

**ITB 2023-15 SURPLUS SALE
INSTRUCTIONS TO BIDDERS**

Bidders interested in the Property are instructed to submit one (1) original hard copy and one (1) electronic copy (non-returnable USB flash drive) of its complete Bid in accordance with this ITB, no later than **October 18, 2023 @ 3:00 P.M., Eastern Time** unless otherwise changed through an addendum to this ITB, to the County Coordinator's Office at 445 W Palmer Mill Rd., Monticello, FL 32344. Proposals received after this date and time will not be considered and shall be returned unopened.

All Bids and all attachments must be bound and delivered **SEALED** to the County at the address shown below no later than the time and date set for receipt of Bids. Deliver OR mail the Bid in a sealed envelope/package to:

**JEFFERSON COUNTY COODINATOR'S OFFICE
ATTN: ITB # 2023-15
GUSTAVO ROJAS
450 W Walnut ST.
MONTICELLO, FL 32344**

The front lower left corner of each **SEALED** envelope/package shall contain the following information for proper identification:

Aggregate Material ITB # 2022-15 Attention: GUSTAVO ROJAS DUE NO LATER THAN: October 18, 2023 @ 3:00 P.M.

1. Include name and address of Bidder on each sealed envelope/package.
2. If Bid is contained in multiple packages, number each sealed package sequentially, i.e., "1 of 3", "2 of 3", "3 of 3".

Bidders shall construct its Bid in the following format. Required forms can also be provided in Microsoft Word format, upon request. Please contact the County Manager's Office: (850) 324-0223 or email grojas@jeffersoncountyfl.gov.

PROPOSAL TRANSMITTAL FORM ON THE BIDDER'S LETTERHEAD (Bid Proposal Form 1)

All signatures must be by an individual with authority to legally bind the Bidder, witnessed, and corporate and/or notary seal (as applicable.) If the individual signing the Proposal Transmittal Form does not have apparent authority to legally bind the Bidder, attach documentation demonstrating such authority. The corporate or mailing address must match the company information as it is listed on the Florida Department of State Division of Corporations. Attach a copy of the webpage(s) from <http://www.sunbiz.org>

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as certification of this required information. Verify that all addenda and tax identification number have been provided.

BID PROPOSAL, BASIS OF BID (Bid Proposal Form 2)

The Basis of Bid form is included with the Bidding Documents. Additional copies may be obtained from the Procurement Office. All blanks on the Bid form shall be completed in ink and the Bid signed in ink. Erasures or alterations shall be initialed in ink by the person signing the Bid Form. Prices written in words shall prevail over figures where applicable. All bids will be reviewed mathematically and corrected, if necessary, using these standards, prior to further evaluation. Bid Price must exceed the Base Bid of \$282,000.

REQUIRED FORMS, DOCUMENTS AND CERTIFICATIONS (Bid Form 3)

The following forms must be fully filled out and signed by a person with authority to bind the Bidder:

Bid Proposal Form 3: Comments on Proposed Purchase and Sale Agreement