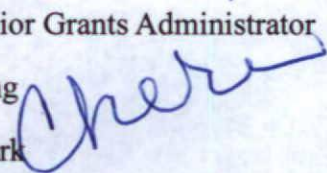


# INTEROFFICE MEMORANDUM

To: Carolyn Sheldon, Senior Grants Administrator  
CC: Sue Snider, Purchasing  
From: Cheri Smith, City Clerk   
Date: December 9, 2015  
Subject: **GRANT WRITING SERVICES; RFP 16-003**

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The following bids were opened Wednesday, December 9, 2015 at 3:00 p.m. in response to the above referenced project.

1. Government Consultants, Inc. Proposed Three Year Contract: \$48,000.00 Annually  
Grants Ink, LLC  
P O Box 10003  
Tallahassee, FL 32302
2. Government Services Group, Inc. Proposed Three Year Contract: Variable Hourly Rates  
1500 Mahan Drive Hourly Fee Rates Range: \$50 - \$175.00  
Suite 250  
Tallahassee, FL 32308
3. Langton Associates, Inc. Proposed Lump Sum: \$72,000.00 Annually  
4830 Atlantic Boulevard  
Jacksonville, FL 32207
4. Thomas P. Miller & Associates Proposed Retainer for 3 years: \$36,000.00  
1630 N. Meridian Street Hourly Rate: \$130.00  
Suite 430 Travel per TPMA Staff Member \$1,750.00  
Indianapolis, IN 46202
5. Writers At Large Proposed Annual Contract: \$62,400.00  
1300 15<sup>th</sup> Court, Lot #4 (4% Yearly Increase with each Annual Extension)  
Key West, FL 33040