

NOTICE OF INVITATION FOR BID

Polk County, a political subdivision of the State of Florida, is soliciting bids for the following: **BID #26-372, Saddle Creek New Office and Maintenance Buildings**

A **MANDATORY** pre-bid meeting will be held Tuesday, August 11, 2026, 2:30 p.m. in the Saddle Creek Park conference room, located at 3716 Morgan Combee Rd, Lakeland, FL 33801. 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.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. Bids must be submitted in a "sealed" parcel. Bids will be publicly opened at 2:00 p.m. on receiving date.

To obtain a copy of the bid package, specifications, drawings, and permits 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 *procurevendor* and the password is *solicitation*. After you have logged in to the FTP site, double click on the file folder "**BID 26-372 Saddle Creek.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 Colin Burke at colinburke@polkfl.gov.

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. Bids will be publicly opened and read at 2:00 p.m. on receiving date.

Scope of Work: Provide all labor, material, permitting, and supervision for the construction and installation of a new office and maintenance building at Saddle Creek Park. Construction shall be done in accordance with all applicable Federal, State and Local Laws, Regulations, and Codes.

Work also includes civil, electrical, mechanical, plumbing, structural and architectural services. Plans include Insulated Metal Panels (IMP), and pre-engineered metal building system.

Project Location

The project is located at 3716 Morgan Combee Road, Lakeland, 33801.

Public Construction Bond: **Is required**

Estimate of Construction cost is: **\$4,340,439.00**

Qualifications

1. Contractor must hold a valid State of Florida Certified Building Contractor (CBC) or General Contractor (GC).
2. Contractor must have been in business under the same name or EIN number for a minimum of 5 years.
3. The Successful bidder must possess or purchase a Polk County Local Business Tax Receipt (f/k/a Business License) to do business with the County. A copy of such license or proof of purchase must be provided to the Procurement Division prior to award being made.

4. Contractor must provide three (3) references from clients in which the bidder has successfully completed projects similar in scope, as the prime bidder, within the past two (2) years. Each reference should include:
 - Name of the client
 - Address of the client
 - Contact person to include:
 - Phone number and email address
 - Brief description of the project.
 - Project address
 - Date project completed.
 - List of all subcontractors used for project.
5. The contractor shall have a superintendent experienced in construction and installation of IMP and pre-engineered metal building system per the project specifications. Proof of experience shall be provided by the bidder in the form of a resume that is subject to review and approval by the County. Resume shall include employee name, years of experience, years with company and a list of five (5) successfully completed projects similar in size and scope.

All documentation and information requested in the Qualifications section should be submitted with the Bid or must be submitted within three (3) business days of request and prior to award. The County reserves the right to contact and verify all references provided.

NOTE: Any information provided in the Technical Specifications or Drawings that relates to the Procurement process or the General Conditions of this solicitation are superseded by the County's Purchasing Policies and Procedures Manual and the General Conditions contained herein.

Receiving Date: Prior to 2:00 pm., Wednesday, September 2, 2026. NO EXCEPTIONS

BID OPENING: Bidders may attend the Bid Opening in person or via conference call by dialing (646) 558-8656 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 Colin Burke, Procurement Analyst, via email at colinburke@polkfl.gov by 12:00 p.m. Friday, August 21, 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: <https://www.polkfl.gov/business/procurement/supplier-diversity/>

**STATEMENT OF NO BID
BID #26-372**

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: _____