	<b>DUE</b> February 16, 2018 at 2 p.m.
<b>PURCHASING COORDINATOR</b> KELLY LITTLE-DOWNEY (386) 986-3731 <a href="mailto:Klitle-downey@palmcoastgov.com">Klitle-downey@palmcoastgov.com</a>	<b>PROJECT MANAGER</b> ROGER LACHANCE (386) 986-2340 <a href="mailto:RLachance@palmcoastgov.com">RLachance@palmcoastgov.com</a>
<b>BRIEF DESCRIPTION</b> This Request for Quote is issued for the purpose of securing quotes for a diesel fuel additive and biocide program.	
<b>OTHER KEY DATES AND MEETINGS</b> Question Deadline: <b>February 16, 2018</b> at 1 p.m. Quote Deadline: <b>February 16, 2018</b> at 2 p.m.	
<b>DOCUMENT AVAILABILITY, SUBMISSION, OTHER INFORMATION</b> Quote solicitation documents are available through the City's Procurement Portal at ( <a href="https://palmcoastgov.bonfirehub.com/portal">https://palmcoastgov.bonfirehub.com/portal</a> ). Quote submittals shall be received electronically through the City's Procurement Portal by the specified time and date. No other method of submission will be allowed or considered (i.e. Mailed, emailed, or hand delivered).	

# ABOUT PALM COAST

## About Palm Coast

The City of Palm Coast, located in Flagler County on the northeast coast of Florida, is situated halfway between St. Augustine and Daytona Beach and about 70 miles from both the Jacksonville and Orlando metropolitan area. Palm Coast's Interstate 95 Exit 284 (at State Road 100) is the closest I-95 exit to the beach from Maine to Miami. Palm Coast covers approximately 60 square miles and is situated on 70 miles of saltwater and freshwater canals and the Intracoastal Waterway, providing residents with abundant fishing and boating opportunities.

The City of Palm Coast is one of Florida's newest cities; incorporated in 1999. Palm Coast is a full-service City government servicing approximately 85,000 residents and 36,000 households. It offers a comprehensive list of services including Utility, Public Works, Administrative Services and Economic Development, Finance, Information Technology, Parks and Recreation, Fire and Human Resources. Law Enforcement Services are provided by the Flagler County Sheriff's Office. Facilities owned and operated by the City of Palm Coast include City Hall, the Utility Office, three water treatment plants, a wastewater treatment plant (with a second under construction), the Public Works yard, the Palm Coast Community Center (currently closed for renovation and expansion), and five fire stations.

City Hall and the Utility Office are the two main facilities where citizens do business with the City. These facilities are open 8 a.m. to 5 p.m. weekdays. The Community Center is normally open daily from 8 a.m. to approximately 9 p.m., depending on the evening's programming. Palm Coast also provides its residents with a dozen City parks, a tennis center, a golf course, a swimming pool, and more than 125 miles of connecting multiuse pathways for walking, running and bicycling. Parks and other recreational amenities are open seven days a week, usually from morning to night.

# SERVICE/SUPPLY GENERAL REQUIREMENTS

## Service/Supply General Requirements

### INTRODUCTION

The City of Palm is securing quotes for a diesel fuel additive and biocide, quarterly testing, service and equipment lease. This will be a once a month delivery. The annual cost of the products and services will be divided by monthly payments. There will be a monthly delivery to the City of Palm Coast's fuel depot of diesel fuel additive and biocide that meets the specifications of the fuel quality assurance program as specified below.

Deliveries are once a month, for twelve months.

Pricing will be broken down into three (3) categories:

1. Diesel Fuel Additive and Biocide Service (Monthly Delivery)
2. Quarterly Testing
3. Equipment Lease (Monthly Charge)

### REQUIREMENTS

This standard is intended to specify the requirements necessary for enhancing the overall performance and stability of low sulfur diesel fuel and will be considered the mitigating factor in the selection and procurement process of a diesel fuel additive and accompanying product and service contributions.

### SCOPE

- 1.1 Diesel Fuel Conditioner and Performance Improver
  - A. Performance Ingredients
  - B. Test Criteria and Performance Requirements
  - C. Dilution / Mix Ratios
  - D. Packaging Requirements
- 1.2 Diesel fuel biocide/fungicide
- 1.3 Diesel fuel testing
- 1.4 Submission of Proposal

### REFERENCED DOCUMENTS

- 2.1 Cummins L10 Direct Injector Cleanliness Test
- 2.2 Peugeot XUD-0 Indirect Injector Cleanliness Test
- 2.3 ASTM D 613 Diesel Engine Test for Cetane Number
- 2.4 ASTM D 4046 Diesel Fuel Cetane Number Determination
- 2.5 ASTM D 976 Calculated Cetane Index Determination
- 2.6 ASTM D 1401 Water Separation Test
- 2.7 ASTM D 130 Copper Corrosion Test
- 2.8 ASTM D 665 Rust Test
- 2.9 ASTM D 525 Oxidation Test
- 2.10 ASTM D 1177 Pour Point Test
- 2.11 ASTM D 6078 Lubricity Test

# SERVICE/SUPPLY GENERAL REQUIREMENTS

## 2.12 ASTM 6079 Wear Test

### **DIESEL FUEL CONDITIONER AND PERFORMANCE IMPROVER**

The product shall be added to diesel fuel bulk storage or directly to fuel reservoir for enhanced engine performance, extended component and fuel storage life, reduced emissions, and increased mileage or hours per gallon.

3.1 Performance Ingredients: The product must contain all of the following ingredients in order to be considered.

- A. Detergents / Dispersants: Cleans the fuel system and components and suspends deposits
- B. Cetane Improver: Reduces fuel ignition delay time and produces a cleaner burn pattern
- C. Demulsifiers: Separates moisture (water) from fuel and prevents contamination
- D. Rust and Corrosion Inhibitors: Inhibits rust and corrosion in the system
- E. Oxidation Inhibitors: Inhibits the formation of gum and varnish and extends fuel life
- F. Pour Point Depressants: Reduces fuel pour point temperature
- G. Lubricants: Enhances the lubrication value of the fuel which reduces system wear
- H. Metal Deactivators: Counteracts dissimilar metal reactions in fuel systems
- I. Cloud Point Reducers: Lowers wax formation temperature points

The product must not contain any alcohol and/or ingredients, which will emulsify water in the fuel.

To ensure that the supplied product contains the prescribed additives package, and that said additives are in the necessary concentrations to provide the required benefits – all proposed products must meet the following test criteria and performance requirements.

3.2 Test Criteria and Performance Requirements: All of the test described below must be carried out and their values to be within the prescribed limits.

- A. Diesel Fuel Injector Cleanliness: Test used to determine the ability of the additive to clean direct injectors and keep them clean during normal and severe operation.
  - Direct Injection: Cummins L-10 Injector test performance value shall not exceed 10 where an engine with 0 hours = 1 and an engine which has experienced normal operation = 30.
  - Indirect Injection: Peugeot XUD-0 Indirect Injector Cleanliness test performance value shall have greater than a 10% increase in average flow in comparison to the reference fuel and should be greater than a 40% increased flow when compared to untreated fuel after 19,000 miles of operation.
- B. Cetane Number Improvement: Determination of the ignition quality of diesel fuel, which measures ignition delay, compared to primary reference fuels. The higher the Cetane Number, the easier an engine will start, producing less white smoking and diesel knock, and increased burn efficiency resulting in improved performance and mileage. The acceptable Cetane improvement at various mix ratios is noted in Table 1 according to the diesel fuel's API Gravity.

# SERVICE/SUPPLY GENERAL REQUIREMENTS

Fuel API Gravity	Cetane Rating	Mix Ratio
32.2	38	Untreated
32.2	41.5	1:1000
32.2	42	2:1000
40.7	52	Untreated
40.7	56	1:1000
40.7	57.5	2:1000

Table 1. Required Treated Fuel Cetane Rating at Prescribed Mix Ratios

- Ignition Delays: ASTM D 613 Cetane Number test establishes the Cetane Number of the fuel with Cetane Improver Additive compared with that of standard reference fuels with blends of n-cetane. The cetane content that matches the ignition delay of the test fuel is the Cetane number. The diesel fuel additive should increase the Cetane Number by at least what is dictated in Table 1.
  - Spectrophotometry: ASTM D 4046 test establishes the content of 2-ethyl-hexyl-nitrate in order to determine the appropriate mix ratio of the Cetane Number improvement additive. The diesel fuel additive should increase the Cetane Number by at least what is dictated in Table 1.
  - Calculated Cetane Index: ASTM D 976 test establishes the Cetane Number by using the density and mid-boiling point of the treated fuel and a reference fuel. A nomograph is used to calculate the Cetane Index. The diesel fuel additive should increase the Cetane Rating at least what is dictated in Table 1.
- C. Fuel and Water Separation – determination of the ability of the diesel fuel additive to effectively separate water from the diesel fuel while in bulk storage or in the fuel reservoir.
- Fuel/Water Demulsibility: ASTM D 1401 at 77° F, diesel fuel and water mixture should separate immediately.
- D. Rust and Corrosion Protection - determination of the ability of the diesel fuel additive to prevent the oxidation of metal components.
- Copper Corrosion: ASTM D 130 determines the ability of the diesel fuel additive to inhibit corrosion of copper. The acceptable value is 1A on a scale of 1A being most effective at inhibiting corrosion to 4D being least effective at inhibiting copper corrosion.
  - Rust Prevention: ASTM D 665 determines the ability of the diesel fuel additive to inhibit rust. The diesel fuel and additive mixture must pass the test.
- E. Oxidation and Stability - determination of the ability of the diesel fuel additive to reduce or prevent the oxidation of the diesel fuel while in bulk storage or while in the fuel reservoir.
- Bomb Oxidation Stability: ASTM D 525 determines the ability of the diesel fuel additive to prevent the oxidation of diesel fuel. The required minimum value for the diesel fuel additive in a reference diesel fuel is 250 minutes at 100°C at 100psi oxygen.
- F. Pour Point Reduction – determination of the ability of the diesel fuel additive to lower the point temperature of diesel fuel.

# SERVICE/SUPPLY GENERAL REQUIREMENTS

- Pour Point Depression: ASTM D 1177 determines the ability of the diesel fuel additive to reduce the pour point temperature of the diesel fuel by modifying the wax crystal formation. The additive must lower the pour point by no less than 20°F.
- G. Lubrication Increase – determination of the diesel additive to increase the overall lubrication characteristics of the diesel fuel.
- Lubricity Modification: ASTM D 6078 BOCLE Test determines the ability of the diesel fuel additive to increase the load carrying capabilities of the reference diesel fuel. The diesel fuel additive should increase the load to at least 300 grams.
- 3.3 Dilution and Mix Ratio: The product shall be administered at the rate of 1 gallon of treatment to 1000 gallons of diesel fuel to bulk storage tanks or on-board diesel fuel tanks to achieve enhanced engine performance, extended component and fuel storage life, reduced emissions, and increased mileage or hours per gallon.
- 3.4 Packaging Requirements: The product will be made available in 1 pint, 1 quart, 1 gallon, 2.5 gallon, 5 gallon, 7 gallon, 20 gallon, 35 gallon, 55 gallon, and 350 gallon containers in DOT approved package with directions for use and all necessary safety precautions.
- 3.5 Diesel Fuel Biocide/Fungicide: A diesel fuel biocide and fungicide will be provided at no charge to the City. It shall be a mixture of two active amine compounds that will function in the fuel and water phase respectfully. The product should be in a stable form and be soluble in oil. The biocide/fungicide should be used to inhibit microbial growth in all types of hydrocarbon fuel and achieve a complete “kill” of all microbes within 8 hours and be applied at 1 gallon of treatment to 4000 gallons of diesel fuel to bulk storage tanks or on-board diesel fuel tanks.
- 3.6 Diesel Fuel Testing: Diesel fuel testing will be carried out at no additional charge by the supplier on a routine basis to establish the following:
- A. Culture and Analysis of bacteria concentration
  - B. Culture and Analysis of fungus concentration
  - C. Analysis of water concentration by Carl Fisher Method
  - D. Analyze base cetane level determined by ASTM D 613
  - E. Treat rate determination determined by ASTM D 613
  - F. Cetane Improvement after treatment determined by ASTM D 613

Test results will be made available to the fuel management team along with written maintenance recommendations from a recognized fuel-testing laboratory.

- 3.7 Value Added Contributions: The supplier must be able to readily supply the following value added contributions at no additional cost:

A: On-Site Lubrication Training

- General Lubrication
- Grease Lubrication and Application
- Gear and Transmission Lubrication
- Hydraulic Fluid



# SERVICE/SUPPLY GENERAL REQUIREMENTS

- Motor Oil
- Oil Analysis Training

B: Inventory Management and Tagging Products and Suggested Procedures

C: Internet Based Equipment Maintenance Management Software: The application should allow the user to

- Manage equipment costs
- Schedule unlimited maintenance procedures and work orders on a daily, weekly, monthly quarterly or annual basis
- Track fuel delivery and usage
- Manage equipment inventory
- Create and manage work orders
- Track and analyze equipment and part service, reliability and failure history
- Analyze historical maintenance issues and predict future events
- Locate maintenance, equipment or part “hotspots”
- Net based accessible from any computer at any time
- Three levels of administrative access

E. Plant Survey and Inventory Consolidation Recommendations

- Equipment Efficiency Audits
- Reliability Performance Assessments
- Lubrication Equipment Assessments

F. Value Recognition Reports

- Reliability reports and cost reduction based on analysis of downtime, labor costs, parts replacements as it relates to products and services provided by lubricant and supplies.

# QUOTE PROCESS

## Quote Process

**PURCHASING PROCEDURES:** The Central Services Division Procedures apply in its entirety with respect to this Invitation to Quote. <http://www.palmcoastgov.com/government/purchasing>

**INQUIRIES/INTERPRETATIONS:** All Bidders shall carefully examine the Request for quote (RFQ) documents. Any ambiguities or inconsistencies shall be brought to the attention of the City Central Services Division prior to the due date in writing through the City's Procurement Portal Web Page (<https://palmcoastgov.bonfirehub.com/portal>); failure to do so, on the part of the Bidder, will constitute an acceptance by the Bidder of any subsequent decision. Any questions concerning the intent, meaning and interpretations of the RFQ documents including the attached draft agreement, shall be requested in writing through the City's Procurement Portal Web Page (<https://palmcoastgov.bonfirehub.com/portal>) at least seven (7) calendar days prior to the due date. The City shall not be responsible for any oral statement or instructions made by any employee(s) of the City in regard to this RFQ. Any oral statements or instructions given before the quote submittal due date will not be binding.

**ADDENDA:** Should revisions to the RFQ documents become necessary; the City shall post addenda information on the City's Procurement Portal Web Page (<https://palmcoastgov.bonfirehub.com/portal>). All Bidders should check the City's Procurement Portal Web Page at least three (3) calendar days before the date fixed to verify information regarding Addenda. Failure to do so could result in rejection of the quote submittal as unresponsive. Bidder shall sign, date, and return all addenda with their quote submittal. Addenda information will be posted on the City's Procurement Portal Web Page. It is the sole responsibility of the Bidder to obtain information related to Addenda.

**CITY CONTACT:** All prospective Bidders are hereby instructed not to contact any member of the City of Palm Coast City Council, City Manager, or City of Palm Coast staff members other than the noted contact person(s) regarding this RFQ at any time prior to the quote/request having been formally presented to, and voted on by, the City Council. Any such contact shall be cause for rejection of your quote submittal.

**PREPARATION COSTS:** Neither the City nor its representatives shall be liable for any expenses incurred in connection with preparation of a quote. Bidders should prepare their quotes simply and economically, providing a straightforward and concise description of the Bidder's ability to meet the requirements of this RFQ.

**LICENSES/PERMITS:** If applicable, any permits, licenses, or fees required shall be the responsibility of the Bidder. No separate or additional payment will be made for these costs. Adherence to all applicable code regulations, Federal, State, City, City, etc., are the responsibility of the Bidder.

**SUBMISSIONS:**

- Instructions: Refer to Bidder Instructions for preparation of the quote submission.
- Time to Respond: Bidders' quotes shall be submitted electronically through the City's Procurement Portal Web Page (<https://palmcoastgov.bonfirehub.com/portal>) for receipt by the specified time and date. **No other method of submission will be allowed or considered (i.e. mailed, emailed, or hand delivered).** Any emailed, mailed, or hand delivered submittals will be returned to the sender and not be considered. It is strongly recommended that Bidders begin the uploading process at least ONE (1) day before Quote Deadline set forth in the Overview for sufficient time to complete the process. No submissions through the City's Procurement Portal Web Page will be allowed or considered after the specified time and date.

# QUOTE PROCESS

For general assistance, please contact Central Services Division staff at least one business day in advance. For technical questions related to the submission portal, please contact Bonfire at [Support@GoBonfire.com](mailto:Support@GoBonfire.com) or visit their help forum at <https://bonfirehub.zendesk.com/hc>.

- **Additional Information/Follow-up:** No additional information may be submitted, or follow-up made, by any Bidder after the stated due date, outside of a formal presentation to the Evaluation Committee, unless requested by the City. At the time of opening and upon review of the quote submittals, the City reserves the right to request all required forms/attachments (other than the pricing form and issued addenda) that may have not been submitted at the time of submittal. The respondent shall have twenty-four (24) hours from the City's request to supply this information to the City for its quote to be considered valid.

**QUANTITIES:** The City shall not be held to any maximum or minimum purchase quantities as a result of this solicitation and/or resulting contract. The City reserves the right to purchase any, all or none of its requirements from vendors awarded a contract as a result of this RFQ. All quantities as shown are approximate and no guarantee is made that any materials will be purchased.

**QUOTE WITHDRAWAL:** Bidders may withdraw their quote submittals through the City's Procurement Portal up to the time prior to the time and date set for the quote submission deadline. Quote submittals, once opened, become the property of the City and will not be returned to the Bidders.

**MISTAKES IN QUOTE:** Bidders are expected to examine the terms and conditions, specifications, delivery schedule, prices, extensions and all instructions pertaining to supplies and services. Failure to do so will be at Bidder's risk. In the event of extension or addition error(s), the unit price, and extension, thereof will prevail and the Bidder's total offer will be corrected accordingly. Written amounts shall take precedence over numerical amounts. Quote submittals having erasures or corrections must be initialed in ink by the Bidder.

**AFFIRMATION:** By submission of a bid/quote submittal, Bidder/Proposer affirms that their bid/quote submittal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a bid/quote for the same materials, supplies, equipment or services, and is in all respects fair and without collusion or fraud. Bidder/Proposer agrees to abide by all conditions of this bid/quote documents and the resulting contract.

**LOCAL BUSINESS PREFERENCE IN SELECTION AND AWARD:** The City has a Local Business Preference Policy designed to aid Local Vendors. The Policy allows Local Vendors (defined below) to be awarded a solicitation if their cost to the City is within 3% - 5% (depending on amount) up to total of \$20,000 (calculation below). The City's Local Business Preference is not applicable to any Invitations to Bid where funding will be in whole or part from any federal, state agency, or local agency with differing or no local preference.

- **Local Vendor** – For purposes of application of the Local Bid Preference, a Local Vendor is a businesses that has its headquarters, manufacturing facility, or locally-owned franchise located in, or having a street address within, the legal boundaries of the City of Palm Coast for at least one (1) year immediately prior to this quote solicitation (Post office boxes do not qualify as a verifiable business address). If the local business preference does not result in the Palm Coast business being awarded the quote/bid/contract, then the local business preference shall be given to businesses have its headquarters, manufacturing facility, or locally-owned franchise located in, or having a street address within, the legal boundaries of Flagler County for at least one (1) year immediately prior to

# QUOTE PROCESS

the request for a quote or formal bid solicitation (Post office boxes do not qualify as a verifiable business address).

- Calculation - Five percent (5%) of the net quote or bid price up to \$200,000.00 as referenced on the quote tabulation or bid price schedule. Three percent (3%) of the net bid price above \$200,000.00 as referenced on the bid price schedule. Total local business preference shall be limited to \$20,000.00 for each quote or project.

**PUBLIC RECORDS:** Upon Notice of Intent to Award or thirty (30) days after opening, quotes become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. To seek exemptions from public records disclosure, Bidders must i) invoke exemptions provided by law in their submittals, ii) identify the data or other materials to be protected, and iii) state the reasons why such exclusion from public disclosure is necessary.

**QUOTES TO REMAIN FIRM:** All quote shall remain firm for a minimum of one-hundred and twenty (120) days after the day of the opening to allow for the evaluation, selection process and proper execution of the Agreement. If need be, that time may be extended up to an additional ninety (90) days. Extensions of time when quotes shall remain opened beyond the additional ninety-day period may be made only by mutual agreement between the City and the apparent winning Bidder. The successful Bidder must maintain the quote prices firm for a minimum of one (1) year after the contract is executed. No cost increase will be authorized during the first year of the agreement.

**MULTIPLE QUOTE SUBMISSIONS:** More than one bid submittal from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that a Bidder is involved in more than one bid submittal will be cause for rejection of all bid submittals in which such Bidder is believed to be involved. Any or all bid will be rejected if there is reason to believe that collusion exists between Bidders. Bids in which the prices obviously are unbalanced will be subject to rejection.

**VENDOR REGISTRATION:**

All bidders or proposers whose quotes are selected for purchase orders, or work orders must register as a vendor with the City of Palm Coast. Vendors can register online at: <https://www.palmcoastgov.com/vendor-registration>

# CONTRACT TEMPLATE

## Instructions to Bidders

### QUOTE SUBMITTAL

The Bidder must submit a quote that complies with this RFQ document in all material aspects. All quote submittals must contain direct responses to the requested information which can be found on the Required Forms attached and as otherwise outlined in this RFQ. The response should be organized so that specific questions being responded to are readily identifiable and in the same sequence as outlined below. Bidders are advised that lengthy or overly verbose or redundant submissions are not necessary. Bidders are advised to carefully follow these Instructions to Bidders in order to be considered fully responsive to this RFQ. Compliance with all requirements will be solely the responsibility of the Bidder. Failure to provide requested information may result in disqualification of the quote. Quote prices must be submitted on the required forms. Bidders shall submit the quote including all required forms through the process outlined in the Preparing and Uploading Submission section below. By submitting a response, the Bidder warrants that its quote is fully disclosed and correct.

### INSURANCE

Bidders shall have insurance coverage that complies with the Insurance Requirements set forth in the Contract Template attached to this RFQ. Proof of insurance shall be furnished to the City prior to final execution of the contract.

### WARRANTY AGAINST FRAUD AND COLLUSION

By submitting a bid in response to this RFQ, the Bidder warrants that it has not employed or retained any company or person, other than a bonafide employee working solely for the Bidder, to solicit or secure this award and the resulting contract and that the Bidder has not paid, or agreed to pay, any person, company, corporation, individual or firm, other than a bona fide employee working solely for the Bidder, any fee, commission, percentage, gift, or other consideration contingent upon, or resulting from, award or making of the resulting contract. For the breach or violation of this provision, the City shall have the right to disqualify the bid and/or terminate the Agreement at its sole discretion, without liability, and to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift or consideration.

By submission of a quote submittal, Bidder affirms that its bid submittal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a quote for the same materials, supplies, equipment or services, and is in all respects fair and without collusion or fraud. Bidder agrees to abide by all conditions of this quote solicitation documents and the resulting contract.

### SUBMISSION INSTRUCTIONS FOR SUPPLIERS

#### 1. Prepare your submission materials:

#### Requested Information

Name	Type	# Files	Requirement
<b>Diesel Fuel Additive and Biocide Service</b>	Key in monthly fee \$\$	N/A	Required
<b>Quarterly Testing</b>	Key in quarterly fee \$\$	N/A	Required
<b>Equipment Lease</b>	Key in monthly fee \$\$	N/A	Required

# QUOTE PROCESS

- Please note that text fields have a limit of 2000 characters. We recommend you prepare your responses in advance to ensure they fit within the length restrictions. Learn more about Requested Data at the Bonfire Help Center.

2. Upload your submission at: <https://palmcoastgov.bonfirehub.com/opportunities/6593>

## Important Notes:

- Each item of Requested Information will only be visible after the Closing Time.
- Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.
- You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.
- Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.