

**WASHINGTON COUNTY, FLORIDA INVITATION TO BID (ITB) FOR  
EOC Food and Catering Services During Emergencies ITB No. 2023-09**

Washington County plans for and responds to natural disasters and other emergency related crises. The County is accepting bids from qualified vendors for meal (catering) services in support of an activation at the County's Emergency Operations Center (EOC).

**REQUEST Deadline:** Sealed bids to provide EOC Food and Catering Services will be received until 3:00 PM CST, June 15, 2023, at 1331 South Blvd, Chipley, FL 32428

The complete Invitation to Bid information package can be obtained from Kimberly Birge by email at [kbirge@washingtonfl.com](mailto:kbirge@washingtonfl.com). Washington County Board of County Commissioners accepts no responsibility for any expenses incurred by bidders in the preparation of a response to this bid.

LATE SUBMITTALS RECEIVED AFTER THE FOREMENTIONED DEADLINE DATE, EITHER BY MAIL, OR OTHERWISE, WILL NOT BE CONSIDERED AND RETURNED UNOPENED. THE TIME OF RECEIPT WILL BE DETERMINED BY THE TIME RECEIVED IN THE PURCHASING AGENT'S OFFICE. IT IS THE SOLE RESPONSIBILITY OF THE FIRM FOR ASSURING THAT THE SUBMITTAL IF RECEIVED IN THE HUMAN RESOURCES OFFICE BY THE DESIGNATED DATE AND TIME. NO FAXED, ELECTRONIC OR ORAL SUBMITTAL WILL BE ACCEPTED. FIRM/INDIVIDUALS ARE RESPONSIBLE FOR THE DELIVERY OF ITS' SUBMITTAL. SUBMITTALS RECEIVED AFTER THE SPECIFIED DAY AND TIME WILL NOT BE OPENED.

To be considered, the respondent must submit one (1) manually signed original, three (3) hard copies and one (1) digital copy on CD/USB Flash Drive (in pdf) of the SUBMITTAL in a sealed envelope or package, clearly marked with the respondent's name and address, and the words "ITB 2023-09 Food & Catering Services During Emergencies " addressed to:

Washington County Board of County Commissioners  
c/o Kimberly Birge  
1331 South Boulevard  
Chipley, Florida 32428

**ADA – Special Accommodations:** Any person requiring accommodations by the Authority due to a disability should call Wendy White, Washington County Human Resources Coordinator at (850) 415-5151 at least five (5) days prior to any pre-response conference, response opening, or meeting. If you are hearing or speech impaired, please contact Wendy White via the Florida Relay Service, which can be reached at 1-800-955-8771 (TDD).