

## Legal Ad

### **REQUEST FOR PROPOSAL RFP 2018-04 GRANT WRITING AND ADMINISTRATION SERVICES**

The Baker County Board of County Commissioners, Florida (County) will receive sealed proposals until **5:00 p.m.** local time, on **April 5, 2018** 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 Proposer. Proposals will not be accepted via e-mail or fax.

A clearly marked original, five (5) copies and one (1) digital copy must be sealed in an envelope and clearly marked **“RFP 2018-04 Grant Writing and Administration Services”** on the exterior of the package submitted.

Request for additional information or clarifications must be made in writing to the Administration Office. Facsimile or e-mail questions are acceptable. The Administration Office will issue replies to inquiries and additional information or amendments deemed necessary in written addenda, which 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 April 2, 2018.**

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

It will be the sole responsibility of the Proposer to contact the Administration Office prior to submitting a response to determine if any addenda have been issued, to obtain such addenda, and to acknowledge addenda with their proposal.

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:**

**March 15, 2018**

**March 22, 2018**