



LEVY COUNTY FLORIDA

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

ITB_2026_09 - 622 E Hathaway Ave. Sale of Real Property

Date of Distribution/post on OpenGov	June 8, 2026
Deadline for Questions and Contract Exception Form	July 8, 2026, 2:00pm
Final Addenda Posted	July 15, 2026, 4:00pm
Bid Due Date NOTE: Any bid submitted after the due date and time (regardless of reason) will be rejected by the County.	August 7, 2026, 11:00am
Bid Opening (Non-Mandatory)	August 7, 2026, 1:00pm 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)	September 8, 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/269033>. 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. SCOPE OF WORK
4. INTENT AND GENERAL INFORMATION
5. VENDOR QUESTIONNAIRE
6. ATTACHEMENTS

Attachments:

A - FORM OF PURCHASE AND SALES AGREEMENT

B - APPRAISAL 622 HATHAWAY

1. ADVERTISEMENT

BOARD OF COUNTY COMMISSIONERS

LEVY COUNTY, FLORIDA

INVITATION TO BID

ITB_2026_09 – 622 E Hathaway Ave. Sale of Real Property

Notice is hereby given that Levy County, Florida will be receiving sealed bids via OpenGov Procurement at <https://procurement.opengov.com/portal/levycounty/projects/269033>, for the following:

Levy County is hereby soliciting sealed bids for the sale of real property located at 622 East Hathaway Avenue, Bronson, FL 32621.

BID OPENING AT THE LEVY COUNTY GOVERNMENT CENTER

318 MONGO ST, ROOM C

BRONSON, FL 32621

BID DUE DATE: Friday, August 7, 2026 - 11:00 am

E-BID OPENING DATE: 08/07/2026 – 1:00 PM

All bid documents are available online through OpenGov at <https://procurement.opengov.com/portal/levycounty/projects/269033>. 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 622 E Hathaway Ave. Sale of Real Property. 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 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 TBD and may be extended for an additional TBD upon written notice by the County.

3. SCOPE OF WORK

3.1. SPECIFICATIONS

A. DESCRIPTION OF PROPERTY: See attached appraisal document for a full legal description. The properties for sale consist of: Parcel ID: 0646000100 (approximately .29 acres) and Parcel ID: 0656800000 (approximately 1.27 acres).

B. SURVEY: The buyer will be responsible for obtaining a survey of the property.

C. DISCLAIMER/SALES BASIS: Sale is on an “as is” basis and the County offers no guarantees or warranties expressed or implied, as stated in the Purchase and Sale Agreement attached to this ITB.

D. WALK-THROUGH INSPECTION: The Property will be open and available for walk-through inspection by appointment only. Please contact 352-486-5218 to make an appointment.

E. BID GUARANTEE: Each submitted Bid shall be accompanied by a Bid Guarantee in the form of a certified or cashier’s check, money order, bank draft, trust company treasure’s check or other non-cancelable instrument made payable to the Levy County Board of County Commissioners, in the amount of 10% of the bid. The successful bidder’s bid guarantee shall be applied as the contract deposit. Bid guarantees of unsuccessful bidder(s) shall be returned upon execution of the Purchase and Sale Agreement by the County and successful bidder.

F. CONTRACT; BID GUARANTEE FORFEITURE: Successful Bidder will be required to execute the Purchase and Sale Agreement in the form attached to this ITB within ten (10) calendar days of the notification of award. If the successful Bidder refuses or otherwise neglects to timely execute the Purchase and Sale Agreement and/or fails to furnish or satisfy any other conditions or requirements of this Bid, the Bid Guarantee shall be forfeited and the same shall be retained by the County. No plea of mistake in the bid or misunderstanding of the conditions of forfeiture shall be available to the Bidder for the recovery of his/her/its bid guarantee or as a defense to any action based upon the neglect or refusal to execute a written contract.

G. MINIMUM BID; PAYMENT TERMS: The minimum bid amount is \$480,000. The balance of the successful bid (total minus deposit) shall be paid upon closing of the sale of the property as provided in the Purchase and Sale Agreement.

H. INSURANCE: Please note, buyers are not required to submit insurance requirements noted in section 3 of the Project Documents.

3.2. INTENT AND GENERAL INFORMATION

A. INTENT: It is the intent of Levy County (“County”) to enter into a Purchase and Sale Agreement with the bidder who submits the highest responsive, responsible bid, provided the Bid has been submitted in accordance with the requirements of the Bid Documents, including the minimum bid amount of \$480,000 and is deemed to be in the best interest of the County.

B. QUESTIONS, EXCEPTIONS TO FORM OF PURCHASE AND SALES AGREEMENT 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 ITB.

The County will not respond to verbal (in person or phone) questions regarding this ITB. Bidder must submit written questions (via email, mail, within OpenGov, or hand delivery) to the Director of Finance and Administration at 310 School Street, Ste. 112, Bronson, Florida 32621; email: Rivera-Jason@levycounty.org. In addition, any bidder who requires/requests revision(s) to the Form of Purchase and Sales Agreement (contained in this ITB) must submit a completed Purchase and Sales Agreement Exception Form (also contained in this ITB.) The County is under no obligation to grant any exceptions and bids that are contingent on exceptions Purchase and Sales Agreement being granted will not be accepted. If an exception is rejected by the County during the question portion of this ITB process the bidder subsequently submits a bid, the bidder is deemed to have waived their request for a Purchase and Sales Agreement exception.

All questions and Purchase and Sales Agreement Exception Forms must be received by the County prior to the deadline for same in order to receive a response. The County will respond to each question and each completed Purchase and Sales Agreement Exception form and will issue written addenda for any supplemental instructions or clarifications to the ITB or the Purchase and Sales Agreement. 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.

C. HOW TO SUBMIT A BID: The County only accepts electronic submittals through “E-Bidding” on the OpenGov platform. In order to submit a response to this solicitation the bidder must be registered with OpenGov. The bidder’s completed bid should be uploaded in pdf format unless the ITB specifically states otherwise. Any bid that is attempted to be submitted after the due date and time will not be accepted by the OpenGov platform and will not be considered. The County is not responsible for any delays in deliver or uploading of a bid caused by any issues a bidder may experience in attempts to upload on the OpenGov platform 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.

D. HOW TO ASSEMBLE YOUR BID: Bids shall be submitted on the Required Forms (“Bid Forms”) supplied by the County. Bidders shall indicated the number of calendar days required for delivery of goods/services (if applicable). 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.

E. WITHDRAWAL OF BIDS: Modifications to or withdrawal of a bid may be made up to the deadline. Modifications and withdrawals must be documented in the OpenGov platform 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.

F. CRITERIA FOR AWARD: Award of a Purchase and Sale Agreement (in the Form of Purchase and Sale Agreement in this ITB) shall be to the overall highest, responsive, responsible bidder whose bid meets or exceeds the requirements set forth in this ITB. The bidder who is awarded and enters into a Purchase and Sales Agreement with the County is referred to as “Buyer.”

The County Reserves the right to reject the bid of any bidder who has previously failed to perform properly or on time, agreements of similar nature; or who is not in a position to satisfactorily perform the agreement. If, after the due date and time, the highest bidder is deemed non-responsible by the County, such bidder shall receive written notice form 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 bidder's responsibility at the time of award of the Agreement. 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. Any sole response received may be rejected by the County.

G. BID GUARANTEE: The Bid once signed and submitted with the Bid Guarantee guarantees that the bidder will execute the Purchase and Sale Agreement within ten (10) days after notice of award.

H. 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:

1. Obviously misplaced decimal points will be corrected.
2. In case of discrepancy between unit price and extended price, the unit price will govern.
3. Apparent errors in addition or lump sum and extended prices will be corrected

I. 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.

J. BID TABULATIONS: In accordance with Section 119.071(1)(b)2, Fla. Stat.: 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, except as provided in Section 255.0518, Fla. Stat., until such time as the agency provide notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier. Upon release of the intended decision, if a bidder wishes to obtain the intended decision, a bidder may do so by visiting the OpenGov website. No information regarding the submittal will be divulged over the telephone.

K. 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 for the bid submitted and shall be further disqualified from submitting any future bids to the County.

4. INTENT AND GENERAL INFORMATION

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

4.1. 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/269033>.

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.

4.2. 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.

4.3. 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.

4.4. 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.

4.5. 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.

4.6. 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.

4.7. 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.

4.8. 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.

4.9. 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.

4.10. 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.

4.11. 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.

5. VENDOR QUESTIONNAIRE

1. Bid Proposal*

*Response required

2. Non-Collusion Affidavit*

Please download the below documents, complete, and upload.

- [NON-COLLUSION.pdf](#)

*Response required

3. Do you have any conflicts of interest?*

Yes

No

*Response required

When equals "Yes"

3.1. Conflict of Interest Disclosure*

Please download the below documents, complete, and upload.

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

*Response required