



THE CITY OF  
**EDINBURG**  
REQUEST FOR PROPOSALS

The City of Edinburg is soliciting sealed proposals to be received by the City Secretary's Office located at 415 W. University Drive, Edinburg, Texas 78541. City of Edinburg 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.

Proposals will be received until **3:00 p.m. Central Time**, on **Monday, December 19, 2011**, shortly thereafter all submitted proposal will be gathered and taken to the Edinburg City Hall Community Room, 1<sup>st</sup> Floor, to be publicly opened and read aloud. Any proposal received after the closing time will not be accepted and will be returned to the proposer unopened. It is the responsibility of the proposer to see that any proposal submitted shall have sufficient time to be received by the City Secretary's Office prior to the proposal opening date and time. The receiving time in the City Secretary's Office will be the governing time for acceptability of the proposals. Proposals will not be accepted by telephone or facsimile machine. All proposals must bear original signatures and figures. The Proposal shall be for:

**RFP NO. 2012-11**  
**RACE TIMING SERVICES FOR THE 30<sup>TH</sup> ANNUAL ALL AMERICA CITY RUN/WALK**

Bidders receiving a "NOTICE TO BIDDERS" and/or "REQUEST FOR PROPOSALS" notice in the mail or reading same in the newspaper are advised that the bidding documents can be downloaded from the City of Edinburg web page address: [www.cityofedinburg.com](http://www.cityofedinburg.com), or may obtain copies of same by contacting the office of:

LORENA FUENTES, PURCHASING AGENT, LOCATED AT 415 W. UNIVERSITY DRIVE, Edinburg, TX 78541 by calling (956) 388-8972 or by e-mailing your request to the following e-mail address: [lfuentes@cityofedinburg.com](mailto:lfuentes@cityofedinburg.com)

If you have any questions or require additional information regarding this proposal, please contact Mr. Luis A. Rodriguez, Director of Parks & Recreation, at (956) 381-5631.

Hand-delivering Proposals: 415 West University Drive,  
c/o City Secretary Department (1<sup>st</sup> Floor)

If using Land Courier (i.e., FedEx, UPS): City of Edinburg  
c/o City Secretary  
415 West University Drive  
Edinburg, Texas 78541

If Mailing Proposals: City of Edinburg  
c/o City Secretary  
P.O. Box 1079  
Edinburg, TX 78540-1079

The City of Edinburg reserves the right to refuse and reject any or all proposals and to waive any or all formalities or technicalities and to accept the proposal deemed most advantageous to the City, and hold the proposals for a period of 60 days without taking action.

Proposals must be submitted in an envelope sealed with tape and prominently marked on the lower left hand corner of the proposal envelope with corresponding proposal number and title.



415 W. University Drive • P.O. Box 1079 • Edinburg, Texas 78540  
Phone (956) 388-8204 • Fax (956) 383-7111



## CITY OF EDINBURG REQUEST FOR PROPOSALS

The City of Edinburg Department of Community Services Parks & Recreation is seeking proposals from qualified local or area Companies/Firms for Race timing and results of the 30<sup>th</sup> Annual All America City 10k Run/Walk to take place on February 4<sup>th</sup>, 2011 in Edinburg, Texas.

Race Timing firms interested in submitting a proposal are asked to submit the following information:

Background on firm such as but not limited to:

- Qualifications
- Length of time in business
- Any additional information services that firm provides with this proposal
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### Services Summary:

- 1.) Provide race timing and race results. Race results of top runners must be provided within two hours of the start of race.
- 2.) Provide starting and finish line structures that can display event sponsors on structures.
- 3.) Provide up to 3,500 to 4,000 race numbers for event.
- 4.) Provide two sided clock at finish line.
- 5.) Provide safety pins for race numbers.
- 6.) Create web site design for event and set up on-line registration.
- 7.) Design entry form for event.
- 8.) Method(s) of timing system.
- 9.) Provide how soon results can be posted on City of Edinburg's web site.
- 10.) Include number of staff and list of duties and responsibilities of each

Vendor must note their arrival and departure date.

Should you have any questions or require additional information, do not hesitate to contact Mr. Luis Rodriguez, Director of Parks and Recreation, at (956) 381-5631.