

## **BID NOTICE, PROJECT FY 2025-AD1**

Notice is hereby given that the **Board of County Commissioners of Madison County, Florida** will be accepting bids for the following Project:

Furnishing all necessary materials, equipment, labor and supervision, to provide repairs to existing stairs, as per engineered structural drawings in Madison County, Florida. **This Project is known as Courthouse Annex Exterior Stair Repair.**

**Bids may be submitted** to the Board of County Commissioners by depositing same at the Board office located in the Madison County Courthouse Annex, Room 219, 229 SW Pinckney Street, Madison, Florida 32340, or Post Office Box 539, Madison, Florida 32341 **any time prior to 4:00 PM on October 15, 2025. ANY BIDS RECEIVED AFTER SUCH DATE AND TIME WILL NOT BE OPENED AND/OR CONSIDERED. Bids must be clearly marked** with the project number printed on the outside of the front of the bid envelope as follows: **Courthouse Annex Exterior Stair Repair 2025-AD1**

**BID MUST CONTAIN A COPY OF THE VENDOR'S MADISON COUNTY OCCUPATIONAL LICENSE WHERE APPLICABLE, OR CERTIFIED STATE CONTRACTOR NUMBER TO BE CONSIDERED FOR AWARD.**

**Bid Specifications and Proposal forms as well as Plans will be available by contacting the Madison County BOCC office at telephone # 850-973-3179 beginning Wednesday, September 17, 2025, during regular office hours (8:00 a.m. – 4:00 p.m.)** Bid and construction documents will be provided in MS Word format (PLANS as a pdf file) via email. Each contractor interested in bidding on this project is strongly urged to obtain copies of the forms and construction documents immediately in order to have time to review them and visit the project location prior to attending the Pre-Bid Conference.

**Bids will be opened on Thursday, October 16, 2025, at 9:00 a.m.** in the Board of Commissioners meeting room located on the first floor of the **Madison County Courthouse Annex Building. Bid Award by the Board of County Commissioners** is scheduled for **Wednesday, October 22, 2025**, during their regularly scheduled meeting.

**Madison County reserves the right to waive any informality or to reject any or all bids.**

# MADISON COUNTY BOARD OF COUNTY COMMISSIONERS

## SPECIFICATIONS

### Courthouse Annex Exterior Stair Repair PROJECT NO. FY 2025 – AD1

#### I. GENERAL

This project consists of furnishing all necessary materials, equipment, labor and supervision, to repair the exterior stairs to the Courthouse Annex in accordance with the signed and sealed structural drawings by North Florida Professional Services, Inc.

The governing specifications are the 2023 Florida Building Code with any exceptions and/or additions as contained herein.

- A. When the specifications refer to the State of Florida or officials of the State, it shall be interpreted as the County Commissioners or their authorized representatives.
- B. The Contractor shall be charged **\$250.00 per day liquidated damages** for each day over the specified completion date unless good and sufficient justification can be shown for running overtime and an extension of time is granted by a majority of the Madison County Board of County Commissioners in a regular or special County Commission meeting. **This clause will be strictly enforced.**
- C. The Contractor shall comply with s.20.055(5), Florida Statutes, and shall incorporate in all subcontracts the obligation to comply with s.20.055(5), Florida Statutes.
- D. The Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the term of the contract, and shall expressly require any subcontractors performing work or providing services pursuant to the county contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.
- E. The Contractor and all of his/her subcontractors shall be certified as a Drug Free Workplace and shall comply with the Madison County Board of Commissioners Drug-Free Workplace Policy and Procedures or equivalent.

## II. TIME

The contract time for this project shall be one hundred and twenty (120) calendar days with the contract time beginning within fourteen (14) calendar days of receiving a Notice-to-Proceed issued by the County after the contract is awarded to the successful bidder. Contracts shall be executed by the successful Contractor and submitted to the County within five (5) calendar days of receiving written notification of the award.

## III. INSPECTION

All work performed under this Contract shall be inspected by an authorized representative of the Board of County Commissioners of Madison County on a five day, Monday through Friday, work week. **There shall be no weekend work unless it is specifically approved by the Madison County Road Department.**

## IV. BIDDING REQUIREMENTS

- A. All contractors and/or their subcontractors bidding on this project must be a licensed General Contractor and/or Licensed Building Contractor in the State of Florida. **No subcontractors will be authorized to perform work on this project without prior written authorization from the Madison County Coordinator.** A list of all proposed subcontractors shall be submitted with the proposal. **Note: All welding work in the shop and field must be provided by welder(s) currently certified within the American Welding Society.**
- B. All contractors bidding on this project must bid the entire project. **No partial bids are acceptable.**
- C. A Cashiers Check, or a Bid Bond, in the amount of five percent (5%) of the total bid shall be attached to each bid submitted.
- D. The Madison County Board of County Commissioners reserves the right to reject any or all bids without cause. Madison County reserves the right to waive any informality in the bidding process.
- E. All addenda sent to a Contractor, if any, shall be acknowledged and confirmed with the County by return email at the time of issuance. **Any Contractor not following this procedure may face disqualification.**

**PLEASE NOTE: Each contractor bidding this project shall visit the job site to view the existing stairs and site conditions prior to bidding on this project and shall take into consideration all conditions that might affect his/her work. No consideration shall be given to any claim based on lack of knowledge of existing conditions.**

**COUNTY OF MADISON CONTRACT**  
**Courthouse Annex Exterior Stair Repair**  
**Project Number FY 2025 – AD1**

This contract, made this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2025, between Madison County, herein called the party of the first part, and \_\_\_\_\_ of \_\_\_\_\_ or his/her, it's or their successors, executors, administrators and assigns, hereinafter called the party of the second part:

WITNESSETH: That the said party of the second part agrees with the said party of the first part, for the consideration herein mentioned, and as his/her, it's or their own proper cost and expense, to do all the work and furnish all the materials, equipment, supplies, labor and supervision to carry out this agreement in the manner and to the full extent as set forth in the attached special provisions and proposal and the project specifications & plans, and the 2023 Florida Building Codes, and notes as attached to plans and all other contract documents, and under security as set forth in the attached contract bond, all of which are hereby adopted and made a part of this agreement as completely as if incorporated herein and to the satisfaction of the duly authorized representative(s) of the County of Madison, who shall have at all times full opportunity to inspect the materials to be furnished and the work to be done under the agreement.

And the party of the second part further agrees with the said party of the first part for the sum mentioned that he/she, it or they shall indemnify, defend and save harmless the County of Madison, its Engineer and its authorized agents from and against costs, expense, damages, injury or loss to which the County of Madison may be subjected by reason of any wrong doing, misconduct, want of care or skill, negligence of default, including patent infringement on the part of the party of the second part, his/her, it's or their agents or employees in the execution or performance of this contract, including errors in plans furnished by the party of the second part, and toward that end party of the second part agrees to maintain at his/her, it or their own cost and expense such insurance as will protect it from the claims under the Worker's Compensation Act and from any other claims for property damage, personal injury and bodily injury including death, which may arise from operations under this contract, whether such operations be by second party or any subcontractor or anyone directly or indirectly employed by either of them. Party of the second part shall also maintain such insurance as will protect the party of the first part from any or all claims for property damage, personal injury and bodily injury including death, which may arise from operations under this contract. Certificates of such Insurance shall be filed with the party of the first part and shall be subject to its approval for adequacy of protection.

It is agreed that the work to be done under this contract is to construct or otherwise improve Madison County Property as shown by the attached standard specifications and plans for **furnishing all necessary materials, equipment, labor and supervision, to provide repairs to existing stairs, as per engineered structural drawings. This project is known as Project Number FY 2025 – AD1.**

The undersigned Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the term of the contract, and to incorporate in all subcontracts the obligation to comply same.

The undersigned Contractor further agree(s) to comply with s.20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with s.20.055(5), Florida Statutes.

The undersigned Contractor further agree(s) to comply with the Madison County Board of Commissioners Drug-Free Workplace Policy and Procedures and shall be certified as a Drug Free Workplace, and to incorporate in all subcontracts the obligation to comply same.

The undersigned Contractor further agree(s) to bear the full cost of maintaining all work until the final acceptance, as provided in the General Provisions.

In consideration of the foregoing premised, the party of the first part agrees to pay the party of the second part for all items of work performed and materials furnished at the unit prices and under conditions set forth in the attached Proposal.

IN WITNESS WHEREOF, The party of the first part has hereunto caused these presents to be subscribed and its seal affixed, and the party of the second part has affixed his/her, its, or their name or names and seal, the date aforesaid.

COUNTY OF MADISON

By: \_\_\_\_\_  
Chair Person, Board of County Commissioners

(Place Madison County Seal Here)

\_\_\_\_\_  
Contractor

By: \_\_\_\_\_  
President

(Place Contractor's Corporate Seal Here)

Attest: \_\_\_\_\_  
Secretary / Assistant Secretary

**COUNTY OF MADISON  
CONTRACT BOND  
Courthouse Annex Exterior Stair Repair  
Project Number FY 2025 – AD1**

KNOW ALL MEN BY THESE PRESENTS: That we, \_\_\_\_\_ and

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(hereinafter called Principal or Contractor) and (hereinafter called Surety), are held and firmly bound unto the County of Madison and their successors in office (hereinafter called the County), in full and just sum of \_\_\_\_\_ Dollars \_\_\_\_\_ lawful money of the United States of America, to be paid to the Madison County Board of County Commissioners to which payment well and truly to be made we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally and firmly by these presents;

WHEREAS, The above-bounded Principal has subscribed to a contract with the County of Madison (Hereinafter call the County), to bear the Property **by furnishing all necessary materials, equipment, labor and supervision to provide repairs to existing stairs, as per engineered structural drawings in Madison County, Florida.** **This Project is known as Courthouse Annex Exterior Stair Repair.** **This Project is known as Project Number FY 2025 – AD1** upon certain terms and conditions in said Contract more particularly mentioned; and WHEREAS, it was one of the conditions of said Contract that these presents shall be executed;

NOW, THEREFORE, The condition of this obligation is such that if the above bounded Principal in all respects shall, comply with Sections 255.05 and 337.18, Florida Statutes, and the terms and conditions of said Contract, and his/her obligations thereunder, including the Standard Specifications, Special Provisions, Proposal, Plans, and all related bid/construction documents, therein referred to and made a part thereof, and such alterations as may be made in said Plans and Specifications, as therein provided for; and further, if such Contractor shall promptly make payment to all persons supplying labor, materials, equipment and supplies, used directly or indirectly by the said Contractor or any Subcontractor (s) in the prosecution of the work provided for in said Contract, and promptly shall pay all State Worker’s Compensation and Unemployment compensation taxes incurred in the performance of the said Contract, and shall pay to the County double any amount in money or property the County may lose or be overcharged or otherwise defrauded of, by reason of any wrongful or criminal act of the Contractor, its agents, or employees, then this obligation to be void; otherwise, to be and remain in full force and virtue in law.

WITNESS the signature of the Principal (Contractor) and the signature of Surety by \_\_\_\_\_  
\_\_\_\_\_, its \_\_\_\_\_ with the seals  
of said Principal and Surety hereunto affixed this \_\_\_\_\_ Day of \_\_\_\_\_, 2025.

(Place Contractor's  
Corporate Seal here)

\_\_\_\_\_  
Principal (Contractor)  
By: \_\_\_\_\_  
President  
Attest: \_\_\_\_\_  
Secretary or Asst. Secretary

(Place Surety's  
Corporate Seal here)

By: \_\_\_\_\_  
Surety's Agent or Attorney-in-Fact

NOTE: Power of Attorney showing authority of Surety's Agent or Attorney-in-Fact is to be attached.

**BID OR PROPOSAL BOND**  
**Courthouse Annex Exterior Stair Repair**  
**Project Number FY 2025 – AD1**

**KNOW ALL MEN BY THESE PRESENTS:** That we, \_\_\_\_\_, as Principal (Bidder), and \_\_\_\_\_, as Surety, are held and firmly bound unto the County of Madison in the State of Florida (hereinafter called the Obligee) in the full and just sum of FIVE PERCENT (5%) of the actual total of the Proposal referred to herein (do not enter figures), in lawful money of the United States of America to be paid to the Obligee, to which payment well and truly to be made we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally and firmly by these presents:

WHEREAS, The said Principal is herewith submitting a proposal to the County of Madison for **furnishing all necessary materials, equipment, labor and supervision, to provide repairs to existing stairs, as per engineered structural drawings. This project is known as Project Number FY 2025 – AD1.**

NOW, THEREFORE, THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that if the said Principal shall execute a contract and give bond for the faithful performance thereof within ten (10) days after being notified in writing of the award of such contract to Principal, or if the Surety shall pay the Obligee the full amount of this bond, then this obligation shall be void; otherwise it shall remain in full force and effect.

SIGNED, SEALED AND DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2025.

CORPORATION:

PARTNERSHIP:

\_\_\_\_\_  
Principal (Bidder)

\_\_\_\_\_  
Principal (Bidder)

By: \_\_\_\_\_  
President or Vice President

Signature: (1) \_\_\_\_\_  
Co-Partner or General Partner

Attest: \_\_\_\_\_  
Secretary (or Assistant Secretary)

Signature: (2) \_\_\_\_\_  
Co-Partner or General Partner

(Affix Corporate Seal)

Witness: (1) \_\_\_\_\_

INDIVIDUAL OR FIRM TRADING AS:

Witness: (1) \_\_\_\_\_

\_\_\_\_\_  
Principal (Bidder)

Witness: (2) \_\_\_\_\_

Signature: \_\_\_\_\_  
Individual or Owner

Witness: (2) \_\_\_\_\_

Witness: \_\_\_\_\_

SURETY:

Witness: \_\_\_\_\_

\_\_\_\_\_  
(SEAL)

Name or Surety

By: \_\_\_\_\_  
Agent of Attorney-in-Fact

Countersigned: \_\_\_\_\_  
Florida Resident Agent

**BID OR PROPOSAL BOND (Continued)**

STATE OF FLORIDA, COUNTY OF \_\_\_\_\_

Before me, the undersigned authority, personally appeared \_\_\_\_\_, who being duly sworn, deposes and says that he/she is a duly authorized insurance agent, properly licensed under the laws of the State of Florida to represent \_\_\_\_\_ of \_\_\_\_\_, a company authorized to make corporate Surety Bonds under the laws of the State of Florida, and that he/she has signed or countersigned the above bond on their behalf.

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Notary Public, State of Florida at Large

My Commission expires:

NOTE: Surety must be a company acceptable as Surety on Federal Bonds. Power of Attorney showing authority of Surety's Agent or Attorney-in-Fact shall be furnished. Affix Corporate Seals of Bidder (If a corporation) and Surety. Secretary or Assistant Secretary must attest signature of corporate officer.

**PROPOSAL**

**OF**

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(NAME)

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(ADDRESS)

This project consists of furnishing all necessary materials, equipment, labor and supervision, to provide repairs to existing stairs, as per engineered structural drawings in Madison County, Florida. This Project is known as **Project Number FY 2025-AD1**.

Submitted \_\_\_\_\_, 2025

**TO THE COUNTY OF MADISON :**

We, the undersigned, hereby declare that no person or persons, firm or corporation other than the undersigned, are interested in this Proposal as principals, and that this Proposal is made without collusion with any person, firm or corporation. We also hereby declare that we have carefully, and to our full satisfaction, examined the Special Provisions and form of Contract and Bond together with the Specifications, and that we have made a full examination of the location of the proposed work and sources of supply of materials. We hereby agree to furnish all necessary materials, equipment, labor, supervision, and that we will fully complete all necessary work in accordance with the Construction Documents and the requirements under them of the Engineer within the time limit specified in the Construction Documents for the lump sum price outlined herein.

By execution of this proposal to perform the work, the Contractor affirms that he/she has performed its own quantity take-off and the lump sum price outlined herein is sufficient to cover all of the proposed work including, but not limited to, all mobilization, maintenance of parking areas and pedestrian traffic, all demolition and disposal work, all necessary building protection (including doors and windows), all related steel fabrication, and hiring/coordination of steel inspector site visits, all coating work and all site clearing as well as "Shop drawings". No claim shall be made for extra work against the County, any of its Agents or the Engineer due to an error in quantities.

**MADISON COUNTY - PROJECT FY 2025-AD1  
BID SHEET**

**Courthouse Annex Exterior Stair Repair**

**TOTAL LUMP SUM PROJECT COST:** \_\_\_\_\_

The undersigned further agree(s) to perform all necessary work as provided for in all Construction Documents and the General Provisions, to execute the Contract and furnish proof of bond before beginning work, and to fully complete all necessary work under the same (see general specifications). It is understood and agreed that the date on which working days will begin to be charged to the project shall be (see general specifications). The undersigned further agrees to furnish a sufficient and satisfactory bond in the sum of not less than 100 percent (100%) of the contract price of the work as indicated by the approximate quantities shown herein.

The undersigned further agree(s) to bear the full cost of maintaining all work until the final acceptance, as provided in the General Provisions.

The undersigned further agree(s) to comply with s.20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with s.20.055(5), Florida Statutes.

The undersigned further agree(s) to comply with the Madison County Board of Commissioners Drug-Free Workplace Policy and Procedures and shall be certified as a Drug Free Workplace and to incorporate in all subcontracts the obligation to comply same.

Accompanying this Proposal is a Proposal guaranty made payable to the Board of County Commissioners, Madison County, of not less than 5 percent (5%) of the total actual bid, which guaranty is to be forfeited as liquidated damages if, in case this Proposal is accepted, the undersigned shall fail to execute the attached Contract under the conditions of the Proposal; otherwise, said guaranty is to be returned to the undersigned upon the delivery of a satisfactory bond.

I, (We), the undersigned, hereby certify that I (we) have carefully examined the forgoing Proposal after the same was completed, and have verified each item placed thereon; and I (We) agree to indemnify, defend and save harmless, the County, any of its agents, or the Engineer against any cost, damage, or expense which it may incur or be caused by any error in my (our) preparation of same.

**CORPORATION:**

\_\_\_\_\_  
Principal (Bidder)

By: \_\_\_\_\_  
President or Vice President

Attest: \_\_\_\_\_  
Secretary (or Asst. Sec.)

( Affix  
Corporate  
Seal )

**PARTNERSHIP:**

\_\_\_\_\_  
Principal (Bidder)

Signature:(1) \_\_\_\_\_  
Co-Partner or General Partner

Signature:(2) \_\_\_\_\_  
Co-Partner or General Partner

Witness:(1) \_\_\_\_\_

Witness:(1) \_\_\_\_\_

Witness:(2) \_\_\_\_\_

Witness:(2) \_\_\_\_\_

**INDIVIDUAL OR FIRM TRADING AS:**

\_\_\_\_\_  
Principal (Bidder)

Signature: \_\_\_\_\_  
Individual or Owner

Witness: \_\_\_\_\_

(If Partnership, list names and addresses of each partner below.)

(If Joint Venture, use this space for additional Bidder.)

Witness: \_\_\_\_\_

**AFFIDAVIT**  
**Courthouse Annex Exterior Stair Repair**  
**Project Number FY 2025 – AD1**

TO: **COUNTY OF Madison**

At the time the proposal is submitted the Bidder shall attach to his bid a sworn statement regarding The Disqualification of Bidders. This sworn statement shall be an affidavit in the following form, executed by, or on behalf of, the person, firm, association, or corporation submitting the proposal, and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF FLORIDA, COUNTY OF Madison

Before me, the undersigned authority, personally appeared \_\_\_\_\_  
\_\_\_\_\_, who being duly sworn, deposes and says he is \_\_\_\_\_  
\_\_\_\_\_, the bidder (Title)  
\_\_\_\_\_ of \_\_\_\_\_ of \_\_\_\_\_, the bidder  
(Firm) (City and State)

submitting the attached proposal for the work covered by County Project Number FY 2025-AD1 in Madison County, Florida.

Said \_\_\_\_\_ further certifies that no more than one proposal for the above referenced project will be submitted from an individual, firm or corporation under the same or different name, and that such bidder has no financial interest in the firm of another bidder for the same work. Any evidence of collusion among participating bidders will preclude their recognition as bidders on such job, and future recognition as bidders on any work until such participant shall have been reinstated as a qualified bidder.

\_\_\_\_\_  
(Bidder)  
By: \_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Title)

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**CERTIFICATION of PROPOSED SUBCONTRACTORS**  
**Courthouse Annex Exterior Stair Repair**  
**Project Number FY 2025 – AD1**

I, \_\_\_\_\_, \_\_\_\_\_ of  
(Name) (Title)

\_\_\_\_\_, hereby certify that I/we \_\_\_\_\_ to  
(Name of Firm) (intend) or (do not intend)

sublet a portion of the work on this project, **Courthouse Annex Exterior Stair Repair**  
**Project Number FY 2025 -AD1**

If I/we have indicated above that a portion of the work will be sublet, then I/we hereby further certify that I/we have taken affirmative action to seek out and consider minority business enterprises as potential subcontractors. The classes of work I/we intend to sublet and the firms considered as potential subcontractors are as follows:

Class of work \_\_\_\_\_ Potential Subcontractors\*

\* Identify minority business enterprises by (M).

Signed: \_\_\_\_\_  
(Name and Title)

**NOTE: Must be executed and returned with proposal.**