

NOTICE OF REQUEST FOR PROPOSALS – CITY OF COLUMBIA, MISSISSIPPI
SPECIAL EVENT PLANNING, OPERATION, AND MANAGEMENT

The City of Columbia, Mississippi (City), is soliciting sealed proposals from qualified companies for providing special event planning, operation, and management services, including, but not limited to, the City's Christmas observation. The successful bidder will be required to enter into a contract to provide said services for a period of three (3) years. All applicants must illustrate in their proposal the ability to meet the required criteria set forth in the Request for Proposals (RFP), including, but not limited to, the ability to illustrate a company history of providing like services in similar communities with satisfactory performance, verifiable through provided references, required permits and licenses to provide said services, required evidence of financial responsibility, required knowledge and possession of expertise to perform said services, and such other matters as discussed in the RFP. The complete RFP document, including, but not limited to, the requirements for the Special Event Planning, Operation, and Management Agreement for the City of Columbia and proposal submission, is required in order to submit a proposal and is available upon request at no charge from the office of the City Clerk for the City of Columbia, 201 Second Street, Columbia, Mississippi 39429. Sealed proposals will be **accepted** until 3:00 p.m. on Tuesday, July 13, 2021, and will be received at the following location only:

Office of the City Clerk, Maria Temples
City of Columbia
201 Second Street
Columbia, Mississippi 39429

Sealed proposals will be **opened** on Wednesday, July 14, 2021, at 10:00 a.m., or immediately thereafter.

Questions regarding the RFP can be addressed to Mayor Justin McKenzie at the address above or by calling at 601-736-8201. A mandatory pre-proposal meeting will be held on Tuesday, July 6, 2021, at 10:00 a.m. at the Boardroom, City Hall, 201 Second Street, Columbia, Mississippi 39429.

Publication Dates: June 10, 17, and 24, 2021 (Columbian Progress)

The City of Columbia and Board of Aldermen reserve the right to reject any and all bids and to waive any and all informalities.

This the 1st day of June, 2021.

s/Justin McKenzie
Mayor Justin McKenzie

ATTESTING:

s/Maria Temples
City Clerk Maria Temples