



RISK MANAGEMENT & PURCHASING  
1140 EAST PARKER STREET  
LAKELAND, FL 33801

## NOTICE

### REQUEST FOR PROPOSAL

#### LOGO, BRANDING & WEBSITE DEVELOPMENT FOR THE MAYOR'S COUNCIL FOR THE ARTS

JUNE 16, 2020

R.F.P. NO. 0157

The Selection Committee for the above referenced RFP will be meeting virtually on Friday, June 19th, 2020 from 3:00 p.m. until approximately 4:30 p.m. They will consider presentations from two (2) firms, pursuant to the above referenced solicitations and other related matters.

\*\*Please note that while this is a publicly noticed open meeting, it will be conducted pursuant to Fla. Stat. 286.0113 (2) (b) 1. and 2. As a result, the presentations will be closed to the public and will be recorded in accordance with Florida statutory requirement. Presentations are scheduled from 3:00 p.m. until 4:00 p.m. The public portion, presentation & final ranking meeting will begin at 4:15 p.m.

To listen to the 4:15 p.m. meeting, please call 1-571-317-3122, input the access code 668-798-365 and press #.

**AS COVID-19 significantly impacts the community, we want to reassure you that the health and safety of our citizens and City staff is extremely important to us. As such, the meeting is being held virtually while the Lakeland City Commission, as well as the Governor of the State of Florida has issued a Declaration of State of Emergency. We will provide meeting minutes as the City's standard business practice dictates and will post them on the City's website as soon as they are available. We appreciate your cooperation and attention in this matter.**

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this proceeding, or those requiring language assistance (*free of charge*) should contact the City of Lakeland ADA Specialist, Jenny Sykes, M.S., no later than forty-eight (48) hours prior to the proceeding, at (863) 834-8444, Email: [jenny.sykes@lakelandgov.net](mailto:jenny.sykes@lakelandgov.net). **If hearing impaired**, please contact the **TDD numbers**: Local – (863) 834-8333 or 1-800-955-8771 (TDD-Telecommunications Device for the Deaf) or the **Florida Relay Service** Number 1-800-955-8770 (VOICE), for assistance.