

REQUEST FOR PROPOSALS
Retail Recruitment Strategy and Relationship Services

NOTICE IS HEREBY GIVEN that the City of Los Banos ("City") is issuing this Request for Proposal ("RFP") for Retail Recruitment Strategy and Relationship Services. The purpose of this RFP is to select the most qualified agency or firm to provide the related services to the City. Submitted competitive sealed proposals must be from qualified firms.

Firms are solely responsible for ensuring proposals are received by the City on or before the submittal deadline. **Proposals must be received no later than 2:00 p.m. on December 9, 2016** at the following address:

City of Los Banos
Attn: Lucille L. Mallonee, City Clerk
520 J Street
Los Banos, CA 93635

An original copy must be signed by a representative authorized to bind the company. Proposals submitted by facsimile or email are not acceptable and will not be considered. The original signed proposal and five (5) duplicates are to be submitted in sealed packages with the name of the firm and RFP title clearly marked on the outside of the package.

Failure to comply with the requirements set forth in this RFP may result in disqualification. Proposals and/or modifications received subsequent to the hour and date specified above will not be considered. Submitted proposals may be withdrawn at any time prior to the submission time specified in this RFP, provided notification is received in writing before the submittal deadline. Proposals cannot be changed or withdrawn after the submittal deadline. No handwritten notations or corrections will be allowed. The responding firm is solely responsible for all costs related to the preparation of the proposal.

The City reserves the right to reject all proposals and to waive any minor informalities or irregularities contained in any proposal. Acceptance of any proposal submitted pursuant to this RFP shall not constitute any implied intent to enter into a contract.

The contract award, if any, will be made to the firm who, in the City's sole discretion, is best able to perform the required services in a manner most beneficial to the City.

Please submit all inquiries to stacy.elms@losbanos.org.