



MEMORANDUM

Lake County Board of County Commissioners • Office of Procurement Services
315 W. Main St., Suite 441, Tavares, FL 32778 • www.lakecountyfl.gov

To: Alan Hays, Supervisor of Elections
Fred Schneider, Assistant County Manager
Brandon Matulka, Executive Director of Economic Growth

From: Ronald A. Falanga

Date: October 8, 2021

Subject: RSQ 21-0914 Supervisor of Elections Building Design Services

Please find attached the following documents for use in evaluating the ELEVEN proposals for the above referenced project:

1. Instructions to Committee Members.
2. Conflict of Interest Form – Complete and return to me.

The committee meeting will be scheduled for one of the following days:

1. Monday, November 01, 2021 10:00 am.
2. Thursday, November 04, 2021 10:00 am. Or
3. Tuesday, November 09, 2021 10:00 am.

Please reply with which days are your first and second choice. The location will be announced once the date is determined. The meeting will be publicly noticed.

Please review the proposals and be prepared to discuss your evaluation in detail; rank/select proposals; and to make recommendation for award. Use the worksheets found in the evaluation folder to assist with your evaluation.

You may submit questions requiring clarifications for any of the proposals to me no later than 7 days prior to the scheduled evaluation committee meeting. I will seek a response from the appropriate firm and provide responses to all members of the committee.

If you have any questions or need further assistance, please contact me at extension x9424 or my direct line at 352 -343-9424. Thank you.

cc: Purchasing/Contracts File