ITB 2026-15 Tax Collectors
Office Renovations

Proposers interested in the Work are instructed to submit three (3) original hard copies and one (1) electronic copy (non-returnable USB flash drive) of its complete Bid in accordance with this ITB, no later than **November 30, 2026 @ 3:00 P.M., Eastern Time** unless otherwise changed through an addendum to this ITB, to the County Manager's Office at 435 W Walnut St., 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 # 2026-15
JENNY TUTEN
435 W WALNUT ST
MONTICELLO, FL 32344

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

ITB # 2026-15 Tax Collectors Office Renovations Attention: JENNY TUTEN **DUE NO LATER THAN: November 30, 2026 @ 3:00 pm**

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) 342-0287 or email jtuten@jeffersoncountyfl.gov.

PROPOSAL TRANSMITTAL FORM ON THE FIRM'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

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

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

The Basis of Bid form is included as Bid Proposal Form 2. 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 From. 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.

BID BOND (Form 17)

All Bids shall be accompanied by Bid Bond made payable to the County in the amount of 5% of Bidder's maximum Bid price and in the form of a certified check, cashier's check, or a Bid Bond, utilizing the form included in Form 17.

REQUIRED FORMS, DOCUMENTS AND CERTIFICATIONS All other below listed Forms)

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

Bid Proposal Form 1: Proposal Transmittal Form
Bid Proposal Form 2: Basis of Bid
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
Bid Proposal Form 8: Equal Opportunity Action Statement
Big Proposal Form 9: Drug Free Workforce 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 matters
Bid Proposal Form 14: E-Verify
Bid Proposal Form 15: Required Policy Endorsements and Documentation

Bid Proposal Form 16: Certification Regarding Lobbying
Bid Proposal Form 17: Bid Bond