

ITB 2024-11 WAKULLA COUNTY LAWN MAINTENANCE AND MOWING
Instructions to Bidders

Proposers interested in the Work are instructed to submit one (1) original hard copy and one (1) electronic copy (Non-returnable USB flash drive) of its complete Bid in accordance with this ITB, no later than **March 25, 2024 @ 3:00 PM** 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.

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 # 2024-11
PATTY TAYLOR
3093 CRAWFORDVILLE HIGHWAY
CRAWFORDVILLE, FL 32327**

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

<p>WAKULLA COUNTY LAWN MAINTENANCE AND MOWING ITB # 2024-11 Attention: Patty Taylor DUE NO LATER THAN: MARCH 25, 2024 @ 3:00PM</p>
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1. Include the 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. 705 or email ptaylor@mywakulla.com.

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.

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

The Basis of Bid form is included with the Bidding Documents. 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 Form. 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.

REQUIRED FORMS, DOCUMENTS AND CERTIFICATIONS (Bid Proposal Forms 3 – 5)

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

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