Request for Proposals (RFP) for Enterprise Resource Planning (ERP), Utility Billing and Code Enforcement Replacement and Implementation Services

NOTICE OF REQUEST FOR PROPOSALS

THE CITY OF EUSTIS is seeking viable vendors to supply a "turnkey" system for municipal FINANCIAL, PAYROLL/HR, UTILITY BILLING AND CODE ENFORCEMENT system, and Conversion, Modifications, and Training.

Sealed proposals will be received by the Purchasing Department, 10 North Grove St., 3rd Floor, Eustis, Florida, up to Thursday, November 12, 2026 at 3:00 pm ET for:

CITY OF EUSTIS RFP #0012-26
ENTERPRISE RESOURCE PLANNING (ERP) AND IMPLEMENTATION SERVICES

Proposal forms are available at no cost and may be obtained at the above address or by calling 352-483-5475 or by emailing Tracy Jeanes, Purchasing Director @ jeanest@eustis.org .

Submittals will be publicly opened in the Eustis Commission Chambers, City Hall, 10 North Grove Street, Eustis, shortly after Thursday, November 12, 2026 at 3:00 pm ET. All proposals shall be sealed and the classification so indicated on the outside of the envelope. Proposals may be delivered to the Purchasing Department, 10 North Grove Street, 3rd Floor, Eustis, Florida, 32726. 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.

A non-mandatory pre-proposal teleconference will be held Wednesday, October 7, 2026 at 11:00 am ET. Vendors that are interested in participating in the pre-proposal teleconference shall contact Berry Dunn in writing at kate.offerdahl-joyce@berrydunn.com to request the teleconference information.

All questions concerning the RFP must be submitted via email only, to BerryDunn (Kate Offerdahl-Joyce – kate.offerdahl-joyce@berrydunn.com) as identified in with this solicitation in Section 1.8. Communications with City staff, other than the Purchasing Director, may disqualify you from the evaluation process.

Attachment A – Proposal Response Forms

(*See MS Word document "City of Eustis ERP, UB & CE RFP – Attachment A.docx")*

Attachment B – Functional and Technical Requirements/Capabilities

(*See MS Excel spreadsheet "City of Eustis ERP, UB & CE RFP – Attachment B.xlsx")*

Attachment C – Cost Worksheets
(*See MS Excel spreadsheet "City of Eustis ERP, UB & CE RFP – Attachment C.xlsx")*