



**Gadsden County Board of County Commissioners
State Housing Initiative Partnership Program (SHIP)
HOUSING REHABILITATION PROGRAM**

NOTICE TO BIDDERS
Bid No. 26-10

This notice is advertised in the Gadsden County Times on Thursday, December 18, 2025.

A. NOTICE TO BIDDERS:

Sealed bids will be received until 11:00 a.m. on Monday, January 12, 2026, for the rehabilitation of one (1) home and three (4) demo/replacement homes in the Community Development Block Grant (CBDG) and State Housing Initiative Partnership (SHIP) programs.

B. General Instructions to Bidders:

1. Quotations:
 - a. All prices shall include all labor, supervision, material, equipment and services necessary to do a workman like job.
 - b. Only firm bids will be accepted. Only one (1) bid may be submitted for each house.
 - c. Bids prices must be itemized on the submitted bid form or the bid will be rejected.
2. Insurance: Before any bid can be accepted, a Certificate of Insurance must be attached to the bid. The Certificate must list the Local Government, as a party to be notified ten (10) days before cancellation or expiration of the policy.
3. Legal Compliance: The bidder shall be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the bidder will in no way relieve him from responsibility for compliance with all said laws, ordinances, rules and regulations.
4. Right of Rejection: The owner, in cooperation with the Local Government, reserves the right to reject any one bid or all bids, to waive any informality in any bid, and to award the bid in the best interest of the Local Government and the Owner.
5. Pre-Bid Conference: Bidders or their representative are **REQUIRED** to attend an on-site meeting. Failure to attend the meeting will result in automatic bid rejection, unless a waiver is approved by the Local Government.

NOTICE TO BIDDERS

PRE-BID CONFERENCE and PROJECT WALKTHROUGHS

The **MANDATORY** on-site meeting for this job will be held:

Date: Thursday, December 18, 2025, Time: 11:00 a.m.

Start Location: Gadsden County Board of County Commissioners-Meeting Chambers
9 East Jefferson Street, Quincy, Florida 32351

6. Bids Submitted: Address all bids to Gadsden County – SHIP Housing Rehabilitation Program. The bids shall be enclosed in a sealed envelope bearing the marking “SHIP SEALED BIDS: and **not to be opened** until 11:15 a.m. on January 12, 2026.

If hand delivering bids the address is:

Chara Villegas
Gadsden County Board of County Commissioners
9-B East Jefferson Street, 2nd Floor
Quincy, Florida 32351

If mailing bids the address is:

Chara Villegas
Gadsden County Board of County Commissioners
Post Office Box 1799,
Quincy, Florida 32353-1799

7. No contractor or subcontractor may participate in this work if ineligible to receive federal or state funded contracts.
8. No contractor will be issued more than two (2) local government funded contracts simultaneously, unless ability to perform is proven. Three (3) contracts is the maximum for any contractor. Contractors that have not previously completed any work for any SHIP OR CDBG programs will be limited to one (1) contact until ability to perform is proven. **Contractors with unfavorable/unsatisfactory workmanship or performance evaluations, will only be awarded at the discretion of the local government. The local government has the right to accept or reject any bid(s).**
9. Federal equal opportunity, civil rights, lead base paint, Section 3 requirements, and record retention requirements are applicable to work performed on this job, MBE and WBR participation is encouraged.

10. The Gadsden County Board of County Commissioners will act as agent for the homeowner(s) in preparing contract documents, inspections, and issuing payments. However, the contract will be between the homeowner(s) and contractor. Bids, work performed, and payments must be approved by the owner(s) and the agent. Payments will be significantly delayed due to Program Rules/Conditions.

11. **Contractor or Representative Signature:** _____