

**OKEECHOBEE  
COUNTY PROJECT  
NO. 2019-14**

**Social Media and Search Engine Optimization Services for  
Okeechobee County**

**REQUEST FOR PROPOSAL**

Sealed Proposals will be received by Okeechobee County Board of County Commissioners at the **Okeechobee County Historic Courthouse, 304 NW 2<sup>nd</sup> Street, County Administrator 's Office, Room 123, Okeechobee, FL 34972 until 3:00 p.m. on Friday September 20, 2019**. Proposals will be publicly opened in room 201, same address and read aloud. Any Proposals received after the time specified will not be accepted.

**The Proposals shall be based on Proposal Documents, Design, Plans, and Specifications for Social Media and Search Engine Optimization Services for Okeechobee County, County Project No. 2019-14.**

Proposals must be submitted in bound format and with proposal Forms provided in the "Request for Proposal" (RFP). Proposal documents may be downloaded from the Okeechobee County website at: <http://www.co.okeechobee.fl.us/> under Bids and Proposals tab.

All materials furnished and all work performed shall be in accordance conditions outlined in this Request For Proposal.

Any questions pertaining to the project specifications or scope of work will be addressed to Sharie Turgeon, **in writing** to the physical or e-mail address noted below, **no later than August 20, 2019, 3:00 p.m.**

Okeechobee County  
Sharie Turgeon, Tourism Coordinator  
2800 NW 20<sup>th</sup> Trail  
Okeechobee, FL 34972  
863-763-3959 (phone)  
[sturgeon@co.okeechobee.fl.us](mailto:sturgeon@co.okeechobee.fl.us)

If it becomes necessary to revise or amend any part of this RFP, an addendum will be issued and will be posted on the Okeechobee County website at: <http://www.co.okeechobee.fl.us/> under Bids and Proposals.

It is the sole responsibility of the responders to check the website to ensure that all available information has been received prior to submitting a proposal.

Okeechobee County accepts no responsibility for any expense related to preparation or delivery of proposals. The Owner reserves the right to reject any or all proposals, accept proposals in any order or combination, accept or reject portions of proposals, make modifications to the work after receiving proposals, and waive any formality in the proposals if they deem it in their best interest to do so.

Respondents will confine their proposals to the project in its entirety. Partial proposals will not be accepted.

Each respondent will submit with this proposal, evidence that the respondent complies with all state and local requirements, to perform the work described in said RFP.

If in the opinion of the respondent, inconsistencies appear to exist in the specifications, it is the respondent's responsibility to seek clarification from the Owner, Sharie Turgeon, Tourism Coordinator, as

shown above. Additionally, it is incumbent upon all respondents to conduct a personal investigation as to requirements of the County.

The Board of County Commissioners has the right to accept or reject any or all proposals. Proposals must be sealed and the outside of the envelope MUST be marked: **“RFP –Social Media and Search Engine Optimization Services for Okeechobee County PROJECT NO. 2019-14”**.

**RESPONDENT MUST SUBMIT (1) ORIGINAL AND (7) COPIES OF THE PROPOSAL.**

Terry W. Burroughs, Chair  
Board of County  
Commissioners Okeechobee  
County, FL

Sharon Robertson, Clerk of  
Court Okeechobee  
County, FL

Publish:

Okeechobee News  
Okeechobee County Website