

**REQUEST FOR PROPOSALS
FOR
RECORDS MANAGEMENT SERVICES**

**Town of Windermere
614 Main Street
Windermere, FL 34786**

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation Title:	Records Management Services
Release/Advertise Date:	Thursday, May 5, 2015
Pre-Submittal Conference:	NOT APPLICABLE
Final Date and Time for Inquiries:	Thursday, May 19, 2016, 3:00pm
Proposal Due Date and Time:	Tuesday, May 31, 2016, 3:00pm
Proposals Opened at the Administration Office:	Tuesday, May 31, 2016, 3:15pm
Recommendation to Council Date:	Tuesday, June 14, 2016 July 12, 2016