



REQUEST FOR PROPOSALS

The City of Alton is soliciting sealed Request for Proposals; hereinafter referred to as RFP to be received by Jeff Underwood, City Manager, at 509 S. Alton Blvd., Alton, Texas 78573. City of Alton normal business days are Monday through Friday between the hours of 8:00 a.m. to 5:00 p.m. and shall be closed on recognized holidays.

RFPs will be received until **3:00 p.m. Central Time**, on **Friday, September 10, 2021**, shortly thereafter all submitted RFPs will be gathered and taken to the City's Conference Room, to be publicly opened and read aloud. Any RFP received after the closing time will not be accepted and will be returned to the submitter unopened. It is the responsibility of the submitter to see that any RFP submitted shall have sufficient time to be received by the City prior to the RFP opening date and time. The receiving time at the City Hall Front Desk will be the governing time for acceptability of the RFPs. RFPs will not be accepted by telephone or facsimile machine. All RFPs must bear original signatures and figures. The RFP shall be for:

RFP # 2021-01 MUNICIPAL AUDIT SERVICES

Respondents receiving a "NOTICE TO RESPONDENTS" and/or "REQUEST FOR PROPOSAL" notice in the mail or reading same in the newspaper are advised that the solicitation documents can be downloaded from the City of Alton web page address: www.alton-tx.gov, or may obtain copies of same by contacting the office of: Rosie Tello, Finance Director, located at 509 S. Alton Blvd. Alton TX 78573, by calling (956) 432-0760 or by e-mailing your request to: rosie.tello@alton-tx.gov

Hand Delivered RFPs:

509 S. Alton Boulevard
C/o Jeff Underwood

If using Land Courier (i.e. FedEx, UPS):

City of Alton
C/o Jeff Underwood
509 S. Alton Boulevard
Alton, Texas 78573

If Mailing Proposals:

City of Alton
C/o Jeff Underwood
509 S. Alton Boulevard
Alton, Texas 78573