

HIGHWAY 79 CORRIDOR AUTHORITY
REQUEST FOR PROPOSALS RFP No. 2022-2
FOR:

BOARD CLERK SERVICES

Proposal Due Date/Time: January 18, 2023 @ 3:00 PM EST

The Highway 79 Corridor Authority (the “Authority”) is seeking proposals from organizations (including governmental entities) to provide Board Clerk Services to the Authority Board of Directors.

The Authority is a special district government entity created in order to own, operate, and maintain water and wastewater utility facilities within a certain defined geographic area existing within portions of Washington County, Holmes County, and the City of Bonifay. The Authority recently completed the construction and installation of approximately 2.3 miles of water and sewer infrastructure. These infrastructure improvements, along with corresponding planning and zoning changes are designed to draw new businesses and development to the Corridor Area and generate a positive economic impact.

The Authority requires an organization capable of providing Board Clerk services to the Authority Board of Directors. The required services include: preparation of meeting agendas and agenda packages, attending all Board meetings and taking meeting minutes, noticing/advertising Board meetings, coordinating with Authority Board members and staff, maintaining the Authority website, serving as custodian of public records, contract tracking, and ensuring compliance with governmental reporting requirements.

Proposals for the above-described services may be submitted by mail, email, or delivery to Tammy Peters, Government Services Group, Inc., 1500 Mahan Drive, Suite 250, Tallahassee, FL 32308, tpeters@govserv.com, until **January 18, 2023, at 3:00 PM Eastern Standard Time**, at which time the bids will be opened and read aloud. Bids received after said time will be returned unopened.

If you are interested in submitting a proposal, you **must** obtain the complete Request for Proposals (“RFP”) package, which contains additional information regarding this solicitation and instructions related to filing a proposal, from the Authority’s website at www.79project.com/or by contacting Tammy Peters, Government Services Group, Inc. at (850) 681-3717 or tpeters@govserv.com.

All inquiries and requests for clarification concerning the RFP shall be submitted in writing and in accordance with the RFP. Verbal clarifications will not be provided.

The Authority reserves the right to waive informalities in any bid; reject any or all proposals, in whole or in part; re-bid a project, in whole or in part; and to accept a proposal that, in its judgment, is the lowest and best bid of a responsible bidder. The Authority does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, and disability/handicapped status in employment or provision of service.

ADA – Special Accommodations: Any person requiring accommodations by the Authority due to a disability should call Tammy Peters, Government Services Group, Inc. at (850) 681-3717 at least five (5) days prior to any pre-response conference, response opening, or meeting. If you are hearing or speech impaired, please contact Tammy Peters via the Florida Relay Service, which can be reached at 1-800-955-8771 (TDD).