

NOTICE OF INVITATION FOR CONSTRUCTION QUOTE (CQ)

Polk County, a political subdivision of the State of Florida, is soliciting quotes for the following: **CQ 26-343, PCU Administration Building – Conference Room Remodel**. Quote 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.gov/business/procurement/>. Respondents must submit one (1) original copy of the bid submittal prior to 2:00 p.m. on the bid receiving date. Quotes must be submitted in a “sealed” parcel or electronically through Polk County’s secure website, Kiteworks. Quotes will be publicly opened at 2:00 p.m. on receiving date.

Scope of Work: Provide all labor, materials, permitting and supervision required to renovate conference room 63 at the Polk County Utilities Division Administration Building, located at 1011 Jim Keene Blvd, Winter Haven, FL 33880. The work includes, but is not limited to, furnishing and installing the custom wood base and preparing all drywall surfaces for painting, including washing, cleaning, light sanding, patching as required, and matching existing texture. A Public Construction Bond is not required. The construction cost estimate for the project is \$160,000.00.

Qualification Requirements: Must have a valid State of Florida General Contractor (GC) License or Certified Building Contractor (CBC) License. The time to complete project is a total of 45 calendar days from Notice to Proceed.

RECEIVING DATE: WEDNESDAY, AUGUST 12, 2026, PRIOR TO 2:00 P.M.

A **MANDATORY** pre-quote meeting/site visit is scheduled for 9:30 a.m., Tuesday, July 28, 2026, at the Polk County Utilities Division Administration Building, located at 1011 Jim Keene Blvd, Winter Haven, FL 33880. 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 drawings and technical specifications 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 “**CQ 26-343, Quote Attachments**”, select “Open” or “Save As” to download the drawings and technical specifications. If you need assistance accessing this website due to ADA or any other reason, please email Jason Flucker-Williams at jasonfluckerwilliams@polkfl.gov.

BID OPENING: Bidders may attend the Bid Opening via conference call by dialing (646) 931-3860 and enter Meeting ID: 865 0498 1831. Vendors that want to attend in person may do so. A listing of all bidders will be posted to Procurement’s website as soon as possible after bid opening.

QUESTIONS: Questions regarding this construction quotation should be in writing and should reference the above quotation number. Submit all questions to Jason Flucker-Williams, Procurement Analyst, via e-mail to jasonfluckerwilliams@polkfl.gov. The question deadline is Friday, July 31, 2026, prior to 2:00 p.m.

STATEMENT OF NO BID**CQ # 26-343**

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; email to procurement@polkfl.gov or fax it to (863) 534-6789.

We have declined to bid on the above-mentioned bid/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: _____