

Notice to Respondents

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

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

2:00 pm, Thursday, May 16, 2024.

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.

All proposals will be opened, and bidder's names publicly read aloud promptly in the City Hall Council Chamber, at 2110 4th Street, Rosenberg, Texas 77471, at 2:00 pm, Thursday, May 16, 2024.

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

<https://procurement.opengov.com/portal/rosenbergtx>

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. 2024-23P). 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. 2024-23P – DO NOT OPEN IN MAIL ROOM

The point of contact for this solicitation is City of Rosenberg Procurement Manager 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 OpenGov Procurement at the website listed above no later than 5:00 pm on Friday, May 10, 2024.

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 respondent who provides services at the best value to the City.

Danyel Swint, TRMC, City Secretary