

**TOWN OF LADY LAKE
REQUEST FOR PROPOSALS
RFP NO. 2011-0003
ELECTRICIAN SERVICES FOR THE TOWN OF LADY LAKE**

The Town of Lady Lake is advertising this Request for Proposals for interested parties that are qualified and experienced to provide contracted electrician services for the Town of Lady Lake.

Interested parties may secure a copy of the RFP documents from Jayne York, 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 jjork@ladylake.org. Copies are also available on DemandStar.

All Proposals **MUST** be in a sealed envelope/box and clearly marked in the lower left corner: “**RFP NO. 2011-0003: LADY LAKE ELECTRICIAN SERVICES**” and shall be sent to the following address only:

Kris Kollgaard, Town Manager/Town Clerk
Lady Lake Town Hall
409 Fennell Blvd.
Lady Lake, FL 32159

All Proposals must be received in the Office of the Town Clerk by **10:00 a.m. (EST) on Monday, April 11, 2011** at which time they will be publicly opened and read in the Town Hall 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. Proposal openings are open to the public. All Proposers and their representatives are invited to be present. Any responses received by the Purchasing Agent after the due date and time specified in this RFP will not be considered and will be returned unopened. Any Proposal or copies that are sent to any other address may be refused and sent back to the Proposer unopened. Proposals must be **typed** or **printed in ink**. Use of erasable ink is not permitted. All Proposals must contain a manual signature of the authorized representative.

The Town of Lady Lake will not be liable for any cost incurred in the preparation of these Proposals. All Proposals received from Proposers in response to this RFP will become property of the Town and will not be returned to the Proposer. In the event of a Contract Award, all documentation produced as part of the Contract shall become the exclusive property of the Town. Responses to this RFP upon receipt by the Town will become a public record subject to the provisions of Chapter 119 F.S. Florida Public Records Law.

Kris Kollgaard, Town Manager/Town Clerk
Town of Lady Lake, Florida

**ADVERTISING DATE:
March 31, 2011**

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