

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 #26-370, Grant Administration for Community Development Block Grant (CDBG) Disaster Recovery (DR) Infrastructure Repair Program**

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.gov/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 grant administration services for the Lakeland to Bartow Lake Watershed - Peace River Resilience Project, a comprehensive, regional infrastructure and mitigation initiative designed to address flooding, stormwater management, and water quality impacts exacerbated by the 2023-2024 storm season.

Receiving Date: Wednesday, September 2, 2026, PRIOR TO 2:00 P.M.

Bid Opening: Wednesday, September 2, 2026, PRIOR TO 2:00 P.M.

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**BID OPENING:** Proposals 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 RFP should be in writing and should reference the above RFP. Submit all questions to Jason Flucker-Williams, Procurement Analyst, via email at [jasonfluckerwilliams@polkfl.gov](mailto:jasonfluckerwilliams@polkfl.gov) by 4:00 p.m. Monday August 17, 2026.

## STATEMENT OF NO PROPOSAL RFP # 26-370

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.gov](mailto:procurement@polkfl.gov).

**We have declined to submit a proposal on the above-mentioned RFP for the following reasons (Please Circle all that apply):**

Specifications too "restrictive."  
Do not offer this product/service  
Unable to meet specifications  
Specifications unclear  
Other (please specify):

Insufficient time to respond to invitation for bid  
Our schedule would not permit us to perform  
Unable to meet bond/insurance requirements

Company Name:

Contact Name:

Telephone Number:

Email Address:

Date: