

## LEGAL AD

### **REQUEST FOR PROPOSALS - RFP # 2019-14 State Housing Initiative Partnership (SHIP) Program Administration Services**

The Baker County Board of County Commissioners, Florida (County) will receive sealed proposals until **4:00 p.m. local time, on October 31, 2019** at the County Administration Office located at 55 N. Third Street, Macclenny, Florida 32063. Proposals delivered to any other location will not be considered received by the Administration Office. Any proposals received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time will be resolved against the Bidder. Proposals will not be accepted via fax. Shortly after the bid due time has expired, the proposals will be publicly opened and announced.

One Original and three (3) copies of the proposal, and one (1) electronic copy of the complete proposal on CD/jump drive must be placed in a sealed envelope and clearly marked **“RFP 2019-14 SHIP Program Management”** on the exterior of the package submitted.

Request for additional information or clarifications must be made in writing to the Administration Office at the address, phone or email below. Facsimile or e-mail questions are acceptable. The Administration Office will issue replies to questions and additional information or amendments on the County’s website in the form of written addenda. Any addenda will be issued prior to the deadline for responding to this Request for Proposal. Questions must be received no later than **3:00 p.m. on October 25, 2019**

Baker County Board of County Commissioners  
Administration Office  
55 N. Third Street  
Macclenny, Florida 32063  
[sara.little@bakercountyfl.org](mailto:sara.little@bakercountyfl.org)  
904-259-3613

It will be the sole responsibility of the Proposer to check the County’s website prior to submitting a response to determine if any addenda have been issued, to obtain such addenda, and to acknowledge addenda with their proposal. This information can be found at [www.bakercountyfl.org/purchasing.php](http://www.bakercountyfl.org/purchasing.php)

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 the agency posting the notice of intended award, excluding Saturdays, Sundays, and County holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Administration Office or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

The Baker County Board of County Commissioners reserves the right to reject any or all proposals, to waive any informalities or irregularities in any proposals received, to re-advertise for proposals, or take any similar actions that may be deemed to be in the best interest of the County.

#### **Dates of Publication:**

**October 10, 2019**

**October 17, 2019**