

City of Murfreesboro



Request for Competitive Sealed Proposals (RFCSP)

RFCSP-01-2015

for

Advertising Services

ISSUE DATE:

JANUARY 22, 2015

RESPONSE DUE DATE:

FEBRUARY 12, 2015, 3:00 P.M.

1. Introduction

The City of Murfreesboro, Tennessee is issuing a Request for Competitive Sealed Proposals (RFCSP) from qualified vendors for Advertising Services. Advertising services sought include negotiated advertising rates for advertisements ranging from ¼ page to full page for a variety of City departments including legal.

2. Competitive Sealed Proposal Process and Schedule

The Competitive-Sealed-Proposal method is appropriate when qualifications and experience are of particular importance and price is one of several factors used to determine the best service provider. This method requires each participant to submit a proposal based on certain specified elements with knowledge of the factors used to evaluate the proposal and their relative weight. Those interested in participating in the selection process are afforded the opportunity to pose questions in writing about the RFCSP and services sought before submitting a proposal. After the sealed proposals have been submitted and reviewed, the City may obtain additional information or clarifications including additional “best and final offers” from participants, prior to making its final selection, provided that information from one proposer is not disclosed to another. The City will select a responsible and responsive proposer whose proposal is determined to be most advantageous to the City taking into consideration the evaluation factors.

2.1 Schedule

The City intends to follow the schedule below for the selection process. Dates may be adjusted by City as needed and are only approximate.

Activity	Target Date
RFCSP Issued	January 22, 2015
Submittal of Questions	January 30, 2015 by 5:00pm
Addendum Issued	February 6, 2015
Proposals Due Date	February 12, 2015
Finalists/Shortlist	TBD
Finalist Presentations	If Required
Best and Final Offer	If Required
Selection	TBD
Negotiation of Contract	TBD
City Council Action	TBD

2.2 Evaluation Criteria

Each proposal will be evaluated based on the criteria listed in Section 8.

2.3 Finalist Selection

The City intends to select two or more Proposers from the RFCSP responses to further evaluate as finalists. If required, Finalists will submit a best and final offer. Additional discovery may be performed to assist in selecting the finalist.

The finalist will be selected based on all of the evaluation criteria given in the RFCSP.

3. Contact Information

Please submit/forward all questions and matters relating to this RFCSP to Althea Pemsel, Purchasing Director, City of Murfreesboro. He/she may be reached at (615) 849 2629 or by email at: apemsel@murfreesborotn.gov or by mail at City of Murfreesboro, Purchasing Department, 111 West Vine Street, Murfreesboro, TN 37130 or P.O. Box 1139, Murfreesboro, TN 37133-1139. Questions should be submitted in writing via email. Any addenda due to changes to this RFCSP or its Schedule will be posted on the City's website.

4. Background

The City of Murfreesboro, Tennessee is a municipality that currently employs 928 full-time and 329 part-time employees. The City departments include but are not limited to: Police, Fire, Water and Sewer, Street, Solid Waste, Parks and Recreation, Engineering, Planning, Human Resources, Finance and Administration.

5. Services Requested/Specifications

The City of Murfreesboro ("City") intends to enter into a contract with news and media publication(s) to provide advertising services for the City's legal, public, and community event information as it relates to the City. The selected firm shall provide the City with routine and special advertising rates and spaces on an as needed basis.

5.1 Overview

The City has approximately 124,000 citizens and is located within Rutherford County, Tennessee. The City has over twenty-two departments and divisions which may require some form of print media advertising.

5.2 Purpose

The purpose of issuing this RFCSP is to identify and select print media news outlets to advertise the City's events, announcements, legal notices, and various outreach efforts through print media.

5.3 Services

The respondents will submit information on the size and types of different advertising available and the frequency, circulation or distribution sites, and cost of advertising. The advertisers will be promoters of the City and its mission and purpose to the community. The City goal is to have a respondent(s) with pre-negotiated unit cost print advertisement available for use on either routine, special or occasional advertising services. The respondent will complete the pricing page attached for the various shapes and sizes of advertisements that can be placed by the City.

5.4 Coordination

The City currently uses a variety of methods to publicize in the community that includes traditional advertising along with social media and press releases from the Communications Department. The advertisers will work closely with the City's Communications Department to ensure consistent, relevant, and factual information is distributed in a timely fashion.

5.5 Estimated Quantities

The City will establish quantities on an as needed basis and cannot guarantee any quantities. Any quantity furnished under this RFCSP are to be considered as approximate only and are to be used solely for the comparison of bids received. The City reserves the right to purchase any, all, or none of the advertising spaces offered by the respondent.

5.6 Qualification Process

The selection will be based on the responses to the RFCSP and the ability of the firm to best meet the advertising needs of the City with competitive rates. The City reserves the right to accept or reject any submittal based on its sole determination of its best interests. The City will enter into negotiation with the most qualified firm to develop an advertising process.

6. City Terms and Conditions

It is important for each Proposer to become familiar with each paragraph within this section, as these paragraphs will prevail in the event of any discrepancies or differences between project related or contractual documents.

The Proposer must clearly and specifically detail all exceptions to the Terms and Conditions imposed in this section in the transmittal letter that will accompany its RFCSP response.

6.1 Standards

Proposer must affirm that under its employment policies, standards and practices, it does not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal or laying off of any individual due to the individual's race, creed, color, national origin, age or sex and that it is not in violation of and will not violate any applicable laws concerning the employment of individuals with disabilities.

It is the policy of the City not to discriminate on the basis of age, race, sex, color, national origin, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services, and activities. With regard to all aspects of this contract, Proposer will be required to certify and warrant that it will comply with this policy.

Proposer understands that it shall be a breach of City's ethical standards policies for any person to offer, give, or agree to give to any City employee or former employee, or for any City employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, evaluation, recommendation, preparation of any part of a requirement or request, influencing the content this RFCSP, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to this RFCSP or any contract or subcontract resulting therefrom.

A breach of these ethical standards may result in civil and/or criminal sanctions and/or debarment or suspension from being a contractor or subcontractor for any City contract.

6.2 Warranties

Proposer warrants it will perform the services in a professional manner according to the standards established in the industry for the type of work to be performed.

6.3 Indemnification

The Proposer shall indemnify the City and hold it harmless against all claims, liability, demands, liens, taxes, loss or damages of any character suffered by the City arising from any operations, acts or omissions of Proposer related to the work. Proposer's indemnification shall also encompass any and all financial damages to City resulting from the activities and responsibilities of the Proposer, Proposer's employees, and subcontractors.

6.4 Terms for Payment

Payment for services delivered will be thirty (30) days from the date of the invoice.

6.5 Assignment

The successful Proposer shall not assign, transfer, convey, sublet or otherwise dispose of any contract award or any or all if its rights, title or interest therein, without prior written consent of the City. Such consent by the City shall not relieve the assignor of liability in the event of default by the assignee.

6.6 Insurance

The successful Proposer shall maintain at least the following commercial insurance policies for the duration of the Contract in the amounts specified:

- a. Workers' compensation and employer's liability insurance – Workers' compensation in compliance with the applicable state and federal laws; employer's liability with a limit of \$1,000,000 per occurrence.
- b. Comprehensive general liability insurance – insurance including blanket contractual, broad form property damage, completed operations, and independent contractor's liability, all applicable to personal injury, bodily injury, and property damage to a limit of \$1,000,000 per occurrence and \$2,000,000 aggregate.
- c. Comprehensive automobile liability insurance – Must include owned, hired, and non-owned automobiles, for bodily injury and property damage to a combined single limit of \$1,000,000 each occurrence.
- d. Professional liability (errors and omissions) insurance affording professional liability insurance – To a limit of \$1,000,000 each claim, and \$1,000,000 aggregate.
- e. Technology Errors and Omissions insurance - to include data breach and loss of personally identifiable information – To a limit of \$1,000,000 each claim, and \$2,000,000 aggregate.

The selected Proposer must provide City with the required insurance certificates and endorsements and name the City as an additional insured on the liability coverages prior to contract execution. Due to the services sought, the insurance may vary from above.

6.7 Scope of Insurance and Special Hazards

The insurance required under the preceding paragraphs shall provide adequate protection for the successful Proposer and any sub-contractors against damage claims that may arise from operations under this contract, whether such operations are by the insured or by anyone directly or indirectly employed by the successful Proposer.

6.8 Governing Law and Venue

The contract will be governed by the laws of the State of Tennessee. Venue for any action shall be in the applicable court for Rutherford County, Tennessee.

6.9 Compliance With Laws

The Proposer's contract shall comply with applicable Federal, State, and Local statutes, rules, and regulations. Proposers shall be approved by the appropriate regulatory authorities, if any, in the State of Tennessee to provide the services herein described.

7. Guidelines for this Request for Competitive Sealed Proposals Process

7.1 Basis for Proposals

Only information supplied by the City in writing should be used in the preparation of a proposal. Oral and other interpretations or clarifications shall not be binding. Proposers must acknowledge any subsequently issued addenda by signing and including such documents in the proposal.

7.2 Proposer Terms and Conditions

The Proposer must submit a complete set of any additional terms and conditions that it proposes to have included in contract negotiations with the City with its proposal. City will not accept any contract term limiting Proposer's liability to the amount of the contract. Additionally, the Proposer must submit any and all documents/agreements City must sign with its proposal.

7.3 Disclosure of Proposals

As a matter of state law, each Proposer's RFCSP response in its entirety will become a public record after completion of the selection process. The content of any proposal will not be disclosed to other Proposers during the selection process.

7.4 Late Proposals

Proposals must be received at the specified location on or before the published proposal due date and time. Any proposal received after the time and date set for receipt of proposals will be late and, at the discretion of City, may not be considered.

7.5 Signing of Proposals

The submission and signature of a proposal shall indicate the intention of the Proposer to adhere to the provisions described in this RFCSP and therefore must be signed by a representative with the authority to do so.

7.6 Cost of Proposal

This RFCSP does not commit the City to pay any costs incurred by any Proposer in preparation and/or submission of a proposal or for procuring or contracting for the items to be furnished under the RFCSP. All costs directly or indirectly related to responding to this RFCSP (including all costs incurred in supplementary documentation or on-site interviews) until contract execution will be borne by the Proposer.

7.7 Conflict of Interest, Non-Collusion and Anti-Lobbying

The Proposer promises that its officers, employees or agents will not attempt to lobby or influence a vote or recommendation related to the firm's proposal, directly or indirectly, through any contact with City Council members or City employees between the release of this RFCSP and award of contract by City and that there will be no collusion and no conflict of interest.

7.8 Ownership of Proposals

All documents submitted in response to this RFCSP shall become the property of City.

7.9 Disqualification or Rejection of Proposals

Proposers may be disqualified for any of the following reasons:

- a. There is reason to believe that collusion exists between or among two or more Proposers;
- b. The Proposer is in arrears on an existing City contract or has defaulted on a previous City contract;
- c. The Proposer lacks financial stability;
- d. The Proposer has failed to perform under a previous or current City contract;
- e. The Proposer has failed to adhere to one or more of the provisions established in this RFCSP;
- f. The Proposer has failed to submit its proposal in the format specified herein;
- g. The Proposer has failed to submit its proposal on or before the deadline established herein; or
- h. The Proposer has failed to adhere to generally accepted ethical and professional principles during the proposal process.

7.10 Right to Waive Irregularities

Proposals shall be considered irregular if they show any omissions, alterations of form, additions, conditions not called for, or irregularities of any kind.

The City reserves the right to waive irregularities. The City also reserves the right to waive any mandatory requirement provided that all proposals failed to meet the same mandatory requirement, and the failure to do so does not otherwise materially affect the procurement. This right is at the sole discretion of City.

7.11 Withdrawal of Proposals

Proposals may be withdrawn by written notice if received by the City prior to the exact hour and date specified for receipt of proposals. A proposal also may be withdrawn in person and the Proposer signs a receipt for the proposal, but only if the withdrawal is made by a person clearly authorized to do so prior to the exact hour and date set for the receipt of proposals.

7.12 Amendment of Proposals

A Proposer must submit any amended proposal before the deadline for receipt of proposals. Such amended proposal must be a complete replacement of a previously submitted response and must be clearly identified as such in the transmittal letter. City will not merge, collate, or assemble proposal materials.

7.13 Proposal as Firm Offer

Responses to this RFCSP, including fee, will be considered firm for ninety (90) days after the due date for receipt of response or receipt of the last best and final offer submitted. All proposals must include a statement to that effect.

7.14 Exceptions to RFCSP Specifications

Although the specifications stated in the RFCSP represent City's anticipated needs, there may be instances where it is in City's interest to permit exceptions to specifications and accept alternatives.

It is extremely important that the Proposer make very clear where exceptions are taken to the specifications and how the Proposer will provide alternatives. Therefore, exceptions, conditions, or qualifications to the provisions of City's specifications must be clearly identified as such together with reasons for taking exception, and inserted into the proposal response. If the Proposer does not make clear that an exception is being taken, City will assume the proposal response is responding to and will meet the specification as written.

Where the Proposer does not agree with City's terms and conditions, the proposal must enumerate the specific clauses that the Proposer wishes to amend or delete and suggest alternative wording. Any minimum terms that City will have to agree to in order to enter into a contract with the Proposer and any item the Proposer considers to be a mandatory term must be submitted with the RFCSP response.

7.15 Consideration of Proposals

Discussions may be conducted with responsible Proposers for the purpose of clarification to assure full understanding of the proposal. In conducting discussions, there will be no disclosure of any information derived from proposals submitted by competing Proposers. Until the City awards the contract, it reserves the right to reject any or all proposals and waive technicalities, to re-advertise for new proposals, or to proceed with the work in any manner as may be considered in the best interest of City.

7.16 Termination

The City reserves the right to cancel this RFCSP at any time. City reserves the right to reject any or all proposals submitted in response to this RFCSP.

7.17 Taxes

Proposer will be responsible for the payment of any applicable tax on the services it will provide. At the time of this RFCSP, neither the State of Tennessee nor the City impose a sales tax on consultant services of this type. Proposers will include in its fee proposal all applicable local, City, state, and federal taxes.

7.18 Award of Contract

The City reserves the right to withhold final action on the RFCSP for a reasonable time, not to exceed one hundred and eighty (180) days after the date of submitting proposals, and in no event will an award be made until further investigations have been made as to the responsibility of the proposed Proposer. The award of the contract, if an award is made, will be to the most responsible and responsive Proposer whose proposal meets the requirements and criteria set forth in the Request for Competitive Sealed Proposal and whose contract terms are acceptable to City. City reserves the right to abandon, without obligation to the Proposer, any part of the project, or the entire project, at any time before the successful Proposer begins any work authorized by City.

The award of the contract shall not become effective until the contract has been executed by the successful Proposer and City.

7.19 Appeal Process

Each Proposer shall be notified of the Proposer selected for recommendation to the City Council before the proposed City Council action. A protest by an aggrieved Proposer who is not selected will be heard by the City Council if filed with the City Council, through the City Recorder, within seven (7) days after the intended award is announced. Any issue raised by the protesting party after the seven day period shall not be considered as part of the protest. The City Council may stay an award due to a pending protest without financial or other obligation to the Proposer recommended to the Council. The City Council may, by resolution, adopt rules and procedures applicable to protests.

7.20 Execution of Contract

The City shall authorize award of the contract to the successful Proposer. City will require the successful Proposer to sign the necessary documents entering into the required contract with City within 10 days of receipt and to provide the necessary evidence of insurance as required under the contract.

No contract for this project may be signed by City without the authorization of the City Council. No contract shall be binding on City until it has been approved and executed by the Mayor or designee and approved as to form by the City Attorney.

8. Criteria Used To Evaluate Proposals

<u>Criteria:</u>	<u>Description:</u>	<u>Weight</u>
Firm Background	The history and community involvement of the respondent.	20%
Circulation/Demographic Statistic	Providing current statistics of readership and the demographic in addition to the circulation statistics.	20%
References	Two references of firms that are current advertisers Two references of non-profit entities that are current advertisers	35%
Unit Cost of Advertisements	The completion of the pricing page that provides the cost per advertisement type.	25%

9. RFCSP Requirements and Format

Please use the following format to structure your RFCSP response. Your response should include each section detailed below in the order presented. The detail represents the items that are to be covered in each section of your response. Failure to follow the directions or to address all items will impact the evaluation. Failure to address a significant portion of the items may classify the response as non-responsive and preclude it from further consideration. **The number of pages in the RFCSP response cannot exceed 25 pages.** Appendices will not be counted as part of the 25 page limit. Resumes and marketing material may be included and will not be counted towards the 25 page limit; however this information must be in its own section at the back of the RFCSP response. All materials must fit into a single binder. Please supply one original and two hard copies and one electronic copy on a disc or thumb drive.

9.1 Cover with Table of Contents

Responses shall include a table of contents properly indicating the section and page numbers of the information included. Responses must be submitted in the format outlined in this section. Proposals should be limited to twenty-five (25) pages. Submit one original and two (2) copies of the response along with an electronic version on compact disc or thumb drive. The City reserves the right to eliminate from further consideration any response that is deemed to be substantially or materially unresponsive to the requests for information contained in this document. The intent of the City is that all responses follow the same format in order to evaluate each response fairly. Responses will be evaluated in light of the material and substantiating evidence presented therein, and not on the basis of what is inferred.

9.2 Executive Summary

Responses shall include a summary overview of the Respondents firm, distribution model, and the corporate structure and which office will service the City. A brief history of the firm as well. Executive summary to be no more than two (2) pages in length.

9.3 Background and Experience

Background and Circulation Statistics

Provide general information on the responding firm:

Firm Name

Business Address

Names and Titles of Contact

Type of Newspaper/Agency

Federal Employer Identification Number

Year Firm was established

Advertising process

Readership demographics

Give the years the firm been doing business under its present name

Include the statistics on your circulation and readership (past two calendar years)

9.4 Account Manager

Provide a list of the person(s) that will be involved in managing the advertising accounts. If they only handle specific advertising, list the type of advertising and the contact person.

- a. Specifically provide information on circulation, delivery sites, and frequency.
- b. Provide information on how the City will measure the effectiveness of advertising with your firm.

9.5 References

The respondent shall include references that indicate prior relevant experience with local government. References shall be of the type and format described below:

- a. Two references of firms that currently advertise with your firm
- b. Two references of non-profit entities currently advertise with your firm

Provide the person's name, address, telephone number, and Email for each reference.

9.6 Advertising Space and Samples

Submit a sample of the size and the options of how and where it can be placed in your publication and the cost can be submitted on Fee Schedule.

1/4 Page Ad

1/3 Page Ad

1/2 Page Ad

3/4 Page Ad

Full Page Ad

Legal Ad (Show location in publication)

Minimum Line Advertisements

4 Line Minimum

6 Line Minimum

Submit on the Fee Schedule the cost for each additional line (after 4 and 6 line minimums)

List any other method or style in which advertising is sold and the prices can be added to the Fee Schedule.

9.7 Fee Schedule

The City is interested in receiving a fee proposal which reflects the lowest cost for the type of advertisements listed on the fee proposal in addition to other types of advertising types or methods available to the City. Additional lines may be added to the fee schedule if needed.

9.8 Submittal

All Proposals should be delivered to Althea Pemsel, City of Murfreesboro Purchasing Director, 111 West Vine Street, Murfreesboro, TN 37130 OR P.O. Box 1139, Murfreesboro, TN 37133-1139; Attn: RFCSP Advertising Services.

A labeled is provided in the back for use and Proposals must be submitted in a sealed envelope clearly labeled "RFCSP- Advertising Services.

All Proposals must be delivered before 3:00 p.m. local time on February 10, 2015.

Any changes to this RFCSP or its schedule will be posted on the City's website: www.murfreesborotn.gov/advertising.

FEE SCHEDULE

	Type of Advertisement (Ad)	Frequency of Circulation and/or Number of Advertising Times	Unit Cost	Total
1.	4 Line Minimum			
	a. Extra Line Cost			N/A
2.	6 Line Minimum			
	a. Extra Line Cost			N/A
4.	¼ Page Ad			
5.	½ Page Ad			
6.	¾ Page Ad			
7.	Full Page Ad			
8.	Legal Ad			
9.	Legal Notice with Map Attached 6 x 3 3/4			
10.				
11.				
12.				

The list above includes routine advertng space, and using the same table structure, please include any additional advertising types and the unit amounts available using the extra lines provided. If you have advertising Schedules that are unable to be shown as above, you may add a price sheet as long as the unit cost can be ascertained for evaluation purposes.

Also, include a summary of the Community Bulletin Board and/or Community advertising that is available at no cost and the size and types of advertising that would qualify as community non-profit advertising. This is to supplement the paid advertising and create an even wide distribution outside social media.

Include the sample sizes of each of the types of advertising proposed.

SIGNATURE SHEET

I, the undersigned, do hereby agree to all terms and conditions listed within this formal solicitation, and will supply all labor and materials as required with this specification.

COMPANY NAME:

ADDRESS:

TELEPHONE: _____ FAX: _____

EMAIL: _____

ADDENDUM ACKNOWLEDGEMENT

The proposer shall acknowledge obtaining all addenda issued to this formal solicitation by completing the blocks below. Failure to acknowledge all addenda may be cause for rejection of the response.

Addendum No. _____ Date Issued: _____

Addendum No. _____ Date Issued: _____

AUTHORIZED SIGNATURE:

TITLE:

(Print / type name as signed above):

DATE:

DRUG FREE WORKPLACE FORM

The undersigned proposer, in accordance with Tennessee Code, Title 50, and Chapter 9 hereby certifies that

_____ does:
(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under contract a copy of the Drug-Free statement.
4. Notify the employees that as a condition of working on the commodities or contractual services that are under contract, employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or no lo contendere to, any violation of Chapter 50 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this business complies fully with the above requirements.

(Authorized signature)

(Date)

(Print/type name as signed above)

NON-COLLUSION AFFIDAVIT OF PRIME RESPONDENT

STATE OF _____)
COUNTY OF _____)

_____, being duly sworn, deposes and says that:

- (1) He/she is _____ of _____, Title Firm/Company the respondent that has submitted the attached response.
- (2) He/she is fully informed respecting the preparation and contents of the attached solicitation and of all pertinent circumstances respecting such solicitation.
- (3) Such solicitation is genuine and is not a collusive or sham solicitation.
- (4) Neither the said respondent nor any of its officers, partners, owners, agent representatives, employees or parties in interest including this affiant, has in any way, colluded, conspired, or agreed, directly or indirectly, with any other respondent, firm or person, to submit a collusive or sham response in connection with the Agreement for which the attached response has been submitted or to refrain from proposing in connection with such Agreement, or has in any manner, directly or indirectly, sought by Agreement or collusion or communication or conference with any other responder, firm or person to fix the price or prices in the attached solicitation or of any other respondent, or to fix any overhead, profit or cost element of the proposed price or the proposed price of any other responder, or to secure through any collusion, conspiracy, connivance or unlawful Agreement any advantage against the City of Murfreesboro, Tennessee
- (5) The price or prices quoted in the attached response are fair and proper and are not tainted by any collusion, conspiracy, or unlawful Agreement on the part of the proposer or any of its agents, representatives, owners, employees, or parties of interest, including affiant.

(Signed) _____

(Title)

STATE OF TENNESSEE
COUNTY OF RUTHERFORD

The foregoing instrument was acknowledged before me this _____ by _____, who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

(Signature of Notary Public)

(Name of Notary Typed, Printed or Stamped)
Notary Public

(Commission Number)

Sealed Response Envelope Label:

The label provided below, with all appropriate information completed, should be used for the proper processing of the RFCSP submittal. The label will facilitate the City Manager's Office to properly handle the sealed envelope without revealing the contents until the solicitation is opened.



SEALED QUOTE ENCLOSED

Company Name: _____

Company Address: _____

Company Telephone Number: _____

**City of Murfreesboro
Attn: City Managers' Office
Purchasing Department
111 West Vine Street
Murfreesboro, TN 37130**

Solicitation No: RFCSP-01-2015
Solicitation Title: Advertising Services
Solicitation Due Date & Time(EST): February 12, 2015 by 3:00 p.m.