



City of Eustis

Purchasing Department

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5475

NOTICE OF REQUEST FOR PROPOSALS

Sealed proposals will be received by the Purchasing Department, 10 North Grove St., 3rd Floor, Eustis, Florida, up to 3:00 p.m., [December 20, 2017](#) for:

CITY OF EUSTIS RFP #001-18 CDBG GRANT ADMINISTRATIVE SERVICES

Proposal forms are available at no cost and may be obtained at the above address, by calling 352-483-5475 or at www.demandstar.com

Submittals will be publicly opened in the Eustis Commission Chambers, City Hall, 10 North Grove Street, Eustis, shortly after 3:00 pm, December 20, 2017. All proposals shall be sealed and the RFP number and title indicated on the outside of the envelope. Proposals may be hand delivered to the Purchasing Department at 10 North Grove St., 3rd Floor, Eustis, Florida, 32726 or mailed to P.O. Drawer 68, Eustis, Florida 32727-0068. Any proposal received after the specified date and time of the proposal opening will not be considered regardless of whether any proposal has actually been opened prior to submission of a late proposal.

The City of Eustis reserves the right to accept any proposal which in its opinion best serves the interest of the City and/or to reject any or all proposals, or any portion thereof, to make award by individual items, groups of items or a combination thereof and to waive technicalities or informalities in proposals received.

Persons with disabilities needing assistance to participate in any of these proceedings should contact the office of Purchasing at (352) 483-5475, at least 48 hours before the date of the scheduled meeting.

By: Tracy M. Jeanes, CPPB
Purchasing Director
November 15, 2017