



LEVY COUNTY FLORIDA

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

ITB_2026_06 - Levy County Road Sign Material

Date of Distribution/post on OpenGov	March 26, 2026
Deadline for Questions and Contract Exception Form	April 1, 2026, 10:00am
Final Addenda Posted	April 2, 2026, 5:00pm
Bid Due Date NOTE: Any bid submitted after the due date and time (regardless of reason) will be rejected by the County.	April 8, 2026, 9:00am
Bid Opening (Non-Mandatory)	April 8, 2026, 10:00am 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)	April 21, 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/249364>. 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

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A - Levy_Quote_Table

1. ADVERTISEMENT

BOARD OF COUNTY COMMISSIONERS

LEVY COUNTY, FLORIDA

INVITATION TO BID

ITB_2026_06 – Levy County Road Sign Material

Notice is hereby given that Levy County, Florida will be receiving sealed bids via OpenGov Procurement at <https://procurement.opengov.com/portal/levycounty/projects/249364>, for the following:

Levy County is seeking bids from qualified and experienced firms to bid on sign materials used by the County's Road & Bridge Department.

BID OPENING AT THE LEVY COUNTY GOVERNMENT CENTER

318 MONGO ST, ROOM C

BRONSON, FL 32621

BID DUE DATE: Wednesday, April 8, 2026 - 9:00 am

E-BID OPENING DATE: 04/08/2026 – 10:00 AM

All bid documents are available online through OpenGov at <https://procurement.opengov.com/portal/levycounty/projects/249364>. 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 Levy County Road Sign Material. 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.

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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 immediately upon award of this Bid by the Board of County Commissioners to a Contractor.

The contract time shall be 365 days from the effective date of the Contract. The Contractor must return the executed contract to the County Manager within 3 business days after the Board approval. Time can be extended by mutual agreement of both parties.

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 \$3,000,000 each accident, \$1,000,000 each employee, \$1,000,000 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 \$3,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this location/project in the amount of \$6,000,000. Products and completed operations aggregate shall be \$6,000,000. 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 a minimum of \$100,000.

3.3. Commercial Automobile Liability Insurance

Vendor shall maintain automobile liability insurance with a limit of not less than \$3,000,000 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.

4. SCOPE OF WORK

4.1. Levy County Road Sign Material

The purpose of this Invitation to Bid (ITB) is to establish a contract for the purchase and delivery of traffic sign materials, components, and related supplies for the Levy County Public Works Department.

These materials will support the County's ongoing operations for roadway signage installation, repair, maintenance, and replacement.

4.2. Description of Goods and Services

The goods to be provided under this ITB include, but are not limited to:

- Regulatory and warning sign faces (e.g., STOP, STOP AHEAD, SPEED LIMIT, directional and curve signs)
- Aluminum sign blanks in various sizes, shapes, and gauges (e.g., square, diamond, rectangular)
- Reflective sheeting materials (e.g., HIP, EGP, vinyl)

Detailed specifications, sizes, and estimated quantities are provided in the ITB Pricing Form, which is based on the County's anticipated usage.

All materials shall meet applicable Federal Highway Administration (FHWA) and Manual on Uniform Traffic Control Devices (MUTCD) standards, where applicable.

4.3. Substitutions

Where specifications reference a particular manufacturer, product, or standard, it is intended to establish a minimum acceptable level of quality.

Bidders may propose equivalent products ("or equal"), provided that:

- The Bidder clearly identifies the proposed substitute, including manufacturer, model/part number, and specifications.
- The Bidder provides sufficient documentation demonstrating equivalency.

The County reserves the right to request:

- Supporting documentation and/or samples within four (4) calendar days.

If an awarded substitute product is later determined by the County to not meet specifications:

- The Vendor shall be responsible for all costs associated with return and replacement.
- The County may procure the item from another source.

4.4. Delivery Requirements

Standard delivery shall be made within 7 calendar days of receipt of order.

Deliveries shall be made to a location designated by the County Public Works Department.

If an item is unavailable:

- The Vendor shall notify the County's designated representative (e.g., Sign Shop Manager) immediately.
- The Vendor shall provide an estimated delivery date.

If the delay is not acceptable:

- The County reserves the right to procure the item from an alternate supplier.

All pricing must include shipping, handling, and delivery costs (FOB Destination).

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/249364>.

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.

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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-responsive 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. BID AMOUNT

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	HIP 080 36"X36" Screen Printed Stop Sign - (R1-1 // Stop // HIP White 3930 // Federal)	300	Each		
2	HIP 080 36"X36" Hand Applied Stop Ahead (S) - (W3-1 // STOP AHEAD // HIP Yellow 3931 // Federal)	100	Each		
3	.080 30" X 8" Aluminum Blank - (No Punch)	1,000	Each		
4	.080 24"X30"Vertical Rectangle 5052-H38 Aluminum Blank - (Federal Universal Punch)	200	Each		
5	.080 30"X30"Diamond 5052-H38 Aluminum Blank - (Federal)	80	Each		
6	.080 36"X36"Diamond 5052-H38 Aluminum Blank - (Federal)	100	Each		
7	.080 18"X24"Vertical Rectangle 5052-H38 Aluminum Blank - (Federal)	80	Each		
8	.080 18"X18"Square 5052-H38 Aluminum Blank - (Federal)	60	Each		
9	.080 24"X24"Diamond 5052-H38 Aluminum Blank - (Federal)	60	Each		
10	.080 21"X15"Horizontal Rectangle 5052-H38 Aluminum Blank - (Federal)	40	Each		
11	.080 24"X48"Vertical Rectangle 5052-H38 Aluminum Blank - (Federal)	30	Each		
12	HIP 24" X 30" Standard Sign Face - (SPEED LIMIT FACE ONLY // HIP White 3930)	80	Each		
13	HIP 36" X 36" Standard Sign Face - (RIGHT TURN FACE ONLY // HIP Yellow 3931)	30	Each		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
14	HIP 36" X 36" Standard Sign Face - (LEFT TURN FACE ONLY // HIP Yellow 3931)	30	Each		
15	HIP 36" X 36" Standard Sign Face - (RIGHT CURVE FACE ONLY // HIP Yellow 3931)	60	Each		
16	HIP 36" X 36" Standard Sign Face - (LEFT CURVE FACE ONLY // HIP Yellow 3931)	60	Each		
17	8" X 50 yd 3937 Green HIP 3M - (HIP Green 3937)	6	Each		
18	8" X 50 yd 3930 White HIP 3M - (HIP White 3930)	6	Each		
19	36" X 50 yd 3430 White Press EGP 3M	2	Each		
20	36" X 50 yd 3437 Green Press EGP 3M	2	Each		
21	Black Vinyl 36" X 50 yd 7725-12 3M - (Black Vinyl 7725-12)	4	Each		
22	Channel Bracket 90 Deg w/ 5.5" Flat Holder	150	Each		
23	Channel Bracket 180 Deg w/ 5.5" Flat Holder	150	Each		
24	Cross Bracket 5.5" Flat Holder	300	Each		
25	12ft 2# Green U-Channel - (**RIB BACK**)	400	Each		
26	3M TPM5 Clear Transfer Tape 18" x 100yd	2	Each		
TOTAL					

7. VENDOR QUESTIONNAIRE

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

Yes

No

*Response required

2. Sworn Statement on Public Entity Crime*

Please download the below documents, complete, and upload.

- [SWORN STATEMENT ON PUBLIC E...](#)

*Response required

3. Non-Collusion Affidavit*

Please download the below documents, complete, and upload.

- [NON-COLLUSION.pdf](#)

*Response required

4. Anti-Human Trafficking Affidavit*

Please download the below documents, complete, and upload.

- [ANTI-HUMAN TRAFFICKING AFFI...](#)

*Response required

5. Foreign Country of Concern Affidavit

Please download the below documents, complete, and upload.

- [Foreign Country of Concern ...](#)

6. Do you have any conflicts of interest?*

Yes

No

*Response required

When equals "Yes"

6.1. Conflict of Interest Disclosure*

Please download the below documents, complete, and upload.

- [CONFLICT OF INTEREST DISCLO...](#)

*Response required

7. Certificates of Insurance*

AS PROOF OF INSURANCE COVERAGES REQUIRED IN SECTION [INSURANCE REQUIREMENTS](#)

*Response required

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

Upload your SunBiz Registration here.

*Response required

9. Copies of any current licenses or certifications required*

*Response required

10. Will you be using subcontractors?*

Yes

No

*Response required

When equals "Yes"

10.1. List of Subcontractors*

Upload a list of your subcontractors here.

*Response required

11. W-9 Copy*

*Response required