



RISING LEADERS ACADEMY  
1527 Lincoln Ave, Panama City, FL 32405

**INVITATION TO BID**  
**Rising Leaders Academy Duct and Building Envelope Improvements**

Rising Leaders Academy, is requesting bids for consideration to provide the services detailed in the scope of services listed below. Proposals shall be delivered to Director, at 1527 Lincoln Ave, Panama City, FL 32405 in accordance with the below Schedule of events hereunder.

Rising Leaders Academy is a Florida public charter school. This ITB is not governed by Chapter 287 unless expressly stated.

The School reserves the right to accept any bid deemed to be in the best interest of the school. The School may reject any or all bids and re-advertise.

**PROJECT OVERVIEW**

By way of this Invitation to Bid (“ITB”), the School is soliciting bids and desires to retain the services of a qualified and licensed General Contractor for construction, supervision and equipment necessary for construction of duct and building envelope improvements. Key elements include:

- Roof/Soffit/Sealing Improvements
- Duct Replacement and Insulation

**SCOPE OF WORK**

Work shall be performed in accordance with the Architectural and MEP Bid Set dated May 5, 2026, prepared by Dewberry, including the following sheets:

- Cover
- A-100 – Existing Roof Soffit Remediation Detail
- MD1.0 – Partial Floor Plan – Mechanical Demolition
- MD1.1 – Partial Floor Plan – Mechanical Demolition
- MD1.0 – Partial Floor Plan – Mechanical
- MD1.1 – Partial Floor Plan – Mechanical

Scope includes all labor, materials, equipment, supervision, and coordination necessary to deliver a complete and code-compliant installation. Contractors shall field-verify all existing conditions prior to bid submission.

**BID DOCUMENTS**

Bid documents consist of the drawing/sheets listed above and any issued addenda. No other documents are included unless issued in writing.

All contractors are responsible for reviewing the full bid set and all general notes contained therein.



## **BIDDER REQUIREMENTS**

All bidders shall:

- Hold a current and valid Florida contractor's license appropriate for the scope of work at the time of bid submission and throughout the project.
- Provide the contractor license number with the bid.
- Provide proof of insurance

Bidders must demonstrate experience with similar scope and scale projects, including:

- Fabrication and/or installation of spray foam installation
- Coordination with existing buildings and site conditions
- Mechanical Demolition
- Duct Installation and Insulation

## **PERMITS AND CODE COMPLIANCE**

Contractor shall be responsible for:

- Obtaining all required permits and approvals from the City of Panama City and Bay County, unless specifically noted otherwise
- Compliance with the Florida Building Code, including amendments adopted by Bay County and the City of Panama City
- Coordination with the manufacturer and compliance with requirements shown on the drawings

## **INSURANCE REQUIREMENTS**

The successful bidder shall be required to maintain insurance coverage customary for similar work in Florida, including at minimum:

- Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate
- Automobile Liability: \$1,000,000 combined single limit
- Workers' Compensation: Statutory limits pursuant to Florida law
- Employer's Liability: \$500,000 minimum

Rising Leaders Academy shall be named as an additional insured on applicable policies.

Certificates of insurance shall be provided prior to commencement of work.

## **E-VERIFY AND PUBLIC RECORDS COMPLIANCE**

The Contractor shall comply with Section 448.095, Florida Statutes, regarding the use of the E-Verify system for all newly hired employees.

Contractor acknowledges that Rising Leaders Academy is subject to Florida public records laws. Contractor agrees to comply with all public records requirements applicable to contractors of public entities as set forth in Section 119.0701, Florida Statutes, including record retention and access obligations.



## **BID SUBMISSION REQUIREMENTS**

- Bid Deadline: **July 9, 2026, 10:00 AM (Central)**
- Deadline for Questions: **July 2, 2026, 10:00 AM (Central)**
- Bid Open Date: **July 9, 2026, 10:00 AM (Central)** at Rising Leaders Academy [1527 Lincoln Ave, Panama City, FL 32405 or virtually]
- Submission Method: [Email [risingleadersacademy@gmail.com](mailto:risingleadersacademy@gmail.com) & [smazloun@risingleaders.org](mailto:smazloun@risingleaders.org) / **Sealed Hard Copy** Tuesday-Thursday (9 am - 1pm) at 1527 Lincoln Ave, Panama City, FL 32405]
- Bid Format: **Lump sum base bid**

Each bid shall include:

- Contractor's name, license number, and contact information
- Lump-sum bid amount
- Estimated construction duration
- Confirmation of review of all drawings
- Proof of ability to obtain required insurance

Late or incomplete bids may be rejected.

## **SUBCONTRACTOR REQUIREMENTS**

Each Bid shall identify major or specialty subcontractors proposed to perform significant portions of the Work.

For each required subcontractor, provide:

- Company name
- Florida license number (if applicable)
- Scope of work to be performed

All subcontractors shall be:

- Properly licensed to perform their assigned work in the State of Florida
- Qualified and experienced in work of similar scope and complexity

## **BID EVALUATION AND AWARD**

Award will be made to the lowest responsive and responsible bidder, as determined by the Charter School, considering:

- Price
- Completeness of bid
- Demonstrated capability and qualifications
- Ability to meet schedule requirements (Summer 2026)

Any award is subject to governing board approval and availability of funds. The School reserves the right to reject any or all bids.