**REQUEST FOR PROPOSAL**

**RFP-1718-22**

**CDBG GRANT WRITING and**

**ADMINISTRATIVE SERVICES**

The Jackson County Board of County Commissioners will receive sealed proposals until **2:00 PM, CST.,** on **Friday, June 8th, 2018** in the Purchasing Department, located in the County Administration Building at 2864 Madison Street, Marianna, FL 32448. Proposals delivered to any other location will not be considered received by the Purchasing Department. 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 fax.

At 2:00 pm, CST or shortly thereafter, only the names of the respondents will be read aloud.

A clearly marked original, five (5) copies and one (1) digital copy must be sealed and clearly marked

**“RFP-1718-22 - Grant Writing and Administrative Services”** on the exterior of the package submitted.

Request for additional information or clarifications must be made in writing to the Purchasing Department. Facsimile or e-mail requests are acceptable. The Procurement Department 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 **4:00 PM, June 1, 2018**.

Jackson County Board of County Commissioners

Purchasing Department

2864 Madison Street

Marianna, FL 32448

[jaustin@jacksoncountyfl.com](mailto:jaustin@jacksoncountyfl.com)

(850) 482-9633

It will be the sole responsibility of the Proposer to contact the Purchasing Department 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 city holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Purchasing Department or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

The Jackson County Board of County Commissioners reserves the right 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.

Board of County Commissioners

Clayton O. Rooks, III By: Eric Hill

CLERK OF CIRCUIT COURT BOARD CHAIRMAN