LAKE COUNTY
FLORIDA

Request for Proposal
October 24, 2011

RFP 12-0011, Outside Legal Services
To the
Board of Building Examiners

Lake County Board of County Commissioners is soliciting attorneys, who are members of the Florida Bar Association, to provide legal services for the Lake County Board of Building Examiners.

The Attorney shall attend meetings of the Board of Building Examiners and provide legal advice to that Board during the conduct of its meetings. Meetings are scheduled for the first Thursday of the month at 4:00 p.m. (approximately ten (10) per year). Estimated time will be approximately twenty (20) hours per year. The Preparation time shall be limited to one-half hour per meeting. No additional legal work will be performed by the Attorney for the Board of Building Examiners without the consent of the County Attorney. Compensation for services shall be per hour, or fraction thereof, for time spent by the Attorney in providing such legal services.

Interested Attorneys shall respond with a letter stating their qualifications for the stated tasks and their proposed hourly rate to Procurement Services, 315 West Main Street, Suite 416, P.O. Box 7800, Tavares, Florida 32778, by 3:00 p.m. Wednesday, November 9, 2011.

For questions regarding this request, contact Susan Dugan at 352.343.9768 or via e-mail at sdugan@lakecountyfl.gov.

Sincerely,

Susan Dugan

Susan Dugan, CPPB
Senior Contracting Officer

PROCUREMENT SERVICES
P.O. BOX 7800 • 315 W. MAIN ST., TAVARES, FL 32778 • P 352.343.9839 • F 352.343.9473
Board of County Commissioners • www.lakecountyfl.gov

JENNIFER HILL *District 1* | SEAN M. PARKS, *AICP, QEP* *District 2* | JIMMY CONNER *District 3* | LESLIE CAMPIONE *District 4* | WELTON G. CADWELL *District 5*