

NOTICE TO RESPONDENTS

RFP NO. T7246

The City of Rosenberg has received an allocation from the American Rescue Plan Act program from the U.S. Department of Treasury and is soliciting sealed proposals from qualified vendors for **Administrative Services for ARPA Eligible Projects**.

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

2:00 p.m. (CST), Thursday, March 24, 2022

All sealed proposals must be received either electronically or at the designated location by the deadline shown. Proposals received after the deadline will not be considered for the award of the contract and shall be considered void and unacceptable. Section 3 Residents and Business Concerns, Minority Business Enterprises, Small Business Enterprises and Women Business Enterprises, and Labor Surplus Area firms are encouraged to submit proposals.

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 Thursday, March 24, 2022**.

To obtain a copy of the Request for Proposals or submit an electronic proposal please visit:

<https://app.negometrix.com/buyer/4612/tenders>

If a Respondent chooses to submit a Hard Copy Proposal, it must be delivered in a sealed envelope with a return address and clearly marked "City of Rosenberg Request for Proposals (RFP No. T7246). DO NOT OPEN IN THE MAIL ROOM." The respondent's firm name shall appear on the outside of the envelope.

Submit Hard Copy Proposals to:

City of Rosenberg
City Secretary's Office
2110 4th Street * P.O. Box 32
Rosenberg, Texas 77471
RFP No. T7246 – DO NOT OPEN IN MAIL ROOM

The point of contact for this solicitation is City of Rosenberg Purchasing Agent Blake Skiles, NIGP-CPP, CPPB, CPPM, CPP, CPC. Should you have any questions or require additional information or clarification on information contained in the RFP, please submit your questions via Merrell Source-to-Contract at the website listed above no later than 5:00 p.m. on March 18, 2022.

The City reserves the right to negotiate with any and all individuals or firms that submit proposals and may award one or more contracts to one or more service provider(s). The City also 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 vendor who provides services at the best value to the City.

The City of Rosenberg is an Affirmative Action/Equal Opportunity Employer.

Danyel Swint, TRMC, City Secretary