

REQUEST FOR PROPOSALS USE AND MANAGEMENT OF FACILITY

Notice is hereby given that the Santa Rosa County Board of County Commissioners is calling for and requesting proposals from non-profit organizations for the use of office space and management of the Navarre Community Center located at 1917 Navarre School Road, Navarre, Florida. Proposers should demonstrate in what manner the non-profit will use the facility. Proposers' scope of duties shall include the management of the facility's Community Room and amenities and the coordination of events with local individuals and civic groups. The successful Manager shall enter into an agreement with Santa Rosa County which will detail the services to be provided.

Proposals should recognize the following:

- *The Community Room and amenities shall be available for county use without charge;
- *The Board of County Commissioners shall approve rental rates for the Community Room;
- *The Successful Proposer shall be responsible for utilities and maintenance of the facility and shall maintain general liability insurance acceptable to the County.

All proposals must be in writing and delivered by hand or Fed Ex to the Santa Rosa County Procurement Department, 6495 Caroline Street, Suite G, Milton, Florida, 32570; and must be received by 10:00 a.m., November 27, 2012. All proposals shall be sealed and clearly labeled, "**RFP- Manager – Navarre Community Center.**" Please provide one original, eleven (11) copies of the proposal, and one (1) CD with all of the above information included,(each document must be in an individual PDF format file0. The proposal will be publicly opened at this time. Only proposals received by the aforesaid time and date will be considered. Proposals received after the time set for opening will be rejected and returned to the submitter.

Questions concerning this proposal should be directed to Procurement Officer, Orrin Smith at 850-983-1870.

The Board of County Commissioners reserves the right to waive irregularities in bids, to reject any or all bids with or without cause, and to award the bid that it determines to be in the best interest of Santa Rosa County.

Santa Rosa County Board of County Commissioners 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 Board does not discriminate on the basis of race, color, religion, national origin, disability, sex, or age in the administration of contracts.

By order of the Board of County Commissioners of Santa Rosa County, Florida

LEGAL NOTICE

One issue – October 27, 2012 - Press Gazette, November 1, 2012 - Navarre Press, and November 1, 2012 - Gulf Breeze News

Bill and proof to Santa Rosa County Procurement Department, 6495 Caroline Street, Suite G, Milton, Florida, 32570, Attn.: Orrin L. Smith.