1. **GENERAL INFORMATION**
   1. Approved Contractors will be granted authorization to view confidential documents for this solicitation.
2. **REQUIREMENTS**

Contractor shall provide the following on company letterhead:

* 1. The [*Name, Title, Address, Email and Cellular Phone Number*] for the individual responsible for ensuring the representatives viewing the documents on their behalf understand and will adhere to Florida Statute 119.071, *General Exemptions From Inspection or Copying Public Records,* and any other state or federal rules providing an exemption or designating documents as confidential in nature.
  2. A list of all individuals (with the same information as above) approved to view the documents on Contractor’s behalf (including Subcontractors).
  3. The letter and this attached form must be executed by a company authorized signatory and submitted to Contracting Officer [Bill.Ponko@LakeCountyFL.gov](mailto:Bill.Ponko@LakeCountyFL.gov) prior to the Last Day to Ask Questions.

1. **VIEWING PROCESS**

In person:

* 1. Cell phones, cameras, and other recording devices are strictly prohibited in viewing room. Devices shall be collected and retained by Procurement Services prior to entering viewing room.
  2. IDs will be required to confirm the individual is on the approved list.
  3. County will provide one set of confidential documents to each Contractor for estimating purposes. Contractor may write on the documents. All documents and notes shall be retained by County. The awarded contractor will receive their set with all others destroyed.

Electronic viewing:

* 1. A secure file link will be sent to the email address provided for exclusive viewing. Note that this file is confidential and must not be shared or duplicated.

Contractor Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name), the authorized representative for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Company) hereby agree that all confidential and/or exempt documents provided to CONTRACTOR by COUNTY as a necessary part of the procurement process and containing confidential information or information covered under an exemption to Chapter 119, Florida Statutes, will be handled and safeguarded in a manner that affords sufficient protection to prevent the unauthorized disclosure of, or inadvertent access to, such information, and in a manner which maintains its confidential and/or exempt nature.

CONTRACTOR agrees to return all confidential and/or exempt information which CONTRACTOR has had access to or which is in CONTRACTOR’s possession: (1) upon demand by an authorized COUNTY representative; (2) upon the conclusion of CONTRACTOR’s relationship with the COUNTY; or (3) upon the determination by the COUNTY that CONTRACTOR does not require further access to such information.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date