



**CITY OF PALM COAST
REQUEST FOR PROPOSAL**

**RFP-ADM-HR-17-45
TEMPORARY LABOR SERVICES**

GENERAL DESCRIPTION: The City of Palm Coast is requesting proposals for occasional temporary labor services, to include clerical, laborer/trades, professional and para-professional positions for various City departments.

DOCUMENT, AVAILABILITY, SUBMISSION, OTHER INFORMATION: Bid/proposal documents are available at no-cost through the City's Procurement Portal at (<https://palmcoastgov.bonfirehub.com/portal>). Bid/proposal submittals shall be received electronically through the City's Procurement Portal by the specified time and date. No other method of submission will be allowed or considered (i.e. mailed, emailed, or hand delivered).

CONTACT: All prospective Bidders/Proposers are hereby instructed not to contact any member of the City of Palm Coast City Council, City Manager, or City of Palm Coast staff members other than the noted contact person(s) regarding this bid/request at any time prior to the bid/request having been formally presented to, and voted on by, the City Council. Any such contact shall be cause for rejection of your bid/request submittal.

QUESTIONS: Any questions concerning the intent, meaning and interpretations of the bid/proposal documents including the draft agreement, shall be requested in writing through the City's Procurement Portal Web Page (<https://palmcoastgov.bonfirehub.com/portal>) at least seven (7) calendar days prior to the due date.

ADDENDA: Should revisions to the bid/proposal documents become necessary; the City shall post addenda information on the City's Procurement Portal Web Page (<https://palmcoastgov.bonfirehub.com/portal>). All Bidders/Proposers should check the City's Procurement Portal Web Page at least three (3) calendar days before the date fixed to verify information regarding Addenda. Failure to do so could result in rejection of the bid/proposal submittal as unresponsive. Proposer shall sign, date, and return all addenda with their bid/proposal submittal.

AWARD OF CONTRACT: All submittals will be evaluated by City staff in accordance with the criteria set forth in the bid/proposal documents. The City reserves the right to reject all bids/submittals, to waive any formalities, and to solicit and re-advertise for new bids/proposals, or to abandon the project in its entirety.

QUESTION DEADLINE: June 15, 2017 at 2:00 PM

PRE-BID/PROPOSAL MEETING: June 7, 2017 at 2:00 PM

BID/PROPOSAL DEADLINE: June 22, 2017 at 2:00 PM

PUBLIC OPENING: The public opening shall take place June 22, 2017 at 2:00 PM, or shortly thereafter, at the City of Palm Coast City Hall, located at 160 Lake Avenue, Palm Coast, FL 32164.

ADA INFORMATION: Persons with disabilities needing assistance to participate in any of the proceedings should contact the City Human Resources Office ADA Coordinator at 386-986-3718 at least forty-eight (48) hours in advance of the public opening, pre-bid meeting, or any other proceeding related to this bid/proposal.

FOR PUBLICATION ON WEDNESDAY, MAY 31, 2017

**CITY OF PALM COAST
CENTRAL SERVICES DIVISION – PURCHASING
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