

**Request For Proposals
For
Grant Administration Services Library Expansion
RFP No. 2024-02**

The Washington County Board of County Commissioners, “the County” is seeking Grant Administration Services in compliance with and as supported by the Florida Commerce, Office of Broadband’s Multipurpose Community Facilities Grant.

Sealed bids are due on September 25, 2024, no later than 3:00 PM CST. Questions deadline is Wednesday, September 18, 2024, at 4:00 PM CST. You may obtain electronic bidding documents by contacting Kimberly Birge-Gorman via email at kbirge@washingtonfl.com. Questions should be submitted to Renae Rountree at director@wcplfl.com. The owner will not be responsible for bidding documents, including addenda, if any, obtained from other sources.

Late submittals received after the aforementioned deadline date, either by mail or otherwise, will not be considered. The time of receipt will be determined by the time received in the Administration Office. It is the sole responsibility of the firm for assuring that the RFP is received in the Administration Office by the designated date and time. No faxed, electronic, or oral RFP will be accepted.

To be considered, the respondent must submit an original, four (4) hard copies of RFP and one (1) digital copy on thumb drive (in pdf) of the submittal in a **sealed** envelope or package, clearly marked with the respondent’s name and address, and the words “**RFP 2024-02 Grant Administration Services Library Expansion**” addressed to: Washington County BOCC, c/o Kimberly Birge-Gorman, 1331 South Boulevard, Chipley, FL 32428.