

### INSTRUCTIONS TO BIDDERS

Proposers interested in the Work 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 **May 29, 2024 @ 3:00 P.M., Eastern Time** unless otherwise changed through an addendum to this ITB, to the County Manager’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 MANAGER’S OFFICE  
ATTN: ITB # 2024-08  
GUSTAVO ROJAS  
445 W. PALMER MILL RD.  
MONTICELLO, FL 32344**

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

Ashville Highway Widening– Margaret Church to Bassett Dairy ITB # 2024-08 Attention: GUSTAVO ROJAS <b>DUE NO LATER THAN: May 29, 2024 @ 3:00 P.M.</b>
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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 their 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) 997-3083 or email [grojas@jeffersoncountyfl.gov](mailto:grojas@jeffersoncountyfl.gov).

**PROPOSAL TRANSMITTAL FORM ON THE FIRMS 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 AND BID BOND (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. A Bid price shall be indicated for each Bid item, and unit price item listed therein, or the words “No Bid,” “No Change,” or “Not Applicable” entered. In the event of multiplication/addition error(s), the unit price shall prevail. 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.

### **REQUIRED FORMS, DOCUMENTS AND CERTIFICATIONS (Bid Forms 3 through 16)**

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

- Bid Proposal Form 3 - List Of Proposed Subcontractors
- Bid Proposal Form 4 - Comments On Proposed Contract
- Bid Proposal Form 5 - Qualification Questionnaire
- Bid Proposal Form 6 - Indemnification And Hold Harmless
- Bid Proposal Form 7 - Sworn Statement Under Section 287.133(3)(A), Florida Statutes,  
On Public Entity Crimes
- Bid Proposal Form 8 - Equal Opportunity/Affirmative Action Statement
- Bid Proposal Form 9 - Drug Free Workplace Certification
- Bid Proposal Form 10 - Disclosure Statement Conflict Of Interest Disclosure
- Bid Proposal Form 11 - Non-Collusion Affidavit
- Bid Proposal Form 12 - Ethics Clause
- Bid Proposal Form 13 - Certification Regarding Debarment, Suspension, And Other  
Responsibility Matters Primary Covered Transactions
- Bid Proposal Form 14 - E-Verify Compliance Certification
- Bid Proposal Form 15 - Required Policy Endorsements And Documentation
- Bid Proposal Form 16 - Certification Regarding Lobbying For Contracts, Grants, Loans  
And Cooperative Agreement