

**Leon County Board of County Commissioners
Notice of Evaluation Committee Meeting (“Meeting”)**

Leon County announces a public meeting to which all persons are invited

Title of Competitive Solicitation:	RFP for Background Check Services for Employees
Competitive Solicitation Number:	BC-06-06-17-40
Date and Time of Meeting:	Thursday, June 22, 2017 @ 11:00 AM
Place of Meeting:	Purchasing Division Bid Room, 1800-3 Blairstone Rd, Tallahassee, FL 32308
Purpose for Meeting:	1 st Evaluation Committee Meeting, distribute proposals, discuss evaluation procedures, committee brief
Evaluation Committee Chairperson:	Karen Melton
<input checked="" type="checkbox"/>	Leon County announces a public meeting to which all persons are invited
<input type="checkbox"/>	Pursuant to F.S. 286.0113, portions of the meeting may be closed to the public.

Meeting Minutes: The minutes of the meeting of the Evaluation Committee shall be promptly recorded, and such records shall be open to public inspection in the Purchasing Division Offices, 1800-3 Blair Stone Road, Tallahassee, Florida, unless otherwise exempt pursuant to F.S. 119.071 (General exemptions from inspection or copying of public records).

However, any party may arrange for the proceedings to be stenographically recorded and shall bear the expense of such recording. It is requested that the Purchasing Division be given no less than 24 hours advance notice of stenographic recording in order that it be properly facilitated.

Special Accommodation: In accordance with Section 285.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Christine Coble or Facilities Management, 301 South Monroe Street, Tallahassee, Florida 32303, by written request at least 48 hours prior to the proceeding. Telephone: (850) 606-5300 or (850) 606-5000; 1-800-955-8771 (TDD), or 1-800-955-8770 (Voice), via Florida Relay Service.

CERTIFICATION:

I certify that the above notice is true and correct and that no less than 72 hours notice is hereby being given.



Signature

Purchasing Director

Title

Shelly W. Kelley, PMP

Name Typed

June 19, 2017 @ 10:15 a.m.

Date