

**ISLE OF PINES PROPERTY OWNERS' ASSOCIATION, INC.**  
**(the "IOPPOA")**  
**REQUEST FOR QUOTE**  
**2023-Website Maintenance**

Requirements:

Work with the secretary to update the community information on the IOPPOA website . Work with the newsletter editor to update the newsletter on the website . Also do any other updating of the website as required from February 2023 through January 2024.

- Work with the secretary to update the community information on the website .
- Work with the newsletter editor to update the newsletter on the website .
- Also any other updating of the website as required
- Membership fees for person doing website maintenance to be paid by the association
- Must serve as a board member

General Conditions: The IOPPOA is requesting any person interested in performing the services based on the specification listed above. All bids must submitted on this Form OR: (1) be in writing, (2) cover the calendar year 2023, and (3) comply with all portions of the specifications listed for the specific service that is being bid on. Any person or contractor submitting a bid is responsible for providing the services as specified above and will be solely responsible for fulfilling the terms and conditions of the contract.

The IOPPOA Board of Directors has the right to award the contract for services to any bidder that they feel is in the best interest of the Association and can reject any request for any reason. The IOPPOA Board of Directors has the right to terminate any contract at any time at their discretion with a 30 day written notice.

**Send bid to: IOPPOA Website Maintenance, 13040 Lake Mary Jane Road, Orlando, FL 32832. Bids must be postmarked no later than January 31, 2023 or can be brought to the meeting on February 7, 2023 at South Beach, 7 pm. Bids will be opened and discussed at the February 7, 2023 IOPPOA Board Meeting and awarded contractor will be notified.**

**Awarded Current Years Membership**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Address

Additional comments: \_\_\_\_\_

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