

CITY OF CHIPLEY, FLORIDA  
REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS  
FOR FLORIDA LICENSED ATTORNEYS TO PROVIDE SPECIAL MAGISTRATE  
SERVICES FOR THE CITY OF CHIPLEY  
RFQ NO. 2022-02

The City of Chipley is soliciting qualified Florida licensed attorneys to provide Special Magistrate services in accordance with the City of Chipley, Code of Ordinances and Florida Statutes, Chapter 162, as a Special Magistrate. Specifications may be obtained at City Hall, City Clerk's Office, 1442 Jackson Avenue, Chipley, FL 32428 or on our website, [www.cityofchipley.com](http://www.cityofchipley.com). It is the intent of the City to procure two (2) or more Special Magistrates for a contract term of one (1) year with two (2) one (1) year renewal options.

All questions must be submitted in writing to Mr. Dan Miner, City Administrator, and may be emailed to [dminer@cityofchipley.com](mailto:dminer@cityofchipley.com). A complete copy of the RFQ may be downloaded at [www.cityofchipley.com](http://www.cityofchipley.com). All RFQ's will be ranked on an individual and equal basis.

Please review all documents pertaining to RFQ No. 2022-02 prior to submitting requested information. Documentation can be found by visiting [www.cityofchipley.com](http://www.cityofchipley.com).

To be considered, the Firm must submit an original and three (3) copies of the RFQ in a sealed envelope or package, clearly marked with the Firm's or individual's name and address, and the words "RFQ No. 2022-02 SPECIAL MAGISTRATE". RFQ's will be received by either hand delivery or overnight mail to the City of Chipley - City Clerk's Office located at 1442 Jackson Avenue, Chipley, Florida 32428 or by mail to City of Chipley, Attention: City Clerk's Office, Post Office Box 1007, Chipley, Florida 32428 by the closing date.

**RFQ Deadline: February 16, 2022, at 2:00 p.m., local time.**

Late submittals received after the aforementioned deadline date, either by mail or otherwise, will not be considered and will be returned unopened. The time of receipt will be determined by the time received in the City of Chipley City Hall – City Clerk's Office. It is the sole responsibility of the firm for assuring that the RFQ is received in the City Clerk's Office by the designated date and time. No faxed, electronic or oral RFP will be accepted.

Award will be made to the best responsive Firm(s), but the City reserves the right to reject any or all RFQ's. The City of Chipley reserves the right to reject the RFQ of a firm who has previously failed to perform properly or complete on time, contracts of a similar nature, or the RFQ of a firm who, in the sole opinion and discretion of the City of Chipley is not in a position to perform the contract.

**SPECIAL NOTE:**

The City requires a business tax be paid for the privilege of engaging in any business within the city limits. Please contact the City Clerk's Office for requirements and a fee schedule.

**EQUAL OPPORTUNITY EMPLOYER/HANDICAP ACCESSIBLE/FAIR HOUSING  
JURISDICTION**

Advertised: Washington County News – January 19, 2022 and January 26, 2022.  
Panama City News Herald – January 19, 2022.