

NOTICE OF INVITATION FOR BID

Polk County, a political subdivision of the State of Florida, is soliciting bids for the following: **BID # 25-615, BARTOW COURTHOUSE – ROOF REPAIRS.**

Bid packages may be obtained from the Procurement Division, 330 West Church Street, Room 150, Bartow, Florida, 33830, (863) 534-6757 or downloaded from our FTP site. Bids must be submitted in a “sealed” parcel or may be submitted electronically. Bids will be publicly opened and read at 2:00 p.m. on receiving date.

Description: Provide all labor, material, supervision, equipment, and Overhead and Profit (OH&P) required to perform the roof repairs at 225 North Broadway Avenue, Bartow, Florida 33831 in accordance with bid documents.

Qualification Requirements: Contractor must be licensed in the State of Florida as Certified Roofing Contractor license and shall have experience in completing at least five similar projects within the past eight years. The work required under this bid shall be performed by the entity submitting the bid. A Public Construction Bond for 100% of the contract is required. The contract time for this project is a total of 45 calendar days from Notice to Proceed for final completion.

A **MANDATORY** pre-bid will be held Wednesday, November 19, 2025, 2:00 p.m. at the Polk County Administration building, located at 330 W. Church St, Fourth Floor, Conference Room 407, Bartow, FL 33830. **A MANDATORY site visit will immediately follow** at 225 North Broadway Avenue, Bartow, Florida 33831. An authorized representative or agent of the Bidder must be present at this meeting, as evidenced by their signature on the meeting’s sign-in sheet, or the Bidder’s Submittal will be considered non-responsive.

To receive a copy of the bid package, plans and exhibits please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is procurevondor and the password is solicitation. After you have logged in to the FTP site, double click on the file folder “Bid 25-615, Bid Attachments”, select “Open” or “Save As” to download the Bid documents, drawings, and technical specifications. If you need assistance accessing this website due to ADA or any other reason, please email Tabatha Shirah at tabathashirah@polkfl.gov.

Receiving Date: Prior to 2:00 p.m., Wednesday, December 17, 2025.

BID OPENING: Bidders may attend the Bid Opening in person or via conference call by dialing (646) 558-8656 and enter Meeting ID: 327 647 2818. A listing of all bidders will be posted to Procurement’s website as soon as possible after bid opening.

QUESTIONS: Questions regarding this bid should be in writing and should reference the above Bid. Submit all questions to Tabatha Shirah, Procurement Analyst, via email at tabathashirah@polkfl.gov. by 4:00 p.m. Wednesday, December 3, 2025.

Special Instructions: The County hereby notifies all Bidders that Women/Minority Business Enterprise firms are to be afforded a full opportunity to participate in any bid by the County and will not be subject to discrimination on the basis of race, color, sex or national origin. It is asked that Bidders make good faith efforts to use qualified W/MBE subcontractors in preparing their bid. Bidders are encouraged to contact the Office of Supplier Diversity at (863) 534-5959 for assistance or visit our website at: <https://vcl.polk.one/vendordirectory>

**STATEMENT OF NO BID
BID #25-615**

If submitting a "NO BID", Bidder shall return this form to the Polk County Board of County Commissioners Procurement Division, 330 West Church Street, Room 150, Bartow, Florida 33830; or fax it to (863) 534-6789.

We have declined to bid on the above-mentioned bid for the following reasons (Please Circle all that apply):

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| Specifications too "restrictive." | Insufficient time to respond to invitation for bid |
| Do not offer this product/service | Our schedule would not permit us to perform |
| Unable to meet specifications | Unable to meet bond/insurance requirements |
| Specifications unclear | |
| Other (please specify): _____ | |

Company Name: _____
Contact Name: _____
Telephone Number: _____
Email Address: _____
Date: _____