

NOTICE OF INVITATION FOR BID

Polk County, a political subdivision of the State of Florida, is soliciting bids for the following: **BID # 24-594, Polk County Tourism Office Expansion.**

A **MANDATORY** pre-bid will be held Thursday, August 15, 2024, 1:30 p.m. in the Polk County Tourism Office, located at 2701 Lake Myrtle Park, Auburndale, FL 33823. 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 FTP site. Bids must be submitted in a "sealed" parcel or may be submitted electronically. Bids will be publicly opened and read at 2:00 p.m. on receiving date.

To obtain a copy of the bid documents, specifications, and drawings 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 24-594, Bid Attachments**", select "Open" or "Save As" to download. If you need assistance accessing this website due to ADA or any other reason, please email Tabatha Shirah at tabathashirah@polk-county.net.

Scope of Work: Furnish all labor, materials, supervision, equipment, and permitting necessary for the Polk County Tourism Office Expansion project located in Auburndale, FL, in accordance with the specifications and drawings outlined in the bid documents. Public Construction Bond is required. The construction cost estimate for the project is \$2,271,720.00.

Qualification Requirements: Contractor must be licensed in the State of Florida as Certified Building Contractor (CBC) or General Contractor (GC) and shall have experience in completing at least three similar projects within the past five years. The contract time for this project is a total of 300 calendar days from Notice to Proceed for final completion.

Receiving Date: Prior to 2:00 pm., Wednesday, September 4, 2024.

BID OPENING: Bidders 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 bid should be in writing and should reference the above Bid. Submit all questions to Tabatha Shirah, Procurement Analyst, via email at tabathashirah@polk-county.net by 4:00 p.m. Wednesday, August 21, 2024.

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://vcl.polk.one/vendordirectory>

**STATEMENT OF NO BID
BID #24-594**

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):

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| 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: _____