LEVY COUNTY
FLORIDA

LEVY COUNTY BOARD OF COUNTY COMMISSIONERS
310 SCHOOL STREET
BRONSON, FL 32621

ITB_2026_10 - Roof - Department of Public Safety

Date of Distribution/post on OpenGov	June 19, 2026
Deadline for Questions and Contract Exception Form	July 9, 2026, 11:00am
Final Addenda Posted	July 14, 2026, 11:00am
Bid Due Date NOTE: Any bid submitted after the due date and time (regardless of reason) will be rejected by the County.	July 17, 2026, 10:00am
Bid Opening (Non-Mandatory)	July 17, 2026, 11:00am Levy County Government Center, 318 Mongo Street, Room C, Bronson, FL 32621
County Commission Meeting – Award of Contract to lowest responsive, responsible bidder (Non-Mandatory)	August 4, 2026, 9:00am Levy County Government Center Auditorium, 310 School Street, Bronson, FL 32621

SUBMITTAL OF RESPONSE: Levy County only accepts electronic submittals through OpenGov Procurement at https://procurement.opengov.com/portal/levycounty/projects/275203. To submit a bid in response to this

solicitation, the bidder must be registered with OpenGov. For questions relating to this procurement process, contact Jason Rivera, Director of Finance & Administration at rivera-jason@levycounty.org

Table Of Contents

1. ADVERTISEMENT
2. PROJECT REQUIREMENTS
3. INSURANCE REQUIREMENTS
4. SCOPE OF WORK
5. INTENT AND GENERAL INFORMATION
6. VENDOR QUESTIONNAIRE
7. ATTACHEMENTS

Attachments:

A - Form of Contract_Local or Federal Funded Construction Projects Draft for OpenGov

B - SUPPLEMENTAL FEMA PROVISIONS - ITB

1. ADVERTISEMENT

BOARD OF COUNTY COMMISSIONERS

LEVY COUNTY, FLORIDA

INVITATION TO BID

ITB_2026_10 – Roof - Department of Public Safety

Notice is hereby given that Levy County, Florida will be receiving sealed bids via OpenGov Procurement at https://procurement.opengov.com/portal/levycounty/projects/275203, for the following:

Levy County is seeking bids from qualified and experienced firms for the labor, materials, equipment, supervision, permits, and incidentals necessary to perform a complete removal and replacement of the existing roofing system at the Public Safety Building at the Government Center (319 Mongo Street, Bronson, FL).

BID OPENING AT THE LEVY COUNTY GOVERNMENT CENTER

318 MONGO ST, ROOM C

BRONSON, FL 32621

BID DUE DATE: Friday, July 17, 2026 - 10:00 am

E-BID OPENING DATE: 7/17/2026 – 11:00 AM

All bid documents are available online through OpenGov at https://procurement.opengov.com/portal/levycounty/projects/275203. If you have any questions, please contact Jason Rivera, Director of Finance & Administration at (352) 486-5218 or rivera-jason@levycounty.org.

2. PROJECT REQUIREMENTS

2.1. INTENT AND ITB TIMELINE

It is the intent of Levy County to award a contract to the lowest responsive, responsible bidder to provide Roof - Department of Public Safety. The following is the timeline for this ITB; however, the County reserves the right to revise this timeline by issuance of written addenda to this ITB. Proposer must adhere to the published timeline, as revised from time to time.

Date of Distribution/post on OpenGov:	June 19, 2026
Deadline for Questions and Contract Exception Form:	July 9, 2026, 11:00am
Final Addenda Posted:	July 14, 2026, 11:00am
Bid Due Date NOTE: Any bid submitted after the due date and time (regardless of reason) will be rejected by the County.:	July 17, 2026, 10:00am
Bid Opening (Non-Mandatory):	July 17, 2026, 11:00am Levy County Government Center, 318 Mongo Street, Room C, Bronson, FL 32621
County Commission Meeting – Award of Contract to lowest responsive, responsible bidder (Non-Mandatory):	August 4, 2026, 9:00am Levy County Government Center Auditorium, 310 School Street, Bronson, FL 32621

2.2. BACKGROUND

Levy County is a local government entity governed by a Board of County Commissioners (the "Board" or "BOCC") and administered by a County Manager. The County is approximately 1,413 square miles in size and has a population of approximately 46,000 (that includes 7 municipalities). The unincorporated area is largely rural with approximately 92.8% of the County's Future Land Use being comprised of Natural Resources and Conservation (18%), Forestry/Rural Residential (42.4%) and Agricultural/Rural Residential (32.4%).

2.3. CONTRACT TIME

The County anticipates entering into a Contract in the form attached to this ITB immediately upon award of this Bid by the Board of County Commissioners to a Contractor. The term of the Contract will be for an initial 1 year and may be extended for an additional If required and upon mutual agreement. upon written notice by the County.

2.4. BID GUARANTEE

The Bid shall be accompanied by a 5% Bid Guarantee which shall be in the form of a Bid Bond, Certified or Cashier's Check or Bank Draft (no cash, company, or personal checks will be accepted) made payable to the Levy County Board of County Commissioners. The purpose is to guarantee that the Bidder will not withdraw its bid for a period of 90 days after the scheduled closing time for the receipt of bids. It shall also guarantee that the successful bidder will enter into the agreement within ten (10) days after receipt of notice of acceptance of the bid from the County. In the event of withdrawal of bid or failure to fully execute the contract within ten (10) days, the bidder may be deemed in default and

liable to the County for the full amount of the default. The Bid Guarantee will be released upon execution of the agreement.

2.5. PAYMENT AND PERFORMANCE BOND OR OTHER FORM OF SECURITY

At the time of execution of the Agreement with the County, the Contractor shall provide a combination Payment and Performance Bond issued by a surety insurer authorized to do business in the State of Florida as a surety and the Bond must be in the form required by Section 255.05, Florida Statutes. Alternatively, the Contractor may provide one of the alternative forms of security authorized by Section 255.05(7), Florida Statutes. Any security provided shall be in the amount of 100% of the Bid Amount.

3. INSURANCE REQUIREMENTS

The (Contractor/Vendor) shall furnish Levy County (County) with Certificates of Insurance. The Certificates are to be signed by a person authorized by that insurer to bind coverage on its behalf. The County is to be specifically included as an additional insured on all policies except Workers' Compensation. In the event the insurance coverage expires prior to the completion of the project, a renewal certificate shall be issued 30-days prior to said expiration date. The policy shall provide a 30-day notification clause in the event of cancellation or modification to the policy. All certificates of insurance must be on file with and approved by the County before the commencement of any work activities.

3.1. Worker's Compensation

Coverage is to apply for all employees for statutory limits in compliance with the applicable state and federal laws. The policy must include Employers' Liability with a limit of $500,000 each accident, $500,000 each employee, $500,000 policy limit for disease.

3.2. Commercial General Liability – Occurrence Form Required

Vendor shall maintain commercial general liability (CGL) insurance with a limit of not less than $500,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this location/project in the amount of $1,000,000. Products and completed operations aggregate shall be $1,000,000. CGL insurance shall be written on an occurrence form and shall include bodily injury and property damage liability for premises, operations, independent contractors, products and completed operations, contractual liability, broad form property damage and property damage resulting from explosion, collapse or underground (x, c, u) exposures, personal injury and advertising injury. Damage to rented premises shall be included at $100,000.

3.3. Commercial Automobile Liability Insurance

Vendor shall maintain automobile liability insurance with a limit of not less than $1,000,000 each accident for bodily injury and property damage liability. Such insurance shall cover liability arising out of any auto (including owned, hired and non-owned autos). The policy shall be endorsed to provide contractual liability coverage.

3.4. Builders Risk Insurance

The Contractor shall purchase and maintain Builders Risk Insurance to cover the subject property for all risks of loss, subject to a wavier of coinsurance, and covering off-site storage, transit and installation risks.

The policy is to be endorsed to cover the interest of all parties, including the County and all contractors and subcontractors. The insurance is to be endorsed to cover testing and to grant permission to occupy the facility under construction or renovation during such activity.

4. SCOPE OF WORK

4.1. Scope

The Contractor shall furnish all labor, materials, equipment, supervision, permits, and incidentals necessary to perform a complete removal and replacement of the existing roofing system at the Public Safety Building at the Government Center (319 Mongo Street, Bronson, FL) consisting of a base of 7544 sq/ft.

Work shall include, but not be limited to: removal of all existing roofing materials down to the roof deck; inspection of the roof deck; repair or replacement of damaged decking as required; and installation of a new, fully warranted, code-compliant roofing system. The new roofing system shall consist of 30-year architectural asphalt shingles installed as a complete manufacturer-approved system and shall be eligible for, and include, a minimum 20-year No Dollar Limit (NDL) manufacturer's warranty covering materials and workmanship.

A self-adhered ice and water shield underlayment shall be installed in accordance with the manufacturer's requirements and applicable building codes at all roof edges, eaves, valleys, penetrations, and other required locations. All remaining roof areas shall receive approved synthetic or felt underlayment as part of the roofing system.

The scope shall further include replacement of all flashings, edge metals, drip edges, and penetration seals; proper integration with existing roof drains and rooftop equipment; and installation of all components required to achieve a watertight, wind-resistant roofing system. Shingles and system components shall meet or exceed applicable wind uplift and impact resistance requirements of the Florida Building Code.

The Contractor shall obtain all required permits, schedule and pass all inspections, and provide all documentation required for closeout, including warranty certificates. The Contractor shall protect the building, occupants, and emergency operations during construction, properly dispose of all debris, and leave the site clean and fully operational upon completion.

All work shall be performed in accordance with applicable building codes, manufacturer installation requirements, and recognized industry standards, and shall result in a watertight, durable roofing system suitable for an occupied emergency services facility.

5. INTENT AND GENERAL INFORMATION

Thank you for your interest in working with Levy County. General information regarding this bid process is provided below:

5.1. QUESTIONS, EXCEPTIONS TO FORM OF CONTRACT AND ADDENDA

There shall not be any contact between a potential bidder/bidder or their representative(s) and any member of County Staff or County Commissioners regarding this Project or ITB.

The County will not respond to verbal (in person or phone) questions regarding this ITB. Bidder must submit written questions via the OpenGov Procurement Portal at https://procurement.opengov.com/portal/levycounty/projects/275203.

Any bidder who requires/requests revision(s) to the Form of Contract must submit a completed Contract Exception Form. The County is under no obligation to grant any exceptions and bids that are contingent on exceptions to Contract being granted will not be accepted. If an exception is rejected by the County during the question portion of this ITB process and the bidder subsequently submits a bid, the bidder is deemed to have waived their request for a Contract exception.

All questions and Contract Exception Forms must be received by the County prior to the deadline for same in order to receive a response. The Contract and Exceptions Form can be found in the ATTACHEMENTS section of this ITB. The County will respond to each question and each completed Contract Exception Form and will issue written addenda for any supplemental instructions or clarifications to the ITB or the Contract. All addenda will be sent to all bidders who received the ITB from the County and will also be posted in OpenGov. Each bidder must acknowledge receipt of addenda as part of its bid and is presumed to have read and be thoroughly familiar with the provisions of this ITB and its addenda.

5.2. HOW TO SUBMIT A BID

The County only accepts electronic submittals through the OpenGov Procurement Portal. In order to submit a bid, the bidder must be registered with OpenGov. The bidder's complete bid must be uploaded in PDF format unless the ITB specifically states otherwise. Any bid submitted after the due date and time will not be accepted by OpenGov and will not be considered. The County is not responsible for any delays in delivery or uploading of a bid caused by any issues a bidder may experience in attempts to upload on OpenGov or caused by any other occurrence. A bidder should give sufficient time to address any delivery or uploading issues when it schedules the submittal of its bid.

The County only accepts electronic submittals through the OpenGov Procurement Portal. In order to submit a bid, the bidder must be registered with OpenGov. The bidder's complete bid must be uploaded in PDF format unless the ITB specifically states otherwise. Any bid submitted after the due date and time will not be accepted by OpenGov and will not be considered. The County is not responsible for any delays in delivery or uploading of a bid caused by any issues a bidder may experience in attempts to upload on OpenGov or caused by any other occurrence. A bidder should give sufficient time to address any delivery or uploading issues when it schedules the submittal of its bid.

Bids must be submitted in the format specified by the County in this ITB. Any erasures or other corrections to the County Forms must be explained or noted over the signature of the proposer. Forms containing any conditions, omissions, erasures, alterations, or irregularities of any kind, whether explained or noted or not, may be rejected by the County.

The documents listed within the Vendor Questionnaire must accompany any bid submitted. A bid submitted without the required documents may result in the County deeming the bid non-responsive. The County reserves the right to request additional information from any bidder prior to award.

The County is not responsible for any expense incurred by a bidder in reviewing, evaluating, preparing, or submitting a bid. Bidders are solely responsible for the entire expense of responding to this ITB.

5.3. HOW TO ASSEMBLE YOUR BID

Bids shall be submitted on the Forms ("Bid Forms") supplied by the County in this ITB. Any erasures or other corrections in the bid forms must be explained or noted over the signature of the bidder. Bid Forms containing any conditions, omissions, erasures, alterations, or irregularities of any kind, whether explained or noted or not, may be rejected by the County.

The documents listed within the Vendor Questionnaire must accompany any bid submitted. A bid submitted without the required documents may result in the County deeming the bid non-responsive. The County reserves the right to request additional information from any bidder prior to award.

5.4. WITHDRAWAL OF BIDS

Modifications to or withdrawal of a bid may be made up until the Bid Due Date. Modifications and withdrawals must be documented in OpenGov in order to be recognized by the County. Error or negligence on the part of the bidder in preparing the bid confers no right for withdrawal of the bid after it has been opened.

5.5. CRITERIA FOR AWARD

Award of a contract shall be to the overall lowest responsive, responsible bidder whose bid meets or exceeds the requirements set forth in this ITB. The bidder who is awarded and enters into a contract with the County is referred to as "Contractor."

The County reserves the right to reject the bid of any bidder who has previously failed to perform properly, or on time, contracts of similar nature; or who is not in a position to satisfactorily perform the contract. If, after the due date and time, the lowest bidder is deemed non-responsible by the County, such bidder shall receive written notice from the County of this determination. The bidder shall have five (5) days from the date of this notice to dispute the determination and to provide to County any additional information it deems relevant regarding bidder's responsibility. The County shall make a final determination regarding the bidder's responsibility at the time of award of the contract.

The County reserves the right to accept or reject any and/or all bids, to waive irregularities and technicalities, and to request resubmission of bids. In addition, the County reserves the right to accept all or any part of the bid and to increase or decrease quantities to meet additional or reduce requirements of the County. Any sole response received may be rejected by the County depending on available competition and timely needs of the County.

5.6. ARITHMETIC DISCREPANCIES

For the purpose of initial evaluation of bids, the following will be utilized in resolving arithmetic discrepancies found on the face of the bid forms submitted by the bidder:

A. Obviously misplaced decimal points will be corrected.

B. In case of discrepancy between unit price and extended price, the unit price will govern.

C. Apparent errors in addition of lump sum and extended prices will be corrected.

5.7. BID PREPARATION & SUBMITTAL EXPENSES

The County is not responsible for any expense incurred by a bidder in reviewing, evaluating, preparing, or submitting a bid. Bidders are solely responsible for the entire expense of responding to this ITB.

5.8. ALL-INCLUSIVE COST

The bid amount shall include all costs necessary to complete the delivery of products or provide the services described in this Invitation to Bid.

5.9. BID OPENING; BID SUBMITTALS

In accordance with Section 255.0518, Florida Statutes, the bids will be opened at a public meeting, and the name of each bidder and the price submitted in the bid will be announced at that meeting. However, in accordance with Section 119.071(1)(b)2, Florida Statutes, the sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from Section 119.07(1), Fla. Stat., and s. 24(a), Art. I of the State Constitution, until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.

5.10. CODE OF ETHICS

With respect to this bid, if any bidder violates or is a party to a violation of the State of Florida Code of Ethics for Public Officers and Employees, Chapter 112, Part III, Florida Statutes, such bidder may be disqualified from furnishing the goods or services for which the bid is submitted and shall be further disqualified from submitting any future bids for goods or services for County.

5.11. EQUAL EMPLOYMENT OPPORTUNITY

In accordance with the provisions of Title VI of Civil Rights Act of 1964 and the Regulations of the Department of Commerce issued pursuant to such Act, no bidder will be discriminated against on the grounds of race, color, or national origin. In addition, in accordance with the provisions of the County's Procurement Policy, small and minority business enterprises, women's business enterprises and labor surplus area firms will be afforded full opportunity to submit responses to this ITB.

6. VENDOR QUESTIONNAIRE

1. Bid Proposal*

*Response required

2. Is Bidder a small or minority business, women's business enterprise, or labor surplus area firm? *

☐ Yes

☐ No

*Response required

3. Sworn Statement on Public Entity Crime*

Please download the below documents, complete, and upload.

- SWORN_STATEMENT_ON_PUBLIC_E...

*Response required

4. Non-Collusion Affidavit*

Please download the below documents, complete, and upload.

- NON-COLLUSION.pdf

*Response required

5. Drug-Free Workplace Certification*

Please download the below documents, complete, and upload.

- DRUG-FREE_WORKPLACE_FORM.pdf

*Response required

6. Anti-Human Trafficking Affidavit*

Please download the below documents, complete, and upload.

- ANTI-HUMAN_TRAFFICKING_AFFI...

*Response required

7. Foreign Country of Concern Affidavit

Please download the below documents, complete, and upload.

- Foreign_Country_of_Concern_...

8. Do you have any conflicts of interest?*

☐ Yes

☐ No

*Response required

When equals "Yes"

8.1. Conflict of Interest Disclosure*

Please download the below documents, complete, and upload.

- CONFLICT_OF_INTEREST_DISCLO...

*Response required

9. Certificates of Insurance*

AS PROOF OF INSURANCE COVERAGES REQUIRED IN SECTION INSURANCE REQUIREMENTS

*Response required

10. Evidence that the bidder is qualified to transact business in the State of Florida*

Upload your SunBiz Registration here.

*Response required

11. Copies of any current licenses or certifications required*

*Response required

12. Will you be using subcontractors?*

☐ Yes

☐ No

*Response required

When equals "Yes"

12.1. List of Subcontractors*

Upload a list of your subcontractors here.

*Response required

13. W-9 Copy*

*Response required

14. Bid Bonds*

*Response required

15. Contract Exception Form

Please download the below documents, complete, and upload.

- CONTRACT_EXCEPTION_FORM.pdf