



## Instructions for Participating in the Town of Southwest Ranches Procurement/BID Meetings

**Topic:** Town of Southwest Ranches Public Bid Opening Meeting for RFP 24-001 – Newsletter Design, Print and Delivery - Thursday April 4, 2024, at 11:00 a.m. local time.

### **Options for participating in the meeting in person or virtually:**

**1. In person**

**Town of Southwest Ranches, Town Hall  
13400 Griffin Road, Southwest Ranches, FL 33330-2628**

**2. Virtually - Through Microsoft Teams.**

From your computer, smart phone, or internet connected tablet, attend the meeting by clicking on the following link:

[Click here to join the meeting](#)

*Please enter your name, entity name, telephone number, and email address into the chat window which will provide the details for the sign-in sheet.*

After clicking the link to join the meeting you will be taken to a page where you can choose to either join on the web or download the desktop app.

- If you already have the Microsoft Teams app, the meeting will open there automatically.
- If you don't have a Teams account, enter your name to join the meeting as a guest.

If you encounter any problems, contact:

Emil Lopez, CPM, MAcc, Town Financial Administrator @ 954-434-0008

NOTICE: This meeting is open to the public. In accordance with the Americans with Disabilities Act of 1990, all persons who are disabled and who need special accommodations to participate in this meeting because of that disability should contact the Town Clerk's Office, 954-434-0008, not later than two days prior to such proceeding. One or more members of the Town of Southwest Ranches Advisory Boards may be in attendance and may participate at the meeting. Anyone wishing to appeal any decision made by the Town Council with respect to any matter considered at such meeting or hearing will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Agenda items may be viewed online at [www.southwestranches.org](http://www.southwestranches.org) or at the Town Hall, 13400 Griffin Road, Southwest Ranches, Florida, 33330.

March 6, 2024