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Capital City Youth Services
Invitation to Bid
#01-2026

Interior and Exterior Renovations
November 23, 2026 – December 14, 2026

Closing Date:
December 3, 2026, 5:00 pm EST

Contact Person:
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Interior and Exterior Renovations

Section 1- General Information

1. Introduction

A. Capital City Youth Services, Inc. (CCYS) is a nonprofit organization in Tallahassee, Florida, that supports runaway, homeless, truant, and at-risk youth (ages 10–17) and their families by providing services such as counseling, outreach and prevention, and operating two group homes, one of which includes an emergency shelter (Someplace Else).

2. Purpose

A. The purpose of this ITB is to define CCYS' minimum requirements, solicit written Bid Responses, gain adequate information by which CCYS may evaluate the services offered by Respondents, and as a result, enter into a contract with the successful Bidder.

3. Statement of Need

A. CCYS is seeking written Bid Responses from qualified vendors to establish a contract for renovations and improvements at its main campus in compliance with local and State codes.

B. Work at the Someplace Else emergency shelter and designated exterior areas is the priority. Work at the Transitional Living Program (TLP) and administrative buildings must be priced separately as optional future work.

C. Critical Requirement: Shelter Must Remain Open

i. Someplace Else is a 24-hour residential emergency shelter serving youth ages 10–17. Youth live, sleep, eat, and receive services in this building. The shelter cannot close for construction. CCYS may temporarily reduce its census and take individual rooms or sections out of service, provided safe residential operations continue in the remaining areas.

ii. Contractors must propose a phased approach that minimizes the number of rooms unavailable at one time and returns completed areas to service as quickly as safely possible. No area may be closed, reopened, or materially altered without coordination with and approval from CCYS.

4. Schedule of Events

Event	Date	Location, if applicable
ITB Release Date	November 23, 2026	www.ccys.org
Written Bids Due	December 3, 2026, by 5:00 pm EST	procurement@NWFHealth.org
Anticipated Posting of Award	December 14, 2026	www.ccys.org

Section 2- Instructions on Bid Submission

1. **Closing Submission Date**
   A. Bids must be submitted no later than 5:00 P.M. EST on December 3, 2026.

2. **Conditions of Bid**
   A. All preparation costs incurred in response to this ITB will be the responsibility of the Bidder submitting the bid and will not be reimbursed by CCYS.

3. **Instructions to Prospective Bidders**
   A. Bids should include one digital copy in searchable Adobe PDF format emailed to procurement@NWFHealth.org.
      i. It is the responsibility of the Bidder to ensure that the bid is received by CCYS by the date and time specified above.
      ii. Late bids will not be considered.
      iii. If the bid file is too large to email, the Bidder may instead email a secure file-share link (such as OneDrive, Google Drive, or Dropbox) to procurement@NWFHealth.org before the bid due date.

4. **Right to Reject**
   A. Bid Responses that fail to provide material information may be rejected as non-responsive.

   B. CCYS reserves the right to waive any minor irregularities or technicalities in any Bid Response received, to reject any or all Bid Responses in whole or in part, with or without cause, to solicit new Bid Responses or to accept the Bid Response which, in its judgment, will be in the best interest of the organization.

   C. CCYS reserves the right to use any information presented in any Bid Response to this ITB.

5. **Small and/or Minority-Owned Businesses**
   A. All efforts will be made by CCYS to utilize Florida-based small businesses and minority-owned businesses.

   B. A Bidder qualifies as a small business firm if it meets the definition of "small business" as established by the United States Small Business Administration (13 CFR 121.201).

6. **Notification of Award**
   A. It is expected that a decision to select the successful Bidder will be made after the evaluation and negotiation periods end. Please note that final approval to award the contract must be made by CCYS' Board of Directors.

   B. Upon conclusion of final negotiations with the successful Bidder, an Intent to Award Notice will be posted on CCYS' website (www.ccys.org).

C. Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following CCYS posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any CCYS or NWF Health Network employee, officer, or Board member concerning any aspect of this solicitation, except in writing to the Procurement Manager or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a Bid Response.

Section 3- Scope of Service

CCYS is requesting written bids from qualified Contractors to obtain competitive prices for the provision of all labor, supervision, associated hardware and materials, required permits and inspections, as well as all drawings necessary to complete the modifications at the service address in accordance with Project Specifications listed below.

The Contractor shall maintain all licenses, certifications, permits, and insurance coverage required to perform the services or provide the goods specified in this ITB. The Contractor shall comply with all applicable local, state, and federal laws, statutes, regulations, ordinances, codes, and other requirements governing or relating to the work being procured. Such requirements shall remain in effect throughout the term of the contract.

1. Priority Work- Emergency Shelter Building

A. Flooring and baseboards: Remove and replace all existing flooring and baseboards throughout the Someplace Else shelter building, including the kitchen and dining room.
B. Exterior windows: Remove and replace all exterior windows with energy-efficient, operable windows. Include weatherproofing, trim/finish repairs, and appropriate safety/security and code requirements for a youth residential facility.
C. Bedroom doors, frames, and HVAC coordination: Remove and replace interior bedroom doors and frames with solid wood ligature-resistant doors, hardware, and mounts and fire-rated assemblies where required by applicable code. Final door selection and scope are contingent on an HVAC assessment.
D. Existing L-shaped staff station counter: Retain the existing L-shaped counter footprint and the staff workstation along the interior-window wall. Lower the raised counter to approximately 30 inches (standard desk height), with a durable commercial-grade top, rounded edges, substantial reinforcement, and secure anchoring suitable for frequent leaning and heavy daily use. Preserve existing sightlines, cabinetry, and interior observation windows where feasible. Provide secure staff-only storage and protect confidential information and equipment.
E. Bathroom renovations: Remove existing wall and floor finishes in bathrooms. Replace doors with ligature-resistant doors, hardware, and mounts. Inspect exposed plumbing and framing; identify concealed repairs and obtain CCYS authorization before proceeding with additional work. Install suitable wall substrates and new tile and associated finishes. CCYS will select final tile and finish materials. Replace bathroom fixtures and accessories with ligature-resistant products, including sinks, mirrors, shower heads, faucets, hooks, and grab bars, and to replace or add exhaust fans vented to the exterior.
F. Interior painting: Prepare, prime, and paint interior walls, ceilings, and trim throughout the shelter. Include patching, protection of furniture/occupied areas, ventilation, and cleanup.

G. Built-in shelving conversion to drawers: Convert the existing built-in wall shelving in each bedroom to enclosed drawers. Remove existing shelves as needed and install drawer boxes and fronts within the existing openings or replace the units within the same footprint where modification is not practical. Drawers must be commercial-grade and built for heavy daily use by youth. Finish to match or coordinate with adjacent trim and interior painting. Provide pricing per bedroom and per unit and submit two prices where applicable:
   (1) retrofit drawers into the existing shelving and
   (2) remove and replace with new built-in drawer units in the same location. Identify any wall repairs required.

H. Fire protection system compliant with code: Installation of a fire sprinkler system throughout the Someplace Else shelter building. In each area, complete sprinkler piping and any related ceiling work before interior painting and flooring. Use tamper-resistant, ligature-resistant (institutional) sprinkler heads in bedrooms, bathrooms, and other youth-accessible areas. Include any fire alarm system modifications required for sprinkler monitoring.

I. Hazardous materials survey and abatement: Before any demolition, removal of flooring, tile, or wall finishes, or paint preparation, have a licensed asbestos consultant survey affected materials (including floor tile, mastic, drywall compound, and ceiling materials) and test painted surfaces for lead. No affected work may begin until results are reviewed with CCYS. Any abatement must be performed by appropriately licensed contractors with containment that keeps youth and staff safe.

2. Priority Work – Exterior Improvements

A. Site lighting: Install three new light poles around the driveway and field. Use LED fixtures with shielding to prevent light from shining into bedroom windows, and photocell or timer controls.

B. Pavilion: Install new lighting and ceiling fans at the existing pavilion. Fans must be wet-rated and mounted out of reach.

C. Front canopy: Furnish and install an aluminum canopy structure over the front of the building.

3. Optional / Future Work – Price Separately

A. TLP Building: Remove and replace all flooring and baseboards with commercial LVP and rubber baseboards; prepare, prime, and paint walls, ceilings, and trim.

B. Administrative Building: Remove and replace all flooring and baseboards with commercial LVP and rubber baseboards. Install a code-compliant fire sprinkler system in the administrative building, meeting the same requirements as Section 3.1(H), priced separately.

4. Construction in an Occupied Youth Residential Facility

Preference may be given to bidders who demonstrate prior experience performing work in youth shelters, youth-occupied facilities, Community-Based Care Service Centers or similar facilities, particularly those who have worked with entities and individuals requiring background checks for their employees. Preference may also be given to bidders with an established history of working with nonprofit organizations. Bidders should describe relevant experience.

Bidders shall review and acknowledge the following expectations and commitments and take them into considerations when preparing and submitting their bids.

A. Phasing and continuity: Maintain safe access to essential shelter functions, exits, bathrooms, sleeping areas, meals, and supervision. Any proposed utility shutdowns or changes to access require advance CCYS approval.
B. Timeliness and communication: Provide realistic start and completion dates and phase-by-phase durations. Minimize downtime and avoid unnecessary gaps between phases. Identify long-lead materials and potential delays. Designate a project contact and provide regular progress updates and prompt notice of schedule changes.
C. Safety and separation: Use secure temporary barriers and controlled contractor access to keep youth away from active work zones, tools, materials, dust, debris, and hazardous substances. Maintain required fire protection, egress, and staff sightlines. Do not leave work zones accessible to residents.
D. Respect for youth and privacy: Workers must behave professionally and sensitively in a home for youth experiencing crisis. Avoid unnecessary interaction with residents. Do not photograph, record, or discuss youth or confidential information. Follow CCYS access, supervision, confidentiality, and conduct policies.
E. Noise, dust, odors, and utilities: Coordinate disruptive work with shelter leadership around sleeping, meals, counseling, and other daily routines. Provide dust containment, ventilation, appropriate product selection, and advance notice of noise or utility interruptions.
F. Screening and site access: All personnel must meet applicable laws and CCYS requirements for background screening, identification, supervision, and access before beginning work. CCYS will communicate applicable requirements before access is authorized; contractors should identify personnel and subcontractors expected onsite.
G. Daily cleanup and turnover: At the end of each workday, remove debris, secure equipment, and leave all occupied areas clean and safe. Each completed phase must be cleaned, tested, inspected as applicable, and accepted by CCYS before youth return to that area. Schedule any required DCF licensing or fire inspections before youth return to a renovated area and include them in the phasing schedule.

Section 4- Technical Qualifications

1. Mandatory Bid Requirements

A. Bidders shall provide itemized pricing for all work identified in Section 3.1 and Section 3.2. Any optional work identified in Section 3.3 shall be priced separately and clearly identified as optional. The pricing shall be organized using the same section numbers, lettering and order established in Section 3.
B. A proposed phased construction schedule showing affected rooms/areas, estimated duration of each phase, anticipated impact on occupancy, and approach to maintaining safe shelter operations.
C. Proposed start date, total duration, material lead times, and approach to minimizing delays. CCYS is targeting January 2027 for contract execution and notice to proceed, subject to confirmation. On-site construction in occupied areas will begin after the hazardous materials survey, required permits, and personnel screening are complete. Bidders' proposed schedules should show these pre-construction steps.

D. Licensing, insurance, relevant occupied-facility experience, qualifications to perform work, key subcontractors, warranties, permit responsibilities, and references.
E. Failure to submit a Bid in the above manner may result in disqualification from consideration.

2. Corporate Information

A. Bids should include the following information:
   i. Full legal name and associated Federal Employer Identification Number (FEIN).
   ii. Country and state of incorporation.
   iii. Principal place of business.

3. Site Inspection

A. If bidders believe a site inspection may alter their final price, they may include a note that any such bid is made contingent upon a proper site visit. Should a site visit be made, it must be accomplished, should the bidder be selected, without modification to the timeframes herein on completion.

4. Licensed to Conduct Services in the State of Florida

A. If the service(s) being provided requires that individuals be licensed by the Florida Department of Business and Professional Regulation or any other state or federal agency, such licenses should be obtained by the Bid due date and time, but in any case, must be obtained prior to contract execution. For State licensing, contact:

Florida Department of Business and Professional Regulation
Tallahassee, Florida 32399
(850) 487-1395

5. Disqualification Criteria

A. CCYS will not award contracts to any bidder that:
   i. Has been barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, or local Department or agency;
   ii. Has within a 3-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
   iii. Is presently indicted or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated in the paragraph above.

Section 5- Bid Evaluation

1. **Submission of Bid**
   A. All bids must be submitted as described in Section 2 and Section 4.1 of this ITB. Additionally, please make sure to include the Bidder's technical qualifications, pricing information and signed Certifications. These documents will become part of the contract.

2. **Review Process**
   A. CCYS may request presentations by or meetings with any or all Bidders, to clarify or negotiate modifications to the Bidders' bid.
   B. However, CCYS reserves the right to make an award without further discussion of the bids submitted. Therefore, bids should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Bidder can propose.
   C. CCYS will evaluate bids based on completeness and quality of the proposed scope, price, realistic scheduling, the Bidder's ability to phase the work without closing the shelter, safety measures, and relevant experience in occupied facilities. Award will be made to the responsive, responsible Bidder whose bid is most advantageous to CCYS; the lowest bid may not be selected.

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Signed Certifications *(to be submitted with Bid)*

On behalf of the Bidder:

a. The individual signing certifies that he/she is authorized to contract on behalf of the Bidder.
b. The individual signing certifies that the Bidder is not involved in any agreement to pay money or any other consideration for the execution of this agreement, other than to an employee of the Bidder.
c. The individual signing certifies that the prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
d. The individual signing certifies that the prices in this bid have not been knowingly disclosed by the Bidder prior to an award to any other Bidder or potential Bidder.
e. The individual signing certifies that the Bidder has not been barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, or local Department or agency;
f. The individual signing certifies that the Bidder has not, within a 3-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
g. The individual signing certifies that the Bidder is not presently indicted or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated in the paragraph above.
h. The individual signing certifies that there has been no attempt by the Bidder to discourage any potential Bidder from submitting a bid.

The individual signing certifies that he/she has read and understands all of the information in this ITB.

_____ Dated this _____ day of _____, 20____

Bidder's Firm Name

_____ _____

Printed Name and Title of Individual Signing

Signature of Bidder's Representative