

NOTICE OF REQUEST FOR PROPOSAL

Polk County, a political subdivision of the State of Florida, is soliciting proposals for the following: **REQUEST FOR PROPOSAL – RFP #26-208, Ford Vehicle Acquisitions and Services for Classes 1-5”**.

RFP 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.polkfl.org/business/procurement/>. Respondents must submit one (1) original and Five (5) copies of the proposal prior to 2:00 p.m. on the receiving date. Proposals must be submitted in a “sealed” parcel or electronically through Polk County’s secure website, Kiteworks. Proposals will be publicly opened, and the names will be read at 2:00 p.m. on receiving date.

SCOPE OF WORK: Provide Ford Vehicle Acquisitions and Service for Classes 1-5 as described in the RFP document.

Special Instructions: The Cost Sheet for this RFP is available on the following FTP site: <https://ftp3.polk-county.net>, 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 “RFP 26-208, Ford Vehicle.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.

Receiving Date: Wednesday, **May 20, 2026**, PRIOR TO 2:00 P.M.

Bid Opening: Wednesday, **May 20, 2026**, PRIOR TO 2:00 P.M.

~~~~~  
**BID OPENING:** Proposals 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 RFP should be in writing and should reference the above RFP. Submit all questions to Brad Howard, Sr. Procurement Analyst, via email at [bradhoward@polkfl.gov](mailto:bradhoward@polkfl.gov) by 4:00 p.m. Monday, May 11, 2026.

**STATEMENT OF NO PROPOSAL RFP # 26-208**

If submitting a "NO PROPOSAL", Proposer shall return this form to the Polk County Board of County Commissioners Procurement Division, 330 West Church Street, Room 150, Bartow, Florida 33830; email to [procurement@polkfl.org](mailto:procurement@polkfl.org).

**We have declined to submit a proposal on the above-mentioned RFP 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: \_\_\_\_\_