



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, 109 East Orange Ave., Suite B, Eustis, Florida, up to 3:00 p.m., March 6, 2012 for:

CITY OF EUSTIS RFP #004-12 ENTERPRISE RESOURCE PLANNING ADVISORY SERVICES

Proposal forms are available at no cost and may be obtained at the above address or by calling 352-483-5475. Submittals will be publicly opened in the Eustis Commission Chambers, City Hall, 10 North Grove Street, Eustis, shortly after 3:00 pm, March 6, 2012. All proposals shall be sealed and the classification so indicated on the outside of the envelope. Proposals may be hand delivered to the Purchasing Department, 109 East Orange Ave., Suite B, 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.

If a person decides to appeal any decision made by any board, agency or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings and that, for such purposes, he or she may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is based (Florida Statutes, 286.0105).

By: Tracy Mullis Jeanes
Purchasing Director
February 21, 2012