

CITY OF MEXICO BEACH
ADVERTISEMENT
REQUEST FOR PROPOSALS
2025-07
Grant Procurement and Writing
Services

Notice is hereby given that the City of Mexico Beach, Florida is requesting sealed proposals from qualified proposers for Grant Procurement and Writing Services. The qualified consultant or firm shall provide all costs associated with the scope of work provided.

All proposals must be in writing and will be received by Tammy Brunson, City Clerk, by mail, FedEx or hand delivery to Tammy Brunson, City Clerk at 201 Paradise Path, Mexico Beach, Florida 32456 until **2:00 PM (central time), October 31th, 2025.** Bids will be publicly opened at this time. Only submittals received by the stated time and date will be considered. Submittals received after the time set for the opening will be rejected and returned unopened to the submitter. All submittals shall be submitted in a sealed envelope and clearly labeled, "RFP 2025-07 Grant Procurement and Writing Services." Please provide one (1) original, two (2) copies of the bid. Full specifications may be obtained at <http://www.mexicobeachgov.com/bids>. Any Addendums issued during the advertisement period shall be posted to the above website no later than 5:00 PM (central time) October 20th, 2025. Quotes shall be firm for ninety (90) days. The award by the City Council is expected to occur November 12, 2025 at 9:00 AM (central time).

Questions concerning this request should be submitted in writing to, Juli Danaher, at j.danaher@mexicobeachfl.gov no later than **5:00 PM (central time) October 17th, 2022.**

The City of Mexico Beach encourages all segments of the business community to participate in its procurement opportunities, including small businesses, minority/women owned businesses, and disadvantaged business enterprises. The City does not discriminate on the basis of race, color, religion, national origin, disability, sex, or age in the administration of contracts.

The City reserves the right to waive informalities in bids and to reject all bids. The City will award the Contract to the lowest responsive and responsible bidder; provided, however, the City reserves the right to award the Contract to a bidder who is not the lowest bidder if the City determines that another bid offers the City a better value based upon the reliability, quality of service, or product of such other Bidder.