



INVITATION TO BID

TO GENERAL, RESIDENTIAL or BUILDING CONTRACTING FIRMS
APPROVED BY THE CITY OF JACKSONVILLE
FOR CONTRACTOR'S SERVICES FIXED FEE - GUARANTEED MAXIMUM PRICE

Notice is hereby given that

BOYS & GIRLS CLUBS OF NORTHEAST FLORIDA
will receive sealed bids for the following project:

The Bridge Learning Center Boys & Girls Club (Springfield)
Basketball Court and Roof Covering Project

Corporate Office Address

Boys & Girls Clubs of Northeast Florida
10 South Newnan Street
Jacksonville, FL 32202
Phone: (904) 913-8100

Paul Martinez
President & CEO

MANDATORY PRE-BID MEETING AND WALK-THROUGH
MONDAY, June 15, AT 3:00 P.M.

The Bridge Learning Center Boys & Girls Club (Springfield)
320 8th St W, Jacksonville, FL 32206

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I. GENERAL

Award will be granted to the lowest responsive and responsible bidder based on base bid amount on the bid summary form. **ALL** awards are subject to the availability of funds.

To be eligible to submit a bid, you must schedule a mandatory walk-through of the property. This rule is in place to prevent multiple change orders due to the contractors' failure to properly evaluate the extent of the damage/work at the property. Change orders will be limited in this Project.

Boys & Girls Clubs of Northeast Florida (BGCNF) reserves the right to accept or reject all proposals in whole or in part with or without cause, waive minor irregularities with any proposal, or make an award that is in the best interest of the project. Any award is subject to approval by BGCNF. **If there is not a bid proposal that is within the projected budget for the project, BGCNF reserves the right to reject all bids and re-issue this ITB.**

Submission of a proposal indicates an expressed agreement with all terms and conditions included in this ITB.

Any person entity or representative of any person or entity submitting a proposal in response to this ITB is strictly prohibited from independently contacting BGCNF employees (other than the designated contacts) regarding the contents of this ITB or any proposed project outside of any scheduled presentation time.

Designated Contact:

Greg Hayes, CFO, GHayes@BGCNF.org

The selection of and contracting with a Contractor under this ITB will be in accordance with Part 2 of Chapter 126, of the Jacksonville Ordinance Code. Other provisions of federal, state, county and local laws, and administrative procedures, policies or rules may apply to this ITB and any claims or disputes arising hereunder. Lack of knowledge of the law or administrative procedures, policies, or rules by any Contractor shall not constitute a cognizable defense against their effect.

II. NOTIFICATION

Notification and advertisement for this project will be accomplished with a public notice on BGCNF's website procurement page and social media. The ITB will also be sent via email to select eligible contractors and applicable vendors currently listed on the City of Jacksonville's qualified contractor's list maintained by the Housing and Community Development Division (HCDD) office.

III. SELECTION SCHEDULE

- ITB Released: Wednesday, June 3, 2026

- Mandatory Pre-bid Meeting and Walk-through: Monday, June 15, 2026, 3:00 p.m.
The Bridge Learning Center Boys & Girls Club (Springfield)
320 8th St W, Jacksonville, FL 32206

- Deadline for questions pertaining to this ITB: Tuesday, June 16, 2026, Noon
 - All Questions must be emailed to GHayes@BGCNF.org and cc JoanneK@BGCNF.org.
 - Responses to questions will be placed on BGCNF's Procurement Page on www.BGCNF.org on or by 5 p.m. Wednesday, June 17, 2026

- Submission Deadline and Bid Opening: Wednesday, June 24, 2026, 3:00 p.m.
BGCNF's Main Office
10 S Newnan Street, 2nd Floor Conference Room, Jacksonville, FL 32202

- Notice of Award: To Be Determined

IV. INQUIRIES

Any questions concerning this Invitation to Bid or the construction documents should be directed to: Greg Hayes; GHayes@BGCNF.org and received by the time/date stated in Section III.

V. SCOPE OF PROJECT

The project consists of the design, permitting, and construction of a covered basketball court at the Boys & Girls Clubs of Northeast Florida (BGCNF) Bridge Learning Center ([Google Maps Link](#)). The work includes the installation of a new 65' x 110' open-air steel gable roof structure over the existing court, along with the necessary structural engineering, surveying, soil testing, foundations, concrete piers, and building permits required to complete the project as outlined in the Scope of Work

Additional improvements include upgraded safety lighting and electrical outlets, replacement of basketball hoops to meet current code requirements, resurfacing of the court with new sports flooring, and restoration of any fencing affected during construction. Upon completion, the project will provide BGCNF with a safer, weather-protected, year-round recreational facility that enhances programming opportunities for the youth served at the Bridge Learning Center.

All bid proposals must include pricing for labor, materials, profit overhead, supplies, equipment, permits fees (including water/sewer) architecture, engineering and other components necessary for the successful and timely completion of the project.

VI. BIDDING DOCUMENTS

- A. Copies of this Bid document may be obtained from Greg Hayes; GHayes@BGCNF.org.
- B. Each Bid Proposal shall remain firm and binding for at least 90 days to allow time for evaluation of Bids and contract negotiations.
- C. Contents of the Bid Proposal of the successful firm(s) will become part of the contractual obligations.

VII. BID SUBMISSION

Bidders must submit their proposals in a sealed opaque envelope and marked with (i) the project title(s), and (ii) Contractor's name, address, contact person, and telephone number. Responses should be submitted in a separate envelope addressed to:

Greg Hayes, CFO
Boys & Girls Clubs of Northeast Florida
10 S Newnan Street, 2nd Floor, Jacksonville, FL 32202
Call or text Greg prior to delivery: 904.502.6232

- A. An original and one copy of the response must be furnished and hand-delivered on or before the deadline in a sealed envelope. Responses can be sent via express (ie: FedEx, UPS, etc.) to the CEO at the Address listed above in VII.
- B. Response must contain a manual signature of an authorized representative of the responding firm (scanned, manually signed documents accepted).
- C. Your response must arrive at the address in Item VII above no later than the stated bid open date and time.
- D. Responses received after the scheduled receipt time will be marked "LATE" and will

be returned unopened to the vendor.

- E. BGCNF is not liable for any costs incurred by the Bidders prior to the issuance of an executed contract.
- F. Proposals must be legible or typed. All corrections made by the proposer prior to the opening must be initialed and dated by the proposer. No changes or corrections may be allowed after proposals are opened.

VIII. DEVIATIONS TO SPECIFICATIONS

- A. All deviations to the specifications must be noted in detail by the Bidder in writing at the time of the submittal of the formal bid.
- B. Substitute products will be considered when request is submitted as an attachment to the Bid Form. Substitute products should include technical descriptive data or catalog cuts attached to the original copy of the bid where applicable. Failure to submit the above information may be sufficient grounds for rejection of the bid.
- C. In submission of substitutions to Products specified Bidders shall include in their bid changes required in the Work changes to Contract Time and Contract sum to accommodate such approved substitutions. Later claims by the Bidder for an addition to the Contract Time and Contract sum because of changes in Work necessitated by use of substitutions will not be considered.
- D. Provide complete information on required revisions to other Work to accommodate each substitution including the value of additions to or reductions from the Bid sum and revisions to other Work.
- E. Provide Products as specified or described unless substitutions are submitted in this manner and subsequently accepted.

IX. SELECTION PROCESS

Award of any contract resulting from this solicitation will be made in accordance with Bid Specifications and HUD regulations. BGCNF will evaluate all responsive proposals received within the deadline specified in this Bid and will use the following procedure to award bids:

- A. The award will be to the lowest responsive responsible bidder among qualified bidders that meet all project requirements based on base bid amount submitted on bid summary form.
- B. Notification of award will be issued by BGCNF to the accepted Bidder by a written Letter of Intent to Contract.
- C. If an executed contract with the selected firm is not completed within 15 calendar days of notification of award, then BGCNF reserves the right to award the Bid to the next lowest responsive and responsible Bidder.

X. AWARD OF CONTRACT

Award of any contract resulting from this solicitation will be made in accordance with ITB and HUD regulations and if it is awarded shall be made to the lowest responsive-responsible Bidder meeting or exceeding specifications whose bid is in the best interest of BGCNF. However, until BGCNF issues a Notice to Proceed with a specific start date, BGCNF shall not be liable for any expenses incurred by the CONTRACTOR prior to such start date.

- A. REVISIONS OF PROPOSAL FORM

Request for revision of the Bid Proposal Form must be made to the contract stated in Section IV at least (10) days prior to date of bid opening. Revisions to the Bid Proposal by the Bidder will void the bid.

B. CONTRACT EXPIRATION DATE

The Contract expiration date shall be established as follows:

The notice to proceed date plus ten (10) calendar days for mobilization plus the construction time established in the Proposal plus time extensions pursuant to valid change orders (which shall establish the design completion date) plus 120 days to assure a contract exists beyond the schedule construction completion date.

C. BID CHANGES

Changes in the amount of the Bid appearing on the outside of the Bid envelope will not be considered. Only the amounts shown on bidding documents inside the envelope will be considered. All changes corrections and erasures must be initiated by the person signing the bid.

D. CONSTRUCTION COMPLETION

The Contractor shall begin work by an agreed-upon date after issuance of the Notice to Proceed from BGCNF. All work shall be completed within 120 days of Notice to Proceed.

XI. CONTRACT TERMS AND REQUIREMENTS

The contents of the proposal prepared by a successful firm will become a part of the contract. The selected firm will be required to:

- A. Maintain accurate accounting records and other evidence pertaining to costs incurred in providing services and upon request to make such records available to BGCNF at all reasonable times during the contract period and for three (3) years after the date of the final payment to the firms under the contract.
- B. Assume sole responsibility for the complete effort as required by this ITB and be the sole point of contact with regard to contractual matters.
- C. Refrain from assigning, transferring, conveying, sub-letting, or otherwise disposing of the contracts or its rights, titles, interest therein or its power to execute such agreement to any other person, firm, partnership, company, or corporation, without the prior consent and approval in writing from BGCNF. General contractors, subcontractors, material men, laborers, and other persons performing services relating to the Project hold all necessary licenses, permits, and authorizations required by all applicable governmental agencies and authorities as a condition to conduct business in the State of Florida and to work on the Project.

In conformity with the requirements of Section 126 Part 4 Jacksonville Ordinance Code Recipient represents and warrants to BGCNF that Recipient has adopted and will maintain a policy of nondiscrimination as defined by such ordinance throughout the term of this contract. Recipient agrees that on written request it will permit reasonable access to its records of employment, advertisement, application forms and other pertinent data and records for the purpose of investigation to ascertain compliance with the nondiscrimination provisions of this contract; provided that Recipient shall not be required to produce for inspection records covering periods of time more than one (1) year prior to the date of this contract.

Recipient agrees that if any of the obligations of this contract are to be performed by a

subcontractor the provisions of subsections (a) and (b) of Section 126.404 Jacksonville Ordinance Code shall be incorporated into and become a part of the subcontract.

Agree that it will not engage or continue to employ contractors, subcontractors, or material men or any other third party who may be reasonably objectionable to BGCNF.

If requested by BGCNF, Recipient shall deliver to BGCNF a fully executed copy of each of the agreements between Recipient and such third parties and between any such general contractor and any contractor, subcontractor, material man, or any other third party each of which shall be in form and substance reasonably satisfactory to BGCNF.

BGCNF's approval of a construction contract is specifically conditioned upon the following: (a) the total contract price thereof does not exceed the fair and reasonable cost of the work to be performed thereunder and (b) the contractor or subcontractor is of recognized standing in the trade, has a reputation for complying with contractual obligations and is otherwise reasonably acceptable to BGCNF.

BGCNF reserves the right to terminate any contract entered into as a result of this ITB at any time provided that written notice has been given to the firm at least (30) days prior to such proposed termination date.

XII. Insurance Requirements

<i>Schedule</i>	<i>Required Coverage</i>	<i>Preferred Coverage</i>
Worker's Compensation	Florida Statutory Coverage	NA
Employer's Liability (Including appropriate Federal Acts)		\$1,000,000 each accident \$1,000,000 disease policy limit \$1,000,000 each employee / disease
<p>The Contractor's insurance shall cover the Contractor, its employees and its subcontractors of any tier to the extent its subcontractors of any tier are not otherwise insured. For those sources of liability which would be covered by the latest edition of the standard Workers' Compensation policy, as filed for use in the State of Florida by the National Council on Compensation Insurance (NCCI), without any restrictive endorsements other than the Florida Employers Liability Coverage Endorsement (NCCI Form WC 09 03), those which are required by the State of Florida, or any restrictive NCCI endorsements which, under an NCCI filing, must be attached to the policy (i.e., mandatory endorsements). In addition to coverage for the Florida Workers' Compensation Act, where appropriate, coverage is to be included for the Federal Employers' Liability Act and any other applicable federal or state law.</p>		

Commercial General Liability (Form CG0001)	General / Building Contractors: \$300,000 liability \$50,000 property damage Subcontractors: \$100,000 liability \$25,000 property damage	\$2,000,000 general aggregate \$2,000,000 products / comp. opps. agg \$1,000,000 personal / advertising injury \$1,000,000 each occurrence \$50,000 fire damage \$5,000 medical expenses
<p>The Contractor's insurance shall be no more restrictive than that provided by the most recent version of the standard Commercial General Liability Form (ISO Form CG 00 01) as filed for use in the State of Florida without any restrictive endorsements other than those approved by the City of Jacksonville's Office of Insurance and Risk Management. The Contractor shall continue to maintain products/completed operations coverage in the amounts stated above for a period of three (3) years after the final completion of the Work. The General Liability coverage shall be on an occurrence basis all coverages.</p>		
Automobile	<i>*required for any company owned vehicles</i>	\$1,000,000 combined single limit
<p>The Contractor's insurance shall cover all automobiles, owned, hired or non-owned used in the performance of the Work and be provided on a form no more restrictive than that provided by the most recent version of the standard Business Auto Coverage Form (ISO Form CA 00 01) as filed for use in the State of Florida without any restrictive endorsements other than those approved by the City's Office of Insurance and Risk Management. The Automobile Liability coverage shall be on an occurrence basis all coverages.</p>		
Builder's Risk	<i>*for new Construction projects only: 100% of completed project value</i>	100% of completed project value
<p>The Contractor's Builder's Risk policy shall include the SPECIAL FORM/ALL RISK</p>		

COVERAGES. Special Terms:

- A. The Builder’s Risk policy shall have the following Named Insured: The Contractor and Agency, their members, officials, officers, employees and agents.**
- B. The Builder’s Risk policy shall name Agency as a loss payee.**
- C. Between the Builder’s Risk Policy and the homeowner’s property insurance the Contractor shall cover any gaps prior to closing, if any, with Property Insurance (All Risk of Physical Damage) meeting all the conditions of the section.**
- D. The Builder’s Risk policy shall not be subject to a coinsurance clause.**
- E. The Builder’s Risk policy, other than for windstorm and hail, shall not have a deductible greater than the matrix shown below:**

<i>Peril Type</i>	<i>Project Cost</i>	<i>Maximum Deductible</i>
Windstorm / Hail	N/A	5% of Completed Value
All other Perils	\$0-\$10,000	\$ 5,000
All other Perils	\$10,000-\$49,999	\$ 10,000
All other Perils	\$50,000-Above	\$ 20,000
Professional Liability		\$1,000,000 per claim \$200,000 aggregate

The Contractor will ensure that any entity performing professional services as a part of this contract shall maintain professional liability coverage on an Occurrence Form. A Claims Made Form is acceptable, provided there is a three-year reporting period, beyond the expiration date of the policy that is retroactive to at least the first date of this Contract.

Contractor’s Pollution Liability		\$1,000,000 per loss \$2,000,000 aggregate
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The Contractor will ensure that any entity performing services as part of this contract for environmental or pollution related concerns shall maintain Contractor’s Pollution Liability coverage. Such Coverage will include bodily injury, sickness, and disease, mental anguish or shock sustained by any person, including death; property damage including physical injury to destruction of tangible property including resulting loss of use thereof, cleanup costs, and the loss of use of tangible property that has not been physically injured or destroyed; defense including costs charges and expenses incurred in the investigation, adjustment

or defense of claims for such compensatory damages; coverage for losses caused by pollution conditions that arises from the operations of the contractor including transportation.

Pollution

\$1,000,000 per loss

Legal Liability

\$2,000,000 aggregate

The Contractor will ensure that any entity performing services as a part of this contract that require disposal of any hazardous material off the job site shall maintain Pollution Legal Liability with coverage for bodily injury and property damage for losses that arise from the facility that is accepting the waste under this contract.

XIII. OTHER REQUIREMENTS

All Bids must be made on the forms provided, properly executed, placed in an envelope and mailed or delivered in accordance with this Notice.

ONE ORIGINAL BID AND ONE COPY OF REQUIRED DOCUMENTS SHALL BE SUBMITTED MUST BE HAND-DELIVERED OR EXPRESSED TO BGCNF'S CORPORATE OFFICES AT 10 S NEWNAN STREET, 2ND FLOOR, JACKSONVILLE, FL, 32202. CALL OR TEXT GREG HAYES, BGCNF CFO, PRIOR TO DELIVERY AT 904.502.6232.

XIV. BABA, DAVIS BACON ACT, AND SECTION 3 REQUIREMENTS

As a Community Development Block Grant funded project, this contract is subject to the following requirements:

BUILD AMERICA, BUY AMERICA (BABA Act) - Vendors awarded construction or rehabilitation projects must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 801 note, and all applicable rules and notices as may be amended, if applicable to the Grantee's infrastructure project. The Act includes the "Buy America Preference" (BAP), which requires that any iron, steel, manufactured products, or construction materials must be produced in the United States, unless specifically waived by HUD. Pursuant to HUD's Notice, "Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance" (88 FR 17001), any funds obligated by HUD on or after the applicable listed effective dates, are subject to BABA requirements, unless excepted by a waiver.

The Davis-Bacon Act (DBA) requires contractors and subcontractors to pay laborers and mechanics at least the prevailing wages and fringe benefits for similar work in the area on federally funded or assisted construction projects:

- The DBA applies to contracts over \$2,000 for the construction, alteration, or repair of public buildings or public works.
- The DBA requires contractors to include the appropriate wage determination in the contract documents.
- The DBA requires contractors to pay wages weekly.

- The DBA requires contractors to pay overtime for hours worked in excess of 40 hours in a work week.
- The U.S. Secretary of Labor determines the prevailing wage rates.

Section 3, a provision of the U.S. Department of Housing and Urban Development (HUD) Act of 1968, helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency. It requires that Recipients of certain financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low- and very low-income persons in connection with developments and activities in their neighborhoods.

XV. DEFINITIONS

Business Concern – a business entity formed in accordance with State law and which is licensed under State county or municipal law to engage in the type of business activity for which it was formed.

Contractors - any entity which contracts to perform work.

New Hires – full-time employees for permanent temporary or seasonal employment opportunities.

Subcontractor – any entity (other than a person who is an employee of the design firm) which has a contract with a design firm to undertake a portion of the firm's obligation for the performance of the work.

ATTACHMENTS

COMPANY INFORMATION AND BID SUMMARY

Vendor / Contractor Company Information

Company Name _____

Address _____

Representative Name _____

Title _____

Email _____

Work Phone _____

Cell Phone _____

of Years in Business _____

Bid Summary

Base Bid Amount: _____

Contractor's Addendum: _____

Total Bid Amount: _____

All bid proposals must include pricing for labor, materials, profit overhead, supplies, equipment, permits fees (including water/sewer), architecture, engineering and other components necessary for the successful and timely completion of the project.

Signature of Company Representative _____ Date _____

Printed Name _____ Title _____

Accepted by (BGCNF Representative) _____ Date _____

Attachment 2

CONFLICT OF INTEREST CERTIFICATE

I hereby certify that no official or employee of Boys & Girls Clubs of Northeast Florida (BGCNF) requiring the goods or services described in these specifications has a material financial interest in this company.

Signature of Company Representative

Date

Name of Representative (type or print)

Company Name

Business Address

Attachment 3

SCOPE OF WORK

Work Location:

The Bridge Learning Center Boys & Girls Club (Springfield)
320 8th St W, Jacksonville, FL 32206

The Bridge Learning Center Boys & Girls Club (Springfield) Basketball Court and Roof Covering Project

Construction of a basketball court roof covering for BGCNF's Bridge Learning Center, including an open air gable roof constructed with treated steel beams, resurfacing the existing sports court, replacing basketball hoops, and upgrading court lighting and electrical outlets. (the "Project").

The project consists of the design, permitting, and construction of a covered basketball court at the Boys & Girls Clubs of Northeast Florida (BGCNF) at The Bridge Learning Center Boys & Girls Club ([Google Maps Link](#)). The work includes the installation of a new 65' x 110' open-air steel gable roof structure over the existing court, along with the necessary structural engineering, surveying, soil testing, foundations, concrete piers, and building permits required to complete the project as further outlined below.

Additional improvements include upgraded safety lighting and electrical outlets, replacement of basketball hoops to meet current code requirements, resurfacing the court with new sports flooring, and restoration of any fencing affected during construction. Upon completion, the project will provide BGCNF with a safer, weather-protected, year-round recreational facility that enhances programming opportunities for the youth served at the Bridge Learning Center.

DETAILED SCOPE OF WORK

1. Structural engineering plans
2. Property survey and as built drawings
3. Electrical plans for lighting. Electrical outlets and lighting will be limited to safety lighting and outlets for repairs
4. Building Permit
5. Soil analysis and testing as required
6. Remove, repair as needed and re-install perimeter fence panels and posts to accommodate the foundation plans
7. Building structure:
 - 1 – 65 X 110 X 22
 - GABLE ROOF
 - 2:12 ROOF PITCH
 - CLEAR SPAN

Building structure (CONT.)

- 4- 27'6" BAY SPACINGS
- 3 – CLEAR SPAN FRAMES
- 2 – EXPANDABLE CLEAR SPAN ENDWALLS
- 2 – PORTAL FRAME WIND BRACING
- 26 GA. PBR GALVALUME ROOF PANELS
- NO WALLS
- 26 GA COLOR TRIM PACKAGE
- GUTTER AND DOWNSPOUTS
- ANCHOR BOLTS INCLUDED
- STAMPED BUILDING AND FOUNDATION DRAWINGS INCLUDED
- DELIVERY INCLUDED
- 10 - CONCRETE PIERS (DIGGING AND LABOR ONLY) □ ERECTION OF SHELTER

8. Dig the concrete foundation holes for the pillars, install steel as needed, Structural concrete piers as required
9. Paint the structural steel beams with rust primer and DTM paint
10. Basketball court painting and or repairs by others.
11. Storm drainage not included
12. Trees will be trimmed as needed to accommodate
13. New basketball Hoops to meet code requirements
14. Resurface court after construction with new sportscape flooring
15. Final inspections and walkthrough with owner

A Mandatory Pre-Bid meeting will be held to be attended by all interested contractors and the City's project managers.

MANDATORY PRE-BID MEETING AND WALK-THROUGH
MONDAY, June 15, AT 3:00 P.M.

The Bridge Learning Center Boys & Girls Club (Springfield), 320 8th St W, Jacksonville, FL 32206

A Notice of Award to all contractors who bid on the Project, with a copy provided to the City.

The successful proposer will:

- a. Submit Attachments 1 and 2 to Boys & Girls Clubs as outlined in this ITB
- b. Submit to routine progress inspections through completion of the Project at a frequency to be determined by the City, including interviews of laborers for Davis-Bacon compliance.
- c. Collect weekly certified payroll reports from contractor(s) and submit them to the City.
- d. Follow all applicable Labor Standards, BABA, Davis-Bacon, Section 3, and procurement requirements.
- e. Submit copies of all required building permits, partial and final lien releases, and all approved change orders and warranties of equipment and supplies to the City.

DETERMINATION GUIDELINES:

BGCNF will review and rate proposals based on factors including, but not limited to, the following, with cost being a major but not most important factor:

1. Responsiveness to the requirements set forth in this Request for Proposal Specs Sheet
2. Professional goods and services offered
3. Pricing and availability
4. Relevant past performance/experience
5. Technical expertise/experience of bidder and bidder's staff

BGCNF reserves the right to award the bidder that presents the best value to BGCNF as determined solely by BGCNF in its absolute discretion.

Attachment 4

NO BID FORM

UNABLE TO SUBMIT A BID? WE SINCERELY HOPE THIS IS NOT THE CASE.

If your firm cannot submit a bid at this time, please provide the information requested in the space provided below and return it to:

**City of Jacksonville
Procurement Division
214 North Hogan St., Room #105
Jacksonville, Florida 32202**

We are unable to submit a bid at this time due to the following reason(s):

- Insufficient time to respond Conflicts with production schedule
- Do not meet minimum requirements Do not offer these commodities/services
- Unable to meet bond requirements Other (please state below)

Suggestions:

Company Name:

Signature & Title:

Street:

City:

State:

Zip:

Phone:

PLEASE SUBMIT THIS FORM ONLY; DO NOT SEND BACK THE BID PACKAGE