

**TOWN OF LADY LAKE
REQUEST FOR PROPOSALS
RFP NO. 2013-0003
CDBG GRANT ADMINISTRATION SERVICES**

The Town of Lady Lake hereby request proposals from qualified individuals or firms to provide administration services for a Florida Small Cities Community Development Block Grant (CDBG) in the Neighborhood Revitalization category. The Town has been awarded **CDBG Grant #13DB-OI-06-45-02-N36** in the amount of **\$750,000.00** for the FFY 2012 funding cycle; therefore, procurement and contracting will follow CDBG regulations.

Interested parties may secure a copy of the RFP documents from Nancy Slaton, Deputy Town Clerk at Lady Lake Town Hall, 409 Fennell Blvd., Lady Lake, FL 32159; or by calling (352) 751-1501, or via e-mail at nslaton@ladylake.org. Copies are also available on DemandStar or by accessing the Town of Lady Lake website.

All proposals must be received in the office of the Town Clerk by **10:00 a.m. (EST) on Friday, June 28, 2013**. Proposals will be publicly opened immediately afterwards and read in the Town of Lady Lake Commission Chambers located at 409 Fennell Blvd, Lady Lake, Florida. Proposals will not be accepted after that date and time under **any** circumstances. **ONE (1) original and THREE (3) copies of the Proposal must be submitted.** The Proposer shall mark the appropriate ORIGINAL as such.

All Proposals **MUST** be in a sealed envelope/box and clearly marked in the lower left corner: **“RFP NO. 2013-0003: CDBG GRANT ADMINISTRATION SERVICES - TOWN OF LADY LAKE”** and shall be sent to the following address only:

Nancy Slaton, Deputy Town Clerk
Lady Lake Town Hall
409 Fennell Blvd.
Lady Lake FL 32159

Bids received after the specified submittal date and time, or improperly marked, will not be accepted.

The Town of Lady Lake reserves the right to reject any and all bids and to waive any informalities or irregularities therein. Responses to this RFP upon receipt by the Town will become public record subject to provisions of Chapter 119 F.S. Florida Public Records Law.

Kris Kollgaard, Town Clerk
Town of Lady Lake, Florida

**ADVERTISING DATE:
Friday, June 7, 2013**

PLEASE PUBLISH IN THE LEGAL AD SECTION OF THE ORLANDO SENTINEL ON THE ABOVE DATE.