

**ADVERTISEMENT FOR BIDS
BOARD OF TRUSTEES OF
NORTHWEST FLORIDA STATE COLLEGE**

**For:
INVITATION TO BID
ITB #2021-2022-01
Temporary Staffing Services –
Mattie Kelly Arts Center 2021-2022 Season**

Northwest Florida State College (NWFSC) requests interested parties to submit formal sealed bids for the above-referenced project. Bids shall be received by the NWFSC Purchasing Department, 100 College Blvd, Building 310 Room 204, Niceville, Florida 32578 no later than **12:00 PM (CST) on September 20, 2021**. Bids received after such time will be returned unopened.

Invitation to Bid (ITB) shall be submitted in a sealed envelope, plainly marked with respondent's name, address, date and time of opening, and "ITB #2021-2022-01 Temporary Staffing Services – Mattie Kelly Arts Center 2021-2022 Season".

Description of Work: Each year the Mattie Kelly Arts Center hosts many performances, which require significant, but temporary, labor to staff and manage each. Beginning in 2013, the College has periodically issued an Invitation to Bid for these temporary services. The staffing firm both employs and assigns personnel and supplies holistic personnel processing services. The 2018 Invitation to Bid led to award of a contract that served the College through its 2020-2021 season. The College requires services beginning in October 2021.

ITB documents posted on September 1, 2021 can be requested via email or downloaded electronically via <https://www.nwfsc.edu/about/purchasing/current-solicitations/>.

Inquiries regarding this ITB should be directed to Katherine St. Onge, Director of Purchasing, via email to stongek@nwfsc.edu or by phone at (850) 729-6031.

All firms who download this bid document must notify the Director of Purchasing via email at stongek@nwfsc.edu.

The Board of Trustees of Northwest Florida State College reserves the right to accept or reject any and all proposals in whole or in part, to withdraw the ITB, to waive informalities in the solicitation documents, to obtain new bids, or to postpone the opening pursuant to the Northwest Florida State College Purchasing Policy. Each bid shall be valid and binding for a period of 120 days after the opening unless otherwise stated in the solicitation document.

M/WBEs are encouraged to participate in the bid process.

Northwest Florida State College is an Equal Opportunity Employer.

Submitted by:
Katherine St. Onge
Director of Purchasing
stongek@nwfsc.edu

NOTICE TO PUBLISHER: This legal ad to appear on September 3 and 10, 2021.

Please forward the original "Proof of Publication" and the invoice to:
Northwest Florida State College,
100 College Blvd., Niceville, FL 32578
Attn: Accounts Payable
Email: accountspayable@nwfsc.edu and purchasing@nwfsc.edu