

NOTICE OF INVITATION FOR BID

Polk County, a political subdivision of the State of Florida, is soliciting bids for the following: **BID #26-118, Polk County Sheriff's Southeast Command – Roof Replacement**

A **MANDATORY** pre-bid will be held on Thursday, March 26, 2026, at 9:00 a.m. at the Polk County Sheriff's Southeast Command, located at 4011 Sgt. Mary Campbell Way, Lake Wales, FL 33859. A MANDATORY site visit will immediately follow. 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.

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 website at <https://www.polk-county.net/business/procurement/>.

Respondents must submit one (1) original copy of the bid submittal prior to 2:00 p.m. on the bid receiving date. Bids must be submitted in a "sealed" parcel or electronically through Polk County's secure website, Kiteworks. Bids will be publicly opened at 2:00 p.m. on receiving date.

To obtain a copy of the bid documents please go the following FTP site: <https://ftp3.polkfl.gov>, you will be prompted for a User ID and Password. The User ID is *procurevendor* and the password is solicitation. After you have logged in to the FTP site, double click on the file folder "**26-118, Southeast Command – Roof Replacement.zip**", 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 Brad Howard at bradhoward@polkfl.gov.

Scope of Work: Furnish all labor, materials, supervision, and permitting necessary for the replacement of roof systems at Polk County Southeast Command, Lake Wales, Florida 33859 in accordance with project documents outlined in this bid.

The construction cost estimate for the project is \$230,000.

Qualification Requirements: Contractor must hold a valid State of Florida Certified Building Contractor (CBC), General Contractor (GC), or Roofing Contractor license and have performed at least 3 projects of similar size and scope services as the prime contractor within the past five (5) years.

The Contract Time for this project is a total of 30 calendar days from Notice to Proceed to reach Substantial Completion and 45 calendar days from Notice to Proceed for Final Completion.

Receiving Date: Prior to 2:00 p.m., **Wednesday, April 29, 2026**, NO EXCEPTIONS

BID OPENING: Bidders may attend the Bid Opening in person or via conference call by dialing (305) 224-1968 and enter Meeting ID: 865 0498 1831. 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 Brad Howard, Senior Procurement Analyst, via email at bradhoward@polkfl.gov or via fax at (863) 534-6789 by 4:00 p.m. on April 3, 2026.

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:
<http://vendordirectory.polk-county.net/default.aspx?id=0>

**STATEMENT OF NO BID
BID #26-118**

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):

- | | |
|-----------------------------------|----------------------------------------------------|
| 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: _____