

NOTICE TO RESPONDENTS

RFP NO. 2021-13P

The City of Rosenberg is soliciting sealed proposals from qualified vendors for **Supplemental Insurance**.

Sealed Proposals must be received by the City Secretary's Office no later than:

2:00 p.m. (CST), Wednesday, May 26, 2021.

Submit Sealed Proposals to: City of Rosenberg
 City Secretary's Office
 2110 4th Street * P.O. Box 32
 Rosenberg, Texas 77471
 RFP No. 2021-13P – DO NOT OPEN IN MAIL ROOM

All sealed proposals must be received at the designated location by the deadline shown. Applications must be delivered in a sealed envelope with a return address and clearly marked "City of Rosenberg Request for Proposals (RFP No. 2021-13P). DO NOT OPEN IN THE MAIL ROOM." The applicant's firm name shall appear on the outside of the envelope. All proposals will be opened, and respondent's names publicly read aloud promptly in the City Hall Council Chamber, at 2110 4th Street, Rosenberg, Texas 77471, at **2:00 p.m. (CST) on Wednesday, May 26, 2021**. Proposals received after the deadline will not be considered for the award of the contract and shall be considered void and unacceptable.

To obtain a copy of the Request for Proposals please visit:

<https://www.publicpurchase.com/gems/rosenberg,tx/buyer/public/home>

Should you have any questions or require additional information or clarification on information contained in the RFP, please contact the Purchasing Department at purchasing@rosenbergtx.gov no later than 12:00 p.m. on Wednesday, May 14, 2021. Pursuant to Texas Government Code 2252.908, the successful Respondent must be able to provide the City of Rosenberg with a printed and executed original of a completed Certificate of Interested Parties form (Form 1295) with the signed contract. Failure to do so will result in the City's inability to execute the contract. To complete the disclosure of interested parties form, or for further information, please visit the Texas Ethics Commission's website at <https://www.ethics.state.tx.us>. The City's identification number (Item 3 on Form 1295) will be **TXE2021-13**.

The City reserves the right to reject any or all proposals and to waive informalities in proposals. In case of ambiguity or lack of clearness in stating the prices in any proposal, the City reserves the right to consider the most advantageous construction thereof, or to reject the proposal. The award will be made to the responsible Respondent who provides services at the best value to the City.

Danyel Swint, TRMC, City Secretary