

REQUEST FOR PROPOSAL (RFP)
by
THE CITY AND BOROUGH OF SITKA (CBS), ALASKA
for
LEGAL SERVICES FOR THE CBS EMPLOYMENT RELATIONS BOARD

A. Overview

The Request for Proposal (RFP) solicits proposals to provide legal services to the Employment Relations Board, to serve as legal counsel and/or hearing office on an “as needed” basis. The contract shall not exceed \$5,000 for the first year.

B. Requirements for Statement of Qualifications

Detailed descriptions of the requirements can be downloaded from the CBS website www.cityofsitka.com. Click on the Bids & RFPs link – “RFP Employment Relations Board”

The proposer must acknowledge receipt of all Addenda. It is the responsibility of the proposer to regularly check the website for addenda to the project for which they are proposing.

C. Submissions and Inquiries

Proposals shall be submitted via Bid Express.com from the CBS website or received by the Municipal Clerk’s office until **2:00:00 p.m. local time Thursday, June 9, 2022.** Proposals received after the time specified will be returned to the proposer unopened. **Facsimile or Email submittals will not be accepted.**

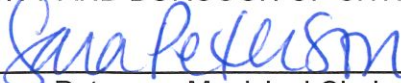
To submit via Bid Express, visit www.cityofsitka.com, first select the Bids & RFPs link, and then the Bid Express link. To submit to the Municipal Clerk’s office, submit the proposal to City and Borough of Sitka, 100 Lincoln Street, Sitka, Alaska 99835. Time of receipt will be as determined by the Municipal Clerk’s office time stamp.

The City and Borough of Sitka reserves the right to reject any and all proposals and to waive any informalities in procedures.

Any questions regarding this project should be directed to the Municipal Clerk by email at clerk@cityofsitka.org.

NOTICE GIVEN by the Municipal Clerk, City and Borough of Sitka, this 13th day of May 2022.

CITY AND BOROUGH OF SITKA



Sara Peterson, Municipal Clerk

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