

JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS



**INTENT AND GENERAL
INFORMATION**

INVITATION TO BID NO: 2026-06

1243 E Clark Ave

Monticello, Florida 32344

BID ADVERTISE DATE: April 6, 2026

BID RELEASE DATE: April 6, 2026

RESPONSE DUE DATE AND TIME: May 6, 2026 @ 3:00 PM EST

MAIL OR DELIVER RESPONSE TO:

(hand-delivery or express mail services)

COUNTY MANAGER'S OFFICE

ATTN: Shannon Metty

ITB 2026-06

450 W Walnut St.

Monticello, FL 32344

Contact:

Shannon Metty

450 W Walnut St.

Monticello, FL 32344

850-342-0287

smetty@jeffersoncountyfl.gov

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INTENT AND GENERAL INFORMATION

Jefferson County, Florida through Invitation to Bid No. **2026-06** is soliciting bids for the sale of property located at 1243 E Clark Ave Monticello, Fl 32344 Parcel # 00-00-00-0330-0000-0170.

It is the intent of this ITB to enter into a Purchase and Sale Agreement with the successful Bidder to be executed upon approval of the Board of County Commissioners.

Individuals or firms interested in preparing a bid for this ITB must complete the requirements set forth in this ITB, its attached documents and documents incorporated by reference (collectively referred to as the "ITB"). Under the bid process of Jefferson County, the conditions set forth herein are binding on the Bidder as confirmed by the signature of a person with legal authority to bind the Bidder on the cover letter transmitting its Bid to the County in response to this ITB.

If this ITB is amended, the County manager's Office will issue an appropriate addendum to the ITB. Any addendums will be posted on the County Website. If an addendum is issued, all terms and conditions of this ITB that are not specifically modified in the addendum shall remain unchanged. An addendum to this ITB will be issued if any of the date and/or time change, unless the date(s) fall after the date the ITB Bid(s) are due. Specific dates/time will be determined at each phase.

The Property is offered for sale "As Is." The Bidder understands and hereby agrees to be solely responsible for investigation of the Property advertised for sale in this ITB. No actual or implied warranties of habitability, condition, merchantability, or fitness for any general or specific use are made herein. Failure by the Bidder to acquaint themselves with the available information and conduct its own investigation will not relieve them from responsibility for entry of a Bid. Bidders are expected to examine the specifications and all instructions pertaining to the Property. Failure to do so will be at Bidder's risk.

The County reserves the right to reject any Bid found to be non-responsive, vague, or non-conforming. The County also reserves the right at any time to withdraw all or part of this ITB in order to protect its best interests. The County is not liable for any costs incurred by the Bidder in preparing its response, nor is a response an offer to contract with any Bidder. Pursuant to Chapter 119, Florida Statutes, all responses are subject to Florida's public records laws.

While every effort is made to ensure the accuracy and completeness of information in the ITB, it is recognized that the information may not be complete in every detail and that all work may not be expressly mentioned in the ITB. It is the responsibility of the Proposer to include in its Proposal all pertinent information in accordance with the objectives of the ITB.

The ITB and any addenda issued are available on the Jefferson County website at <http://www.jeffersoncountyfl.gov> or by contacting the County at 850-342-0287. All questions pertaining to this ITB should be submitted in writing in accordance with the ITB instructions set forth in Section 1.0 of the ITB.

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ADA –Special Accommodations: Any person requiring accommodations by the County due to a disability should call the County manager’s Office at 850-342-0287 at least five (5) working 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 by the Florida Relay Service, which can be reached at 1-800-955-8771 (TTY).

SECTION 1.0 SCHEDULE OF EVENTS

Failure to comply with this or any other paragraph of this ITB shall be sufficient reason for rejection of the bid.

All times listed in the Schedule of Events are Eastern Standard Time (EST).

<i>Event</i>	<i>Date/Time</i>
Bid Advertisement Date	April 6th 2026
Release of Invitation to Bid	April 6 th 2026
Bid Questions Due from Prospective Bidder	April 17th, 2026
Responses to bid questions due	April 24th, 2026
BIDS DUE TO BOCC	May 6th @ 3:00 P.M.
<u>Public Opening</u>	<u>May 6th@ 3:01 PM, Courthouse Annex, 435 W. Walnut Street</u>
Posting of Intended Award	May 6th @ 5:00 P.M.
Deposit Amount Due	May 14th , 2026
BOCC Consideration of Award and Purchase and Sale Agreement	May 21st, 2026

SECTION 2.0 BID QUESTIONS

2.1 All inquiries and questions concerning this ITB, must be in writing (e-mail is acceptable), received in accordance with Section 1.0 Schedule of Events, and must be directed to: Shannon Metty, County Manager, smetty@jeffersoncountyfl.gov or mailed to 450 W Walnut St., Monticello, FL 32344.

Questions and responses will be posted on the County’s Website and, if necessary, an Addendum or Addenda will be issued.

SECTION 3.0 PROPERTY INFORMATION

Portion of Parcel ID No.: 00-00-00-0330-0000-0170
Property Reference: .327 acres
1243 E Clark Ave
Monticello, Florida 32344
Bids Due: May 6th, by 3:00 P.M.
Minimum Base Bid: \$19,499

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The Minimum Base Bid is \$19,499.00, which is based on the Property Appraiser's Just (Market) Value for 2026. Bidders should only submit Bid Prices greater than or equal to \$19,499.00. A boundary survey of the parcel is attached hereto as Appendix D.

The bidders may incur their own costs for additional surveys, title insurance, or appraisals.

SECTION 4.0 RECEIPT AND OPENING OF THE BID

- 4.1 All Bids received will be recorded and date stamped at the Jefferson County office located at 450 W Walnut St., Monticello FL. The responsibility for submitting the Bid to the County manager's Office no later than the specified time and date is solely that of the Bidder. The County will in no way be responsible for delays in mail delivery or delays caused for any other occurrence.
- 4.2 Submission of Bids by fax or other electronic means will not be accepted. Late Bids will not be accepted, i.e., any Bid submitted/received after **3:00 P.M. on May 6th, 2026**, unless otherwise changed through the issuance of an addendum to this ITB.
- 4.3 Any bids received after the stated time and date will not be considered. Late bids shall not be opened at the public opening. Arrangements may be made for the unopened bid to be returned at the Bidder's request and expense.
- 4.4 A Bid may be withdrawn or modified only by written notification from the Bidder prior to the time fixed for the opening of Bids. Negligence on the part of the Bidder in preparing the Bid confers no right for withdrawal of the Bid after it has been opened
- 4.5 All timely bids will be opened on the date and time indicated in Section 1.0, Schedule of Events (i.e. date Bids are due) or as modified by addendum.

SECTION 5.0 CONE OF SILENCE

- 5.1 A Cone of Silence will be in effect for this ITB beginning with the advertisement date of **April 6th, 2026**, and will terminate upon issuance of Notice of Award. A violation of the "Cone of Silence" renders any award voidable at the sole discretion of the County manager with approval from the Board of County Commissioners and may subject the potential Respondent/Consultant or representative to debarment.
- 5.2 A prospective Respondent shall not have any communication with any of the Board of County Commissioners nor candidates for County Commission, nor any employees from the Jefferson County Government, which includes the Jefferson County Sheriff's Office,

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nor any members of the Evaluation Committee, either individually or collectively, concerning this project. Contractor/Respondent or representative who intend to submit qualifications, or have submitted qualifications, for this project are hereby placed on formal notice that they are not to contact County personnel for such purposes as holding meetings of introduction, meals, or meetings relating to the selection process outside of those specifically scheduled by the County. Any such lobbying activities may cause immediate disqualification for this project.

- 5.3 All requests for interpretations or clarifications shall be in writing, addressed to the contact person as shown in Section 2.0, Bid Questions. All such request for interpretations or clarifications must be received in writing in accordance with Section 1.0, Schedule of Events. Any and all such interpretations and supplemental instructions shall be in the form of a written addendum which, if issued, shall be posted on the County's website on the date indicated in Section 1.0, Schedule of Events. Such written addenda shall be binding on the Bidder and shall become a part of the ITB Document(s).
- 5.4 The Cone of Silence shall not apply to:
- a) Communications at the pre-bid meeting.
 - b) Communications during contract negotiations between designated County employees and the intended Vendor.
 - c) Communication with a Vendor by a County employee following Competitive Procurement opening to clarify the Vendor's Response.
 - d) Communication following the filing of a challenge to a Competitive Procurement between the protesting Vendor or the selected Vendor and the County manager's Office, and County Attorney's Office concerning the challenge.

SECTION 6.0 BID RESPONSE REQUIREMENTS

- 6.1 The use of the terms "shall," "must," or "will" (except to indicate simple futurity) in this ITB indicates a mandatory requirement or condition. The words "should" or "may" in this ITB indicate desirable attributes or conditions, but are permissive in nature. Deviation from, or omission of, such a desirable feature will not by itself cause rejection of a Bid.
- 6.2 Bids not meeting all material requirements of this request or which fail to provide all required information, documents, or materials such as required forms, bonds, etc., will be rejected as non-responsive. Material requirements of the bid are those set forth as mandatory, or without which an adequate analysis and comparison of replies is impossible, or those which affect the competitiveness of replies or the cost to the County.
- 6.3 The County reserves the right to determine which Bids meet the material requirements of the ITB and which Bids are responsible and/or responsive. Further, the Board of County Commissioners may reject any and all Bids and seek new Bids when it is in the best interest of the County to do so.

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- 6.4 A Bid by a corporation shall be executed in the corporate name by the president or a vice-president or other corporate officer accompanied by evidence of authority to sign. The corporate seal shall be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation shall be provided on the Bid Form, for a Bid by a/an:
- a. Partnership shall be executed in the partnership name and signed by a partner (whose title must appear under the signature), accompanied by evidence of authority to sign. The official address of the partnership shall be provided on the Bid Form.
 - b. Limited liability company shall be executed in the name of the firm by a member and accompanied by evidence of authority to sign. The state of formation of the firm and the official address of the firm shall be shown.
 - c. Individual shall show the Bidder's name and business address.
 - d. Bid by a joint venture shall be executed by each joint venture member in the manner indicated on the Bid form. The official address of the joint venture must be provided on the Bid Form.
- 6.5 All names shall be printed in ink below the signatures.
- 6.6 The Bid shall contain an acknowledgment of receipt of all Addenda, the numbers and dates of which shall be filled in on the Bid form.
- 6.7 The postal and email addresses and telephone number for communication regarding the Bid shall be shown.
- 6.8 A Bidder seeking to do business with the County shall, at the time of submitting a Bid, be appropriately registered with the Department of State in accordance with the provisions of Chapters 605, 607, 617, or 620 Florida Statutes, as applicable. For further information on required filing and forms, please go to the following sites: <http://sunbiz.org/index.html> or <https://www.dos.myflorida.com/>.
- The Bid shall contain evidence of Bidder's authority and qualification to do business in the state or locality where the Project is located or Bidder shall covenant in writing to obtain such qualification prior to award of the Contract and attach such covenant to the Bid. Bidder's state contractor license number, if any, shall also be shown on the Proposal Transmittal Form (Bid Form 1).
- 6.9 The Bid should address the requirements in a clear and concise manner in the order stated herein.

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- 6.10 Bids must include the information/documents specified in the Bid Proposal Forms. Bids that do not adhere to the format or include the requested information/documents may be considered incomplete and therefore unresponsive by the County.
- 6.11 The County reserves the right to seek additional/supplemental representation on specific issues as needed.
- 6.12 Bids should be typed or clearly written. No changes in or corrections to Bids will be allowed after the Bids are opened.
- 6.13 The signer of the Bid must declare that the Bid in all respects fair and in good faith without collusion or fraud and that the signer of the Bid has the authority to bind the principal Bidder.
- 6.14 The County shall not be liable for any costs incurred by Bidder prior to entering into a contract. Therefore, all Bidders are encouraged to provide a simple, straightforward, and concise description of their ability to meet the ITB requirements.

SECTION 7.0 EVALUATION OF BIDS AND SELECTION PROCESS

- 7.1 Bidders who satisfy the required qualifications and are deemed responsible Bidders and who timely submit a responsive Bid will be considered by the County. Bids received from prospective Bidders who have been suspended or debarred will not be accepted or considered. A Bidder whose Bid, past performance, or current status that does not reflect the capability, integrity or reliability to perform fully and in good faith the requirements of the Contract may be rejected as non-responsible.
- 7.2 Following Bid Opening, on the date set forth in Section 1.0 above, the highest bidder must submit a deposit in the amount of \$150 or 10% of the Bid Price, whichever is greater, by May 14, 2026, the Deposit Date. In the event that payment is not received by the Deposit Date, the award will go to the next highest bidder who will be required to submit a Deposit within a reasonable time from its notification of award.
- 7.3 The County reserves the right to reject any or all Bids, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional Bids. The County further reserves the right to reject the Bid of any Bidder whom it finds, after reasonable inquiry and evaluation, to be non-responsible. The County also reserves the right to waive all informalities not involving price, time, or changes in the Work and to negotiate contract terms with the Successful Bidder.
- 7.3.1 More than one Bid for the same Property from an individual or entity under the same or different names will not be considered. Reasonable grounds for believing that any Bidder has an interest in more than one Bid for the Property may be cause for disqualification of that Bidder and the rejection of all Bids in which that Bidder has an interest.

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- 7.3.2 In evaluating Bids, the County will consider whether or not the Bids comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Bid Form or prior to the Notice of Award.
- 7.3.3 If the Contract is to be awarded, the County will award the Contract to the responsible Bidder whose Bid, conforming with all the material terms and conditions of the Instructions to Bidders, is the highest.
- 7.4 Responses to this ITB not meeting the requirements specified herein will be considered non-responsive or not responsible, as applicable. In the best interest of the County, the Jefferson Board of County Commissioners' reserve the right to reject any and all responses or waive any minor irregularity or technicality in responses received. Respondents are cautioned to make no assumptions unless their response has been deemed responsive.
- 7.5 Whenever two or more Bids, which are equal with respect to price and comments on the proposed Purchase and Sale Agreement are received from responsive and responsible Bidders, the following steps will be taken to establish the award to the highest Bidder. This method shall be used for all ties.

Coin Flip:

If all is equal, the award, or the first opportunity to negotiate, as applicable, shall be determined by the flip of a coin to determine final outcome.

- 7.5.1 When the tie has been broken pursuant to the above procedures, the Contract award, or the first opportunity to negotiate, as applicable, shall be made.
- 7.5.2 If an award or negotiation is unsuccessful with the highest Bidder, award or negotiations may commence with the next highest Bidder, utilizing the tiebreaker steps above to make the determination of next highest Bidder if necessary.
- 7.6 When the County gives a Notice of Award to the Successful Bidder, it shall be accompanied by the required number of unsigned counterparts of the Purchase and Sale Agreement with the other Contract Documents which are identified in the Contract as attached thereto. Within five (5) days thereafter, Successful Bidder shall sign and deliver the required number of counterparts of the Contract and attached documents to the County. The County shall deliver one fully signed counterpart to Successful Bidder.

SECTION 8.0 INTENT TO AWARD AND CONTRACT EXECUTION

- 8.1 The County reserves the right to incorporate the successful Bid into the Purchase and Sale Agreement. Failure of a Bidder to accept this obligation may result in the cancellation of

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the award. The Purchase and Sale Agreement and its exhibits are included as Appendix B, which is attached hereto and incorporated herein by reference.

- 8.2 The construction, interpretation, and performance of this ITB, and all transactions under it shall be governed by the laws of the State of Florida and Jefferson County. The Contract shall include all terms and conditions of this ITB, any addenda, response, and the County's contract issued as a result of this ITB.
- 8.3 The County reserves the right to make award(s) by individual item, group of items, all or none, or a combination thereof. The County reserves the right to reject any and all bids or to waive any minor irregularity or technicality in the bids received. Award will be made to the lowest responsible and responsive Bidder(s) within the category chosen for basis of award. The County reserves the right to award to one or multiple Bidders at its discretion.
- 8.4 The Successful Bidder will be required to assume responsibility for all services offered in the Bid. The County will consider the Successful Bidder to be the sole point of contact with regard to contractual matters, including payment on any or all charges.
- 8.5 After successful posting of the award for 72 hours, the Successful Bidder will be required to enter into the Purchase and Sale Agreement with the County.

The Jefferson County Board of County Commissioners declared the following Property as Surplus via Resolution No. 2025-45 dated November 20, 2026 and directed its sale via Competitive Sealed Bidding.

Portion of Parcel ID No.: 00-00-00-0330-0000-0170
Property Reference: .327 acres located at 1243 E Clark Ave
Monticello, Florida 32344
Bids Due: May 6th by 3:00 P.M.
Minimum Bid: \$19,499

If you are interested in obtaining the Invitation to Bid (ITB), which includes more information about the Property, please contact:

COUNTY MANAGER'S OFFICE
ATTN: SHANNON METTY
ITB 2026-06
450 W WALNUT ST
MONTICELLO, FL 32344

The Minimum Base Bid is \$19,499.00, which is based on the Property Appraiser's Just (Market) Value for 2026.

The bidders may incur their own costs for additional surveys, title insurance, or appraisals.

A public opening will be held May 6th @ 3:01 P.M., Courthouse Annex, 435 W. Walnut Street.
The County will award a Purchase and Sale Agreement to the highest bidder. The highest bidder will be notified on May 6th, 2026 by 5:00 P.M. The highest bidder must submit its deposit by the Deposit Date identified in the Invitation to Bid. In the event that payment is not received by the Deposit Date, the award will go to the next highest bidder.

PURCHASE AND SALE AGREEMENT

THIS PURCHASE AND SALE AGREEMENT (“Agreement”) is made and entered into as of the date on which the final signature of the parties is affixed hereto (“Effective Date”) by and between **Jefferson County, Florida**, a political subdivision of the State of Florida, whose mailing address 450 W. Walnut Street, Monticello, FL 32344 (“Seller”) and _____, whose mailing address is _____ (“Buyer”).

For and in consideration of the purchase price and the mutual covenants and conditions contained herein, and for other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, Buyer and Seller hereby agree that Seller shall sell and Buyer shall buy, pursuant to the following terms and conditions, all of Seller’s rights, title, and interest in and to the following described real property (“Property”) in fee simple:

I. Description of Property: See Exhibit “A” attached hereto as if fully set forth herein.

II. Purchase Price: The purchase price for the Property is \$_____ (“Purchase Price”) which will be paid by the Buyer to the Seller at closing. Buyer shall pay a deposit in the amount of \$_____ by May 14th, 2026 (“Deposit”) which shall be held in escrow by Nabors, Giblin & Nickerson, P.A., who shall serve as Closing Agent pursuant to the terms of this Agreement. Seller authorizes Buyer to deliver the Purchase Price directly to the Closing Agent who is authorized by law to receive such payment and who is acceptable to the Buyer and Seller.

III. Conditions and Limitations

(a) Seller is responsible for all taxes due on the Property up to but not including the day of closing.

(b) Buyer is responsible for any transfer taxes that may be due and for the cost of recording the deed.

(c) Seller shall maintain the Property described in **Section I** of this Agreement until the day of closing. The Property shall be maintained in the same condition existing on the date of this Agreement, except for reasonable wear and tear.

(d) Buyer agrees that the Property shall be conveyed to Buyer by conveyance instruments acceptable to Seller.

(e) Seller and Buyer agree that this Agreement represents the full and final agreement for the herein described sale and purchase and no other agreements or representations, unless incorporated into this agreement, shall be binding on the parties.

IV. Closing Date

The closing will occur no later than 90 days after the Effective Date hereof (“Closing Date”), unless extended by agreement of the parties in writing. Seller agrees that the County

Manager is hereby delegated all necessary authority to act on its behalf for the purpose of negotiating and effecting an extension of the Closing Date.

V. Typewritten or Handwritten Provisions

Any typewritten or handwritten provisions inserted into or attached to this agreement as addenda must be initialed by both Seller and Buyer.

- There is an addendum to this Agreement. Page ____ is made a part of this agreement.
- There is not an addendum to this Agreement.

VI. Seller and Buyer hereby acknowledge and agree that their signatures as Seller and Buyer below constitute their acceptance of this Agreement as a binding real estate contract.

[Signatures on following pages]

APPENDIX B
DRAFT PURCHASE AND SALE AGREEMENT

JEFFERSON COUNTY, FLORIDA, a political
subdivision of the State of Florida

**BY ITS BOARD OF COUNTY
COMMISSIONERS**

Ben White, Chairman

Date

ATTEST:

Cecil "Trey" Hightower, Ex Officio Clerk to the Board
1 Courthouse Circle
Monticello, FL 32344

APPROVED AS TO FORM:

Evan Rosenthal, County Attorney
1500 Mahan Drive, Suite 200
Tallahassee, FL 32303

APPENDIX B
DRAFT PURCHASE AND SALE AGREEMENT

[BUYER]

WITNESSES

Witness 1 Signature

[BUYER]

Witness 1 Printed Name

DATE: _____

Witness 1 Address

Witness 2 Signature

Witness 2 Printed Name

Witness 2 Address

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____ 2026, by [BUYER],
 who is personally known to me or who has produced _____ as identification.

(Notary Stamp)

Signature of Notary Public
Printed Name of Notary: _____
Commission Number: _____
Commission Expiration: _____
Address: _____

APPENDIX B
DRAFT PURCHASE AND SALE AGREEMENT
EXHIBIT "A"

