

**LEGAL NOTICE**  
**INVITATION TO BID**  
**TOWN OF MONROE**

**Municipal Space Needs Assessment**

This document constitutes a Request for Proposals (RFP), via competitive sealed proposal, from qualified individuals or organizations to perform the Scope of Work as stated and set forth herein. This request is an offer by the **Town of Monroe, Connecticut** to accept proposals from qualified consultants to complete a Municipal Space Needs Assessment for certain departments and programs of the Town of Monroe.

Bid packages are available by calling the First Selectman's Office at 203-452-2821 from 9 a.m. to 4 p.m., Monday, through Thursday and from 9 a.m. to 1 p.m. on Friday. All bids shall be submitted in a **sealed and packaged envelope or box** clearly marked "**Municipal Space Needs Assessment**" in the lower left-hand corner. The Bids shall be directed and delivered to the First Selectman's Office, 7 Fan Hill Road, Monroe, CT 06468 and will be accepted until the deadline of 4 p.m. on March 22, 2018. Actual receipt is required by that time. Deposit in the mail is not sufficient. No submissions may be accepted or withdrawn after this deadline. The party submitting a response to this RFP shall be solely responsible for timely delivery. There will be no acceptance of late proposals and the Town of Monroe does not accept any responsibility for a late filing for any person and/or entity responding to this RFP.