

**TOWN OF LADY LAKE  
REQUEST FOR BID  
BID No. 2010-0001**

**PROJECT TITLE: Little League Concession Stand Roof Project**

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Department:	Parks and Recreation
Contact Person	Mike Burske, Parks & Recreation Director
Address:	409 Fennell Blvd., Lady Lake, FL 32159
Phone/Fax:	(352) 430-0451 / (352) 751-1510
Submittal Date:	<b>Prior to 10:00 a.m. January 20, 2010</b>

**I. GENERAL INFORMATION**

The Town of Lady Lake is advertising this bid for interested parties that are qualified and experienced to provide roof installation for the Town of Lady Lake.

This bid is for the purpose of selecting a firm(s) to be engaged on a contractual basis for the service stated above.

**A NON-MANDATORY pre-bid/inspection will be held on Friday, January 8, 2010 at 10:00 a.m. at the concession stand at the Guava Street Athletic Complex located near the corner of Guava Street and Clay Avenue in Lady Lake. The concession stand is located by the tennis and basketball courts.**

Interested Firms may secure a copy of the bid documents from Kristen Kollgaard, Town Clerk, at 409 Fennell Blvd., Lady Lake, FL 32159, phone number 352-751-1501; Copies via e-mail are also available by contacting Kristen Kollgaard at [kkollgaard@ladylake.org](mailto:kkollgaard@ladylake.org).

To ensure fair consideration for all respondents to this bid, firms interested in providing the required services may be disqualified if they have contacts during the submission or selection process with the Mayor, Town Commissioners, or any Town staff. Only the Town Clerk, who acts as the Town's Purchasing Manager, may be contacted during the submission or selection process. Questions regarding the bid should be directed to Kristen Kollgaard, Town Clerk, at 352-751-1501.

**II. REQUEST FOR BIDS**

**All bids MUST be in a sealed envelope/box and clearly marked in the lower left corner: "Bid No. 2010-0001:Little League Concession Stand Roof Project" and shall be sent to the following address only:**

**Kristen Kollgaard, Town Clerk**  
**Town of Lady Lake**  
**409 Fennell Boulevard**  
**Lady Lake, FL 32159**

All bids must be received in the Office of the Town Clerk by **10:00 a.m. (EST) on Wednesday, January 20, 2010** and will be immediately opened thereafter. Bids will not be accepted after that date and time under any circumstances.

Responses to this BID upon receipt by the Town will become a public record subject to the provisions of Chapter 119 F.S. Florida Public Records Law.