

## NOTICE TO PROPOSERS

The City of Richmond, Texas, is requesting the submission of Proposals for services to be rendered for Delinquent Debt Collections Service for Municipal Court Fines. The Request for Proposals (RFP) may be obtained from the City's web site at [www.richmondtx.gov](http://www.richmondtx.gov) under the Finance Department.

**Sealed Proposals**, including one (1) original, five (5) copies, and one (1) electronic copy, must be received by 4:00 p.m. on **Tuesday, July 20, 2021** at:

**City of Richmond  
Attn: Justin Alderete  
402 Morton Street  
Richmond, Texas 77469**

The Proposal must be submitted in a sealed envelope or container that is marked on the outside of the envelope or container with the RFP Number and Name (RFP NO FA2021-02 Delinquent Debt Collections Service for Municipal Court Fines), the Respondent's name and mailing address, and the date of the proposal deadline.

The City reserves the right to reject any or all proposals, to waive irregularities and/or informalities in any proposal, and to make an award in any manner, consistent with law, deemed in the best interest of the City. The award will be made to the responsible bidder submitting the proposal providing the best value as determined by the City.

Proposals must be made on the proposal forms and in accordance with the instructions included in the package. Questions regarding the RFQ may be made via email to Justin Alderete at [jalderete@richmondtx.gov](mailto:jalderete@richmondtx.gov) at the City of Richmond by **Friday, July 9, 2021 at 4:00 p.m.**

The selected Contractor will be awarded the Contract by action of the City Commission approving and adopting the Contract Documents, providing for its enforcement and penalties as provided by law.