



PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that the Town of Surfside (TOWN) is soliciting proposals to provide grant writing services for the TOWN. It is the intention of the TOWN to secure grant writing services on a contractual basis. Interested firm/individuals (“VENDOR”) may pick-up a copy of Request for Proposals (RFP) No. 2014-009 to be issued on October 28, 2014 at Town of Surfside Town Hall 9293 Harding Avenue, Town Clerk’s Office, Second Floor, Surfside, Florida, 33154. The RFP contains detailed and specific information about the scope of services, submission requirements and selection procedures.

Provide ten (10), with one (1) marked “Original” containing all original documents of the required response to the RFP and two (2) electronic copy (in PDF or Word format) on electronic media (CD-R/flash drive) of the completed and executed Submissions must be delivered to the following address no later than **December 2, 2014 at 2:00 pm.**

**Town of Surfside Town Hall
9293 Harding Avenue, Town Clerk’s Office
Second Floor
Surfside, Florida, 33154**

The envelope containing the sealed Proposal must be clearly marked as follows:

**“SEALED PROPOSAL”
RFP NO. 2014-009 GRANT WRITING SERVICES FOR TOWN OF SURFSIDE
TIME: 2:00 PM, DATE: DECEMBER 2, 2014.**

The TOWN intends to enter into an agreement with the successful VENDOR to provide grant writing services for the TOWN.

The contract will be awarded by the TOWN to the VENDOR whose proposal best serves the interests of, and represents the best value to the TOWN in accordance with the criteria set forth in the attached Agreement.

The TOWN reserves the right to accept no late submissions. Late submitted proposals is in the sole discretion of the Town Manager or his designee. In addition, the TOWN reserves the right to reject any or all proposals, with or without cause, to waive technical errors and informalities, and to accept the proposal which best serves the interest of and represents the best value to the TOWN.

Any questions regarding RFP No. 2014-009 are to be directed in writing to Sandra Novoa, CMC, Town Clerk, at the following address: 9293 Harding Avenue, Second Floor, Surfside, Florida 33154. Alternatively, any questions may be sent via email to: snovoa@townofsurfsidefl.gov.

All questions or clarifications concerning the proposal specifications must be received by Sandra Novoa, C.M.C. Town Clerk no later than November 14, 2014.

RFP packages may be obtained from the Office of the Town Clerk, Town of Surfside, 9293 Harding Avenue, Surfside, Florida 33154 at no cost, and are also available at www.townofsurfsidefl.gov. For further information, please contact Sandra Novoa, CMC, Town Clerk, at 305-861-4863 Ext. 226.