INSTRUCTIONS TO PROPOSERS/BIDDERS

Bidders interested in the ITB 26-12 Construction of Special Needs Shelter Retrofit project are instructed to submit one (1) original, three (3) copies, and one (1) electronic copy (non-returnable USB flash drive) of its complete Bid package on the date specified in the ITB Section 1.0 Schedule of Events and any amendments hereto, to the County Purchasing Office (see address below).

Bids received after the date and time listed in Section 1.0, Schedule of Events, will not be considered. Bidders are responsible for checking the County website for amendments to the ITB, including the schedule of events

All bids, attachments, forms, certifications, and other supporting documentation must be bound and delivered ***SEALED*** to the County Purchasing Office at the address shown below: Deliver OR Mail the Bid in a sealed envelope/package to:

GADSDEN COUNTY PURCHASING OFFICE
ATTN: ITB 26-12 –Construction – Hurricane Special Needs Shelter Retrofit
HAND DELIVER TO: Suite 5-B East Jefferson Street
MAILING Address: PO Box 1799
QUINCY, FL 32351

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

CONSTRUCTION – HURRICANE SPECIAL NEEDS SHELTER RETROFIT **ITB 26-12** **Attention: PURCHASING OFFICE** **DUE NO LATER THAN: February 18, 2026**

1. Include name and address of Bidder to each sealed envelope/package.
2. If Bid is contained in multiple packages, number each sealed envelope/package sequentially, i.e., “1 of 3”, “2 of 3”, “3 of 3”.

PROPOSAL CONSTRUCTION

Bidders will construct their Bid in the following format as outlined in an organized fashion and either stapled, clipped, or bound. Tabs or divider sheets are recommended and preferred between each section.

1. **PROPOSAL TRANSMITTAL FORM ON THE PROPOSER’S LETTERHEAD (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 Bid Transmittal Form (see Form 1) does not have the 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 https://dos.fl.gov/sunbiz/search/ as certification of this required information. Verify that all addenda, tax identification number, licensure numbers, etc., have been provided.

2. **Qualifications Questionnaire (Form 2) and References/Conflicts (Form 3)**
   Form 2 and Form 3 should be properly completed, signed, and placed behind Form 1: BID Transmittal Form. This form will be used to determine if the Bidder has the necessary five (5) years of continuous service as a GC and to demonstrate their capability to perform the Work.

3. **Basis for Compensation and Bid Bond**
   Complete and sign the Basis for Compensation (Form 23).

   A bid bond is required for 5% of the amount of the bid and is to be included with the Bid. The bid bond must be underwritten by a surety as described in the draft agreement, Section 4, included as Appendix A of the ITB.

4. Forms and Certifications: The following forms must be properly and fully completed, and signed by a person of authority to bind the Bidder and included with the Bid response unless otherwise noted above or the ITB:

Form 1	Bid Transmittal Form
Form 2	Qualifications Form
Form 3	References and Conflicts
Form 4	Indemnification and Hold Harmless Statement
Form 5	Public Entity Crimes Sworn Statement
Form 6	Equal Employment Opportunity/Affirmative Action Statement
Form 7	Drug-Free Workplace Certification
Form 8	Conflicts of Interest Disclosure
Form 9	Non-Collusion Affidavit
Form 10	Ethics Clause and Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements
Form 11	List of Proposed Subcontractors
Form 12	Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions
Form 13	E-Verify Certification
Form 14	Insurance Certification
Form 15	Comments on Draft Contract
~~Form 16~~	**NOT APPLICABLE**
~~Form 17~~	**NOT APPLICABLE**
Form 18A	Performance Bond
Form 18B	Payment Bond
~~Form 19~~	**NOT APPLICABLE**
Form 20	Anti-Human Trafficking Affidavit
Form 21	Foreign Countries or Concerns Affidavit
Form 22	Truth in Negotiation
Form 23	Basis for Bid (cost proposal)

The required forms and certifications can be provided in Microsoft Word format upon request by contacting the Purchasing Office, as per ITB Section 8.5.

The actual insurance certificates, performance, and payment bonds must be delivered before the Notice to Proceed is issued to the successful Bidder.