

LEGAL ADVERTISEMENT

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

REQUEST FOR QUALIFICATIONS 2025-10

FOR:

Special Magistrate for Code Compliance

Advertisement Begin Date: July 11, 2025

Bids Due Date/Time: August 13, 2025 at 3:00 p.m. EST

The Jefferson County Board of County Commissioners ("County") is seeking Request for Qualifications (RFQ) 2025-10 is seeking qualified and experienced individuals or firms licensed to practice law in the State of Florida for Special Magistrate Services for Code Compliance in the areas of general code enforcement and animal control and dangerous dogs. It is the intent of the County to promote, protect and improve the health, safety and welfare of its citizens by appointing a Code Compliance Special Magistrate with the authority to affirm or overturn administrative fines and other non-criminal penalties pursuant to civil citations issued by code enforcement officers, animal control officers and/or the building officials in order to provide an equitable, expeditious, effective and inexpensive method of enforcing the codes and ordinances of the County. The county may obtain the services of more than one individual or firm to provide the necessary services needed to promote, protect and improve the health, safety, and welfare of Jefferson County citizens.

Sealed proposals for the above-described construction project will be received at the Jefferson County Manager's Office, Attn: Gustavo Rojas, 445 W. Palmer Mill Rd., Monticello, Florida 32344, until August 13, 2025, at 3:00 p.m. Eastern Standard Time (EST), at which time the bids will be opened and read aloud. Bids received after said time will be returned unopened.

If you are interested in submitting a proposal, you must obtain the complete solicitation package, which contains additional information regarding this solicitation and instructions related to submitting a bid, from the Jefferson County website at www.jeffersoncountyfl.gov or by contacting the County Manager's Office at:

Gustavo Rojas
grojas@jeffersoncountyfl.gov
(850) 342-0223

All inquiries and requests for clarification concerning the solicitation shall be submitted in writing and in accordance with the solicitation. Verbal clarifications will not be provided.

The County reserves the right to waive informalities in any bid; reject any or all proposals, in whole or in part; re-bid a project, in whole or in part; and to accept a proposal that in its judgment is the lowest and best bid of a responsible bidder. The County does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status and disability/handicapped status in employment or provision of service.

ADA – Special Accommodations: Any person requiring accommodations by the County due to a disability should call the County Manager's Office at (850) 342-0223 at least five (5) days prior to any pre-response conference, response opening, or meeting. If you are hearing or speech impaired, please contact the County Manager's Office via the Florida Relay Service, which can be reached at 1-800-955-8771 (TDD).