

NOTICE TO RESPONDENTS

Sealed proposals, in quadruplet and electronically as a PDF saved to a flash drive, on the original forms, will be received by the City Secretary's Office of the City of Rosenberg, at 2110 4th Street, Rosenberg, Texas 77471, until **2:00 p.m. on Wednesday, March 25, 2020**, and all proposals will be opened and publicly read promptly in the City Hall Council Chamber, at 2110 4th Street, Rosenberg, Texas 77471, at **2:00 p.m.**

WAYFINDING SIGNAGE PROGRAM **CITY OF ROSENBERG REQUEST FOR PROPOSALS NO. 2020-10** **TXE2020-10**

All proposals must be submitted at the time and place in the manner prescribed above. Proposals must be delivered in a sealed envelope with a return address and clearly marked "**City of Rosenberg, RFP No. 2020-10, Wayfinding Signage Program**". The Respondent's firm name shall appear on the outside of the envelope. Proposals received after the closing time will be returned unopened.

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) for the successful proposer to fill out Texas Ethics Commission Form 1295 for **RFP No. 2020-10** will be **TXE2020-10**.

Bidding documents may be viewed and downloaded free of charge from the Public Purchase Website, www.publicpurchase.com, or a hardcopy requested from the City's Purchasing Office. Said documents may be examined without charge in the City Secretary's office for the City of Rosenberg at 2110 4th Street, Rosenberg, Texas 77471.

If the amount of the proposal exceeds \$50,000.00, Official Bidder's Bond signed by the Surety and Bidder, Cashier's Check, Certified Check, or letter of credit from a FDIC insured bank in an amount equal to five percent (5%) of the total proposed must accompany each proposal.

A **Pre-Proposal Conference** will be held on **Wednesday, March 11, 2020, at 2:00 p.m.** in the City Hall Council Office, at 2110 4th Street, Rosenberg, Texas. Attendance at the conference is recommended, but not mandatory.

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 submitting the lowest proposal as determined by the City, or to the Respondent who provides goods and services at the best value to the City. Pursuant to Texas Local Government Code Sec. 271.905 and 271.9051, the City may award the project to a Respondent whose principal place of business is within the City of Rosenberg, if the local Respondent's bid is within five percent (5%) of the lowest proposed price received by the City from a Respondent who is not a resident of the City. Priority may only be given to a local Respondent in a contract for construction services in an amount of less than \$100,000, or in a contract for other purchases in an amount of less than \$500,000; provided that the City Council determines in writing that the local Respondent offers the municipality the best combination of contract price and additional economic development opportunities created by the contract award. Preference of local Respondents may not be considered in the purchase of telecommunications services or information services as those terms are defined by 47 U.S.C. Section 153.

Danyel Swint, TMRC, City Secretary