



RFP# 2024-03

The enclosed REQUEST FOR PROPOSALS (RFP) and accompanying documents are for your convenience in submitting an offer for the enclosed reference services for:

REQUEST FOR PROPOSALS

LICENSED COURT INTERPRETER SERVICES FOR GREGG COUNTY, TEXAS

PROPOSAL DUE DATE:

By 2:30pm Monday, November 20, 2023

MARK ENVELOPE:

RFP# 2024-03 Licensed Court Interpreter Services

RETURN RESPONSE TO:

*Gregg County Purchasing Office
Attn: Kelli Davis, Purchasing Agent
101 East Methvin Street, Suite 205
Longview, Texas 75601*

QUESTIONS: regarding this solicitation should be directed to Kelli Davis at (903) 237-2686 kelli.davis@co.gregg.tx.us on or before time and date. Information in response to any inquiry may be published as an addendum. Addendums can be found on the Gregg County website www.co.gregg.tx.us on the Purchasing Department page.

TABLE OF CONTENTS

Cover Page	Page 1
Table of Contents	Page 2
Notice of Intent	Page 3
Proposal Submission Instructions	Pages 4
➤ Deadline to submit questions	
Terms and Conditions	Pages 5-8
➤ Criminal background check requirements	
➤ Proposed Schedule	
Scope of Work	Pages 9
Proposal Submission Requirements	Pages 10
Evaluation Criteria and Process	Pages 11
RFP Forms Section	Pages 12-17
✓ Compliance with Federal and State Laws	
✓ RFP Signature Form	
✓ Conflict of Interest Information	
✓ Proposal Fee Form	
Advertisement	Page 18
Exhibit A: Standard Terms and Conditions	

This Table of Contents is intended as an aid to Respondents and not as a comprehensive listing of the RFP package. Respondents are responsible for reading this entire document and complying with all specifications.

**GREGG COUNTY, TEXAS
REQUEST FOR PROPOSALS**

In accordance with the Laws of the State of the Texas, Gregg County is seeking sealed proposals for Licensed Court Interpreter Services for Gregg County, Texas.

SEALED PROPOSALS addressed to the Purchasing Agent for Gregg County, Texas must be received in the Purchasing Department at, 101 East Methvin, Suite 205, Longview, Texas 75601 not later than 2:30 p.m. on Monday, November 20, 2023 for the following:

**LICENSED COURT INTERPRETER SERVICES FOR
GREGG COUNTY, TEXAS
RFP 2024-03**

Solicitation documents are now posted on the Gregg County Website www.co.gregg.tx.us on the Purchasing Department webpage. Please click on the **Current Bids Tab** to download the RFP document. Only paper responses are allowed for this RFP; facsimiles will not be accepted. Paper documents may also be obtained from the office of the Purchasing Agent.

All documents relating to this Request for Proposal including but not limited to, the RFP document, questions and their responses, addenda and special notices will be posted on the Gregg County Purchasing Department website under the **addendums tab** and available for download by bidders and other interested parties. *It is the bidders'/respondents' sole responsibility to review this site and retrieve all related documents prior to the Bid due date.*

PROPOSAL INSTRUCTIONS

- ❖ **Submission of Proposals:** Respondent shall submit (1) proposal document with original signatures. Respondents shall also submit one flash drive (jump, thumb) with a copy of proposal. **All shall be sealed and marked RFP# 2024-03 Licensed Court Interpreter Services for Gregg County, Texas** and mailed/hand delivered to the address below by the closing date specified. **A facsimile transmission is not an acceptable response to this RFP Process and will not be considered.**

Gregg County Purchasing
Kelli Davis, NIGP-CPP, CPPB
Purchasing Agent
101 East Methvin, St. 205
Longview, Texas 75601

- ❖ Questions concerning this sealed process shall be directed to Gregg County Purchasing Director by email to purchasing@co.gregg.tx.us; Kelli Davis. Failure to comply with this guideline could result in disqualification.
- ❖ **All proposals must be sealed** when returned to Gregg County.
- ❖ RESPONSES WILL BE received and publicly acknowledged at the Gregg County Purchasing Department located at the address listed above on Monday, November 20, 2023 at 2:30PM. Respondents, their representatives and interested persons may be present; only the names of the Respondents who submitted a response will be read aloud – all information will remain confidential until a contract is awarded; if any.
- ❖ It is the Respondents sole responsibility to print and review all pages of the RFP document, attachments, questions and their answers, addenda and special notices. Failure to provide original signature on these forms could render statement non-responsive.
- ❖ Any Proposals received after the date and/or hour set for RFP opening will not be accepted. The late Respondent will be notified and will advise Gregg County Purchasing as to the disposition by either pick up, return at bidder's expense, or destroyed with written authorization.
- ❖ If responses are sent by mail to the Purchasing Department, the Respondent shall be responsible for actual delivery of the RFP to the Purchasing Department before the advertised date and hour for opening of bids. If mail is delayed either in the postal service or in the internal mail system of Gregg County beyond the date and hour set for the RFP opening, proposals thus delayed will not be considered and will be disposed of as authorized.
- ❖ Respondents are encouraged to review this entire Request for Proposal Packet (RFP). All questions regarding this RFP must be in writing and sent by email to Purchasing Agent Kelli Davis at kelli.davis@co.gregg.tx.us or by fax to 903-237-2682. Contact with other personnel of the county other than the Purchasing Agent regarding the Request for Proposals may be grounds for elimination from the selection process. **Deadline for submitting questions is Monday, November 13, 2023 by 5:00PM**

TERMS & CONDITIONS

Late Proposals:

Gregg County reserves the right to not accept late proposals. Each Respondent is responsible for insuring that responses to this RFP have been delivered by the date, time and to the location as specified in this Request for Proposal Document. The receipt of the responses submitted will be acknowledged as received only, and does not constitute any acceptance by Gregg County as an offer. Documentation will become a part of the Commissioners Court minutes only after selection is made, if any.

Contracting Authority:

Only the Commissioners Court of Gregg County, Texas acting as a body may enter into any type of agreement or contract on behalf of Gregg County. Department heads, other elected or appointed officials, are not authorized to enter into any type of agreement or contract on behalf of Gregg County, or to agree to any type of supplemental agreements or contracts for goods or services. Contracts are subject to review by the County's attorney prior to signature by the authorized County official.

Disadvantages Business Enterprise (DBE)

Gregg County is wholly committed to developing, establishing, maintaining, and enhancing minority business involvement in the total procurement process. The County, its contractors, their suppliers and sub-contractors, vendors of goods, equipment, services, and professional services, shall not discriminate on the basis of race, color, religion, national origin, age, handicap, or sex in the award and/or performance of contracts. However, competition and quality of work remain the ultimate standards in contractor, sub-contractor, vendor service, professional service, and supplier utilization. All vendors, suppliers, professionals and contractors doing business or anticipating doing business with Gregg County shall support, encourage and implement steps toward our common goal of establishing equal opportunity for all citizens of Gregg County.

BAFO:

Gregg County reserves the right to request Best and Final Offers from Respondents including any necessary re-scoring as a result of the Best and Final Offers received.

Cost of Preparation:

Costs of preparation of a response to this request are solely those of the Respondent including but not limited to any expenses incurred for interviews, presentations or negotiations. Gregg County assumes no responsibility for any such costs incurred by the Respondent. The Respondent also agrees that Gregg County assumes no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

Confidentiality during Evaluation Process:

All documents submitted as part of the Respondent's offering will be deemed confidential during the evaluation process.

Rejection of Responses:

Gregg County reserves the right to accept or reject any or all proposals, with or without cause, to waive technicalities, or to accept the proposal which, in its sole judgment, best serves the interest of the County, or to award a contract to the next most qualified Respondent if a successful Respondent does not execute a contract within 15 business days after approval of the selection by the Gregg County Commissioners Court.

Ethics/Gratuities:

Gregg County may, by written notice to the Awarded Respondent, cancel any contract without liability to Awarded Respondent if it is determined by Gregg County that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Respondent, or any agent or representative of the Respondent, to any officer or employee of Gregg County with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such a contract. In the event this contract is canceled by Gregg County pursuant to this provision, Gregg County shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by Awarded Respondent in providing such gratuities.

Compliance with RFP terms:

Respondents are cautioned that exceptions to these terms, conditions, and attachments may result in rejection. Any awarded respondent will be expected to execute a contract separate from this document but includes this document as part of the contract.

Confidentiality:

Any material that is to be considered confidential in nature must be clearly marked as such and may be treated as confidential to the extent allowable in the Texas Public Information Act. Pricing information is not considered to be confidential. Trade secrets or confidential information MUST be placed in a separate envelope marked “CONFIDENTIAL INFORMATION” and EACH PAGE must be marked “CONFIDENTIAL INFORMATION”. Please be advised that Gregg County cannot and will not make any agreement to withhold information from the public that is contrary to the County’s responsibility under the Act.

Non-responsive / Proposal Rejections:

Proposals may be deemed non-responsive, among other reasons, for any of the following reasons:

1. Proposals containing inconsistencies
2. Unbalanced value of terms
3. Respondents may be disqualified and not considered, among other reasons, for any of the following specific reasons:
 - ✓ Reason for believing collusion exists among the Respondents.
 - ✓ Reasonable grounds for believing that any Respondent is interested in more than one submission for the work contemplated.
 - ✓ The Respondent being interested in any litigation against the county.
 - ✓ The Respondent in arrears on any existing contract or having defaulted on a previous contract.
 - ✓ Lack of competency as revealed by a financial statement, experience.
 - ✓ Respondents shall not owe delinquent property tax in Gregg County.
 - ✓ Respondent past performance record with Gregg County.

Multiple Vendor Award:

Gregg County reserves the right to award to multiple Respondents.

Insurance Requirements:

Respondent shall furnish to the Counties Procurement and Purchasing Division evidence of insurance with the coverage conditions and policy limits set forth in Exhibit “A”, which is attached

hereto and incorporated herein by this reference. Submitted evidence of coverage shall demonstrate strict compliance to all requirements. The County of Gregg shall be listed as an “Additional Insured”. Issuance of a work order is contingent upon the proper insurance documents. All insurance shall be maintained until work has been completed and accepted by the County. The Successful Respondent shall, at its sole expense, maintain in full force and effect at all times during the life of the agreement, insurance coverage's and limits (including endorsements), as described herein. Each policy shall provide the County with at least ten (10) days prior notice of any cancellation, non-renewal or material change to the insurance coverages. The requirements contained herein, as well as Counties review or acceptance of insurance maintained by any RFP responder are not intended to, and shall not in any manner, limit or qualify the liabilities and obligations assumed by any RFP responder under the Agreement.

CRIMINAL BACKGROUND CHECKS

Criminal background checks will if requested be performed on any Awarded Respondents, and employees that will require them to enter/work in any sensitive security areas at any of Gregg County’s Facilities. These include, but are not limited to, Gregg County Airport, Gregg County Courthouse, Gregg County Sheriff’s Department and/or Gregg County Jails and Gregg County Juvenile.

The following will apply to awarded vendor personnel.

- The successful respondent shall if requested provide information, including, but not limited to, name, date of birth, and driver’s license number for each individual who will be performing work on Gregg County property.
- Respondent’s personnel who perform work on Gregg County property must submit if requested and pass a Sheriff’s Department Criminal Background Check. That status must be maintained by all Respondents personnel entering County buildings for the duration of the contract.
- Criminal Background checks conducted by Gregg County may or may not be acceptable to certain departments depending on their particular requirements. The County reserves the right to conduct additional Criminal Background Checks as it deems necessary.
- Award of a contract could be affected by Respondents refusal to agree to these terms. Award could also be affected if your Respondent is unable to supply personnel who can pass a Criminal Background Check. The Criminal Background Check applies to the individual and not the company.

PROPOSED SCHEDULE

This is just a proposed schedule, Gregg County reserves the right to change or extend the dates listed below at any time.

RFP issue date	November 01, 2023
Deadline to submit questions	November 13, 2023 by 5:00pm CST
RFP proposal deadline	November 20, 2023 by 2:30pm CST
Committee evaluations	TBD
*Interviews (if requested)	TBD
Committee Recommend to CC	TBD
Anticipated Start Date	January 1, 2024

***Gregg County reserves the right to request further information and interviews from just one, two, some, or all Respondents.**

SCOPE OF WORK

The purpose of this request is to *primarily* contract for services with a licensed court interpreter to orally translate Spanish to English and English to Spanish as needed. However, interpreters of any and all languages, including *Sign* language should feel free to submit their qualifications for consideration as Gregg County may determine that in order to meet the requirements of the various courts to award the contract to multiple vendors. Interpreter services shall be provided upon request of a Magistrate, a Justice Court, a County Court, a County Court at Law or a District Court of the county, in any Criminal, Juvenile, Indigent Civil, Mental Health or Chemical Dependent proceeding when it is determined that a person charged or a witness does not understand and speak the English language. Respondents submitting the successful qualifications must clearly demonstrate the ability to provide technical expertise in this area. In Civil cases, it shall not be the duty of the County to pay for interpreter services unless it is certified by the sitting Judge of that Court that the person or party responsible for the payment for interpreter services is indigent and is entitled to Court appointed services. Services will be performed for any of the above referenced courts on weekdays at any time between 8:00 A.M. and 5:00 P.M.

Interpreters shall keep all information related to assignments strictly confidential. Interpreters shall not disclose privileged or confidential communications or information acquired in the course of interpreting or preparing for interpretation, unless authorized by the Court or by law. Interpreters must protect the confidentiality of all information gained during the course of their duties, including facts learned during informal interpretations at Grand Jury proceedings. Interpreters may have access to private documents, police records, medical files, etc. during an assignment, consequently, interpreters must remember that they have an absolute responsibility to keep such information, whether oral or written, completely confidential. Service Provider and interpreters shall comply with all County policies and procedures applicable to the security and safety of privileged and confidential information in the possession or knowledge of Service Provider and interpreters, and shall establish and maintain safeguards for the protection thereof when sensitive documents are carried from Court to Court, preferably escorted by a bailiff.

Interpreters shall truthfully render the testimony, always conveying the content and spirit of the speaker using language most readily understood by the client whom they serve. Dishonorable (lacking in integrity, indicating an intent to deceive or take unfair advantage of another person, bringing disrepute to the profession of court interpretation, or unethical) conduct that does not conform to generally accepted standards of conduct for professional court interpreters will not be tolerated. Interpreters shall not counsel or interject personal opinion. When interpreting, respect for the client's rights must always be evident. Interpreters shall accept assignments using discretion with regard to skill, setting and the clients involved. Interpreter services shall always be competent, impartial and professional. Interpreters shall limit themselves to interpreting or translating. Interpreters shall not give legal advice, express personal opinions to individuals for whom they are interpreting, or engage in any other activities which may be construed to constitute a service other than interpreting or translating while serving as an interpreter.

PROPOSAL SUBMISSION REQUIREMENTS

Qualified professional firms interested in responding to this RFP should include the following information along with your submission. All information should be current within the past twenty four (24) months. **The Respondent shall submit responses in the order listed below.**

Prepare a table of contents for the response being submitted and label in the following order.

A. Qualifications and Experience

- ✓ Enclose a copy of Licenses issued by the State of Texas for all persons to perform court interpreter services
- ✓ List experience in the proceedings in Criminal, Juvenile, Indigent Civil, Mental Health or Chemical Dependency
- ✓ Include company name, address and contact information.
- ✓ Include the history and size of the company.
- ✓ Include name and title of the person authorized to contractually obligate company with response and future negotiations; if any.
- ✓ Provide a listing of all county government clients during the last four years.
- ✓ Include resumes for each staff member and experience working with county government

B. References & Recommendations

- ✓ Include the minimum of three (3) references for the company and include the contact information for each.

C. Forms & Documents

- ✓ Include completed forms as required in this RFP document on pages 12-17.
 - * Proposal Fee Form
 - * Compliance with Federal and State Laws
 - * RFP Signature Form
 - * Conflict of Interest Form
 - * Non-Resident Bidder Form
- ✓ Include insurance certificate and or a statement from your insurer verifying your insurance coverages.

D. Fee Structure- Qualified applicants must offer proposed fee structures for the following:

- ✓ Provide a flat monthly fee stated in dollars (\$) per month for all necessary interpreter services.
- ✓ Provide a flat hourly rate stated in dollars (\$) per hour for any additional interpreters needed
- ✓ Provide after hours and weekend hourly rates stated in dollars (\$) per hour
- ✓ Provide a flat rate for each cancellation not given at least by 5:00 P.M. the preceding day

E. Service

- ✓ Including the ability to meet the special needs of the County.
- ✓ Description of additional services Respondent offers that are not covered in this RFP. Include your approach to scheduling and handling the required services in this RFP.

EVAULATION CRITERIA AND PROCESS

After public opening of submissions, an evaluation committee will score and rank the returns based on the criteria listed below. After a short list has been determined, the committee may interview some or all of the top ranked firms. The Respondent(s) with the highest scores may be invited to prepare a Best and Final Offer for consideration by the evaluation committee. The evaluation committee will determine the most highly qualified firm based on the information submitted and will begin contract negotiations. If a contract cannot be negotiated with the highest ranked firm then the County will formally end negotiations and will notify the second ranked firm for negotiation, and so on. Gregg County reserves the right at its sole discretion to determine if pursuing contract negotiations in in the best interest of the County. The County is under no obligation to pursue contract negotiations.

During the evaluation process the county may at its discretion, request one or all of the firms to make oral presentations. The County also reserves the right to request additional information or clarifications from proposers or to allow corrections of errors or omissions as deemed in the best interest of the County. Gregg County reserves the right at its sole discretion to determine if presentations are in the best interest of the county and is under no obligation to request presentations from all Respondents. Gregg County reserves the right to request presentations from one or all firms.

Gregg County reserves the right at its sole discretion to determine the process for proposal evaluation and may elect to accelerate the evaluation process by combining or eliminating any or all of the evaluation phases. Gregg County reserves the right without prejudice to reject any or all submittals to this RFP.

Evaluation Criteria

1. Qualifications and Experience of the Respondent to include work related with other County Government Entities.	25 points
2. References and Recommendations from past county clients.	10 points
3. Forms and Documents to include insurance certificate	15 points
4. Fee Structure	25 points
5. Services and ability to meet special needs.	25 points

Required Forms

PROPOSAL FEE FORM

Flat Monthly Fee: \$ _____

Flat Hourly Rate for Additional Interpreters: \$ _____

After Hours Rate: \$ _____

Weekend Rate: \$ _____

Flat Rate for Each Cancellation not Given by 5:00 P.M. the Preceding Day:

\$ _____

Any other applicable fees: \$ _____

(Please explain)

Comments:

COMPLIANCE WITH FEDERAL AND STATE LAWS

CERTIFICATION OF ELIGIBILITY

By submitting a Proposal in response to this solicitation, the Respondent certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities.

In the event of placement on list between the time of Proposal submission and time of award, the Respondent will notify Gregg County Purchasing Agent. Failure to do so may result in terminating this contract for default.

RELATING TO STATE CONTRACTS WITH AND INVESTMENTS IN COMPANIES THAT BOYCOTT ISRAEL AND INVESTMENTS IN COMPANIES THAT DO BUSINESS WITH IRAN, SUDAN, OR ANY OTHER FOREIGN TERRORIST ORGANIZATIONS.

Effective September 1, 2017, Respondent verifies that they do not boycott Israel and will not boycott Israel during the term of this contract. The term "boycott Israel" is defined by Texas Government Code Section 808.001, effective September 1, 2017. Respondent further verifies that they are not engaged in business with Iran, Sudan, or any foreign terrorist organization by the United States Secretary of State as authorized by 8 U.S.C. Section 1189.

DISCLOSURE OF INTERESTED PARTIES

The law states that a governmental entity may not enter into certain contracts with a non-exempt business entity unless the business submits a disclosure of interested parties to the governmental entity. By submitting a Bid in response to this solicitation, the Respondent agrees to comply with HB 1295, Government Code 2252.908. Respondent agrees to provide Gregg County Purchasing Agent, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within **ten (10)** business days from notification of pending award, renewal, amended or extended contract.

Signature: _____ **Date:** _____

Printed Name: _____

RFP SIGNATURE FORM

The undersigned, on behalf of and as the authorized representative of Respondent, agrees this Proposal becomes the property of Gregg County after the official opening.

The undersigned affirms the Respondent has familiarized itself with the local conditions under which the work is to be performed; satisfied itself of the conditions of delivery, handling and storage of equipment and all other matters that may be incidental to the work, before submitting a proposal.

The undersigned agrees, on behalf of Respondent, that if this Proposal is accepted, to furnish all materials and services upon which price(s) are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Proposal will be (90) calendar days.

The undersigned affirms that they are duly authorized to execute this contract, that this Proposal has not been prepared in collusion with any other Respondent, nor any employee of Gregg County, and that the contents of this Proposal have not been communicated to any other Respondent or to any employee of Gregg County prior to the official opening of this Proposal.

Respondent hereby assigns to Gregg County all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this solicitation. ***Failure to sign and return this form will result in the rejection of the entire Proposal.***

Signature: _____ **Date:** _____

LEGAL NAME AND ADDRESS OF RESPONDENT:

Name _____ Title _____

Tel. No. _____ Email: _____

Address: _____

COMPANY IS:

Business included in a Corporate Income Tax Return? YES NO

Corporation organized & existing under the laws of the State of _____

Partnership consisting of _____

Individual trading as _____

Principal offices are in the city of _____

To: Vendors of Gregg County, Texas
From: Kelli L. Davis, CPPB, Purchasing Agent
Re: ***Conflict of Interest Form (CIQ)***

Vendor;

Below, please find link below to a Conflict of Interest Questionnaire. Please complete this form if you have a conflict of interest with any Gregg County Official, Employee, or Department. The questionnaire should reflect the name of the individual with whom the conflict of interest occurs. If you have any questions regarding compliance with Chapter 176 of the Texas Local Government Code, please consult your legal representative. Compliance is the responsibility of each individual, business, agent or representative who is subject to the law's filing requirements.

<http://www.ethics.state.tx.us/forms/CIQ.pdf>

Original completed forms should be filed with the County Clerk's Office and a copy sent to the Gregg County Purchasing Department either through RFP return, fax, or email. Please see contact information below.

Gregg County Clerk
Gregg County Courthouse
101 East Methvin, St. 200
Longview, Texas 75601
Ph; 903-236-8430

Gregg County Purchasing Department
Email: purchasing@co.gregg.tx.us
Ph: 903-237-2684
Fx: 903-237-2682

Applicable Law

Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of Gregg County (County Clerk) no later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Texas Local Government Code.

VENDOR COMPLIANCE WITH RECIPROCITY ON NON- RESIDENT BIDDERS

Texas Government Code Section 2252.002 provides that in order for nonresident bidders to be awarded a governmental contract, the bidder must bid projects for construction, improvements, supplies, or services in Texas at an amount lower than the lowest Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid the nonresident bidder in order to obtain a comparable contract in the nonresident bidder's state. A nonresident bidder is a person, including a contractor, whose principal place of business or corporate office is outside of the state of Texas. This requirement does not apply to a contract involving Federal funds. The appropriate blanks in Section A must be filled out by all nonresident bidders in order for your bid to meet specifications. The failure of a nonresident bidder to do so will automatically disqualify that bidder. Resident bidders must check the blank in Section B.

- A. Non-resident vendors in _____ (give state), our principal place of business, are required to be _____ percent lower than resident bidders by state law. A copy of the statute is attached.

Non-resident vendors in _____ (give state), our principal place of business, are not required to underbid resident bidders.

- B. Our principal place of business or corporate office is in the state of Texas: _____.

BIDDER:

Company

City

State

Zip

By (print name)

Signature

Title (print)

THIS FORM MUST BE RETURNED WITH THE BID



Gregg County Purchasing Department
Kelli L. Davis, CPPB Purchasing Agent
101 E. Methvin St., Suite 205, Longview, Texas 75601
Phone (903) 237-2684 Fax (903) 237-2682 purchasing@co.gregg.tx.us

October 31, 2023

To: Longview News-Journal

From: Kelli L. Davis, CPPB

Subject: Advertisement RFP# 2024-03 Licensed Court Interpreter Services for Gregg County, Texas

Please run the following ad on Wednesday, November 01, 2023 and Wednesday, November 07, 2023 in the Longview-News Journal.

PUBLIC NOTICE

Sealed proposals will be received by the County Purchasing Agent, Kelli Davis at the Purchasing Department, at 101 E. Methvin St., Suite 205, Longview, TX 75601, on Monday, November 20, 2023 by 2:30 PM for RFP No. 2024-03 Licensed Court Interpreter Services for Gregg County, Texas. Late proposals will not be accepted. Specifications will be available on Wednesday, November 01, 2023 by visiting www.co.gregg.tx.us on the Purchasing Department web page, or request by e-mail at purchasing@co.gregg.tx.us or by calling (903)-237-2684. Payment will be made after items have been received in accordance with award. Vendors must bid unit costs, but may offer lump sum discounts. Gregg County reserves the right to accept or reject in whole or in part any RFP received and to waive any irregularities or formalities in the best interest of Gregg County.