

**ITB 2022-05 CONCRETE FORMING AND POURING  
INSTRUCTIONS TO BIDDERS**

Proposers interested in the Work are instructed to submit one (1) original hard copy and one (1) electronic copy (USB flash drive) of its complete Bid in accordance with this ITB, no later than **March 22, 2022 @ 3:30 P.M., Eastern Time** unless otherwise changed through an addendum to this ITB, to the Procurement Office at 3093 Crawfordville Highway, Crawfordville, FL 32327. Proposals received after this date and time will not be considered and shall be returned unopened. The USB flash drive will not be returned. 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:

**WAKULLA COUNTY PROCUREMENT OFFICE  
ATTN: ITB # 2022-05  
CHRISTY STRINGER  
3093 CRAWFORDVILLE HIGHWAY  
CRAWFORDVILLE, FL 32327**

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

CONCRETE FORMING AND POURING ITB # 2022-05 Attention: Christy Stringer <b>DUE NO LATER THAN: March 22, 2022 @ 3:30 P.M.</b>
--

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 its Bid in the following format. Required forms can also be provided in Microsoft Word format, upon request. Please contact the procurement office: (850) 926-0919, ext. 719 or email [cstringer@mywakulla.com](mailto:cstringer@mywakulla.com).

**PROPOSAL TRANSMITTAL FORM ON THE FIRMS 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.

*ITB 2022-05 CONCRETE FORMING AND POURING*

*INSTRUCTIONS TO BIDDERS*

**BID PROPOSAL, BASIS OF BID AND BID BOND (Bid Proposal Form 2)**

Insert your Basis of Bid and the sign Bid in ink. Erasures or alterations shall be initialed in ink by the person signing the Bid From. If applicable, 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.

A bid bond is required for 5% of the amount of the bid. The County does not have a specific bond form bidder must use, but the bond must be underwritten by a surety as described in Section 4 of the draft construction agreement. (Intent and General Information, Appendix B).

**FORMS, DOCUMENTS AND CERTIFICATIONS (Bid Forms 3 through 5)**

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

- Bid Proposal Form 3: List of Proposed Subcontractors
- Bid Proposal Form 4: Comments on Proposed Contract
- Bid Proposal Form 5: Qualification Questionnaire