

**CITY OF PORT ST. JOE, FLORIDA
NOTICE TO RECEIVE SEALED BIDS
RFP 2025-07
City Commission Chambers Roof**

Sealed bids for the City of Port St. Joe for the City Commission Chambers Roof will be received at City Hall, 305 Cecil G. Costin Sr. Blvd., Port St. Joe, Florida 32456 up until 3:00 PM EST, Friday September 26, 2025. Bids will be publicly opened and acknowledged, Friday September 26, 2025, at 3:05 PM EST, at City Hall.

Bids shall be submitted in a sealed envelope, plainly marked with bidder's name, address, date and time of opening, and RFP 2025-07 for "City Commission Chambers Roof".

DESCRIPTION OF WORK: Bid shall be for the removal and installation of a membrane roof system on the City Commission Chambers located at 2775 Garrison Avenue, Port St. Joe Florida 32456. Information for this Project may be obtained at City Hall or on the City's website at www.cityofportstjoe.com.

For questions concerning this Bid, please contact John Grantland at 850-229-8247.

The City of Port St. Joe reserves the right to accept or reject any and all Statements of Bids in whole or in part, to waive informalities in the process, to obtain new Statements of Bids, or to postpone the opening pursuant to the City's purchasing policies. Each Statement of Bid shall be valid to the City of Port St. Joe for a period of sixty (60) days after the opening.

The City of Port St. Joe is an Equal Opportunity, Affirmative Action, Drug Free Work Place Employer

NOTICE TO PUBLISHER: This legal ad is to appear on Thursday August 28th, 2025, and Thursday September 4th, 2025, in the Star Newspaper.

Please forward the original "Proof of Publication" and the invoice to:

The City of Port St. Joe

Attn: Charlotte Pierce, City Clerk

P.O. Box 278

Port St. Joe, FL 32457

INFORMATION FOR BIDDERS

Bids will be received by the City of Port St. Joe (herein called the "Owner"), at 305 Cecil G. Costin Sr. Blvd., Port St. Joe, Florida 32456 until **3:00 p.m. Eastern Standard Time, September 26, 2025**, then opened and read publicly at **3:05 p.m. EST**.

Each bidder is to submit the cost associated with the removal and installation of a membrane roof for the City Commission Chambers located at 2775 Garrison Avenue Port St. Joe, Florida 32456. Permits will be required for this project and all Bidders shall be licensed in the State of Florida to perform any and all work associated with this Project, including any sub-contractors.

Each bid must be submitted in a sealed envelope addressed to City of Port St. Joe City Hall, 305 Cecil G. Costin Sr. Blvd., Port St. Joe, Florida 32456. Each sealed envelope containing a BID must be clearly marked on the outside as BID for **CITY OF PORT ST. JOE – RFP 2025-07 City Commission Chambers Roof** and the envelope should bear on the outside the BIDDER'S name and address. If forwarded by mail, the sealed envelope containing the BID must be enclosed in another envelope addressed to the OWNER and properly marked.

All BIDS must describe the work in detail along with the warranty period and include a copy of the bidder's license and liability insurance. Bidder shall submit two copies of the bid in the submittal.

The OWNER may waive any informalities or minor defects or reject any and all BIDS. Any BID may be withdrawn prior to the above scheduled time for the opening of BIDS or authorized postponement thereof. Any BID received after the time and date specified shall not be considered, no exceptions. No BIDDER may withdraw a BID within 60 days after the actual date of opening thereof. Should there be reasons why the contract cannot be awarded within the specified period the time may be extended by mutual agreement between the OWNER and the BIDDER.

BIDDERS shall review the site and satisfy themselves with the proposed work. After BIDS have been submitted, the BIDDER shall not assert that there was misunderstanding concerning the quantities of WORK or of the nature of the WORK to be done.

Information obtained from an officer, agent or employee of the OWNER or any other person shall not affect the risks or obligations assumed by the BIDDER or relieve the BIDDER from fulfilling any conditions of the contract.

The OWNER may make such investigations as deemed necessary to determine the ability of each BIDDER to perform the WORK, and the BIDDER shall furnish to the OWNER all such information and data for this purpose as the OWNER may request. The OWNER reserves the right to reject any BID if the evidence submitted by, or investigation of, such BIDDER fails to satisfy the OWNER that such BIDDER is properly qualified to carry out the obligations of the AGREEMENT and to complete the WORK contemplated therein.

A conditional BID will not be accepted.

Award will be made to the most qualified responsible Base BIDDER, whole or in part, as determined by the OWNER. Bids will be evaluated on cost, product quality, maintenance requirements, product delivery time, warranty, and customer service.

All applicable laws, ordinances and rules and regulations of all authorities having jurisdiction over this BID shall apply to the contract throughout.

Each BIDDER is responsible for reading and being thoroughly familiar with the PLANS and SPECIFICATIONS. The failure or omission of any BIDDER to do any of the foregoing shall in no way relieve any BIDDER from any obligation in respect to its BID.

Any questions regarding this bid should be directed to John Grantland, Public Works Director City of Port St. Joe at (850) 229-8247 or jgrantland@psj.fl.gov.