

**LEON COUNTY SCHOOL BOARD**  
**Invitation to Bid (ITB)**  
**5737-2023 Gilchrist Elementary School, Millwork Replacement Project**

Firms shall submit bids no later than **2:00 p.m. local time, on Tuesday, April 18, 2023.** In accordance with the Invitation to Bid, all bids must be a lump sum basis; segregated bids will not be accepted. Bids may be mailed, hand-delivered, or sent via express delivery (UPS, FedEx, DHL). The package must be clearly labeled on the outside as listed below:

ITB 5737-2023, Gilchrist Elementary School, Millwork Replacement Project Attn: Shelly Kelley, Contract Administrator, Leon County School Board, Purchasing Department, 3397 West Tharpe Street, Tallahassee, Florida 32303.

Invitation to Bid submitted via fax or email will **not** be considered. It is the responsibility of interested firms to periodically check the website. The Board bears no responsibility for any delays, or resulting impacts, associated with a prospective firm's failure to obtain the information made available through the website.

Instructions for completion and submission of the Invitation to Bid, and any subsequent changes and addendums may be obtained on DemandStar at <https://www.demandstar.com/app/agencies/florida/leon-county-schools-purchasing-department/procurement-opportunities/ed9224e2-7a4c-4013-91a2-56aa6ed77478/>.

The Leon County School Board reserves the right to waive any informality in the selection process and to reject any or all qualification statements when such a waiver or rejection is in the best interest of the Leon County School Board.

The Leon County School Board is an equal opportunity agency.

All public advertisements are published in the Tallahassee Democrat.

A Mandatory Pre-Bid Conference will be held on Tuesday, March 28, 2023 at 3:30 pm, at Gilchrist Elementary School 1301 Timberlane Road, Tallahassee, Florida 32312.

Publication: March 19, March 26 and April 2, 2023