

NOTICE TO PROPOSERS

PUBLIC NOTICE is hereby given that the City of Lake Charles, Louisiana, will receive sealed proposals until 2:45 P.M., April 4, 2023 in the office of the Clerk of the Council, City Hall, 326 Pujo Street, 4th Floor, Lake Charles, Louisiana: they subsequently will be opened and read for the following:

Professional Services for Video Production of City Council Meetings.

Pre-Proposal Conference Information:

Attendance: NOT MANDATORY

Date: Tuesday, March 14, 2023

Time: 10:00 AM

Location: City Council Chambers located on the first floor of City Hall, 326 Pujo Street,
Lake Charles, LA 70601

All proposals will be evaluated on criteria such as compliance with project requirements, compliance with proposal requirements, experience, cost and other criteria more specifically defined in the RFP document. The maximum total points for each proposal are set at 100 points.

All of the above according to specifications on file in the Office of Central Purchasing, City Hall, 6th floor, 326 Pujo St., Lake Charles, Louisiana 70601.

All proposals must be submitted on PROPOSAL FORMS. Paper requests for proposals may be obtained in the Office of Central Purchasing.

All proposals MUST be plainly marked on the outside of the sealed envelope with the appropriate proposal numbers: "PROPOSAL FOR RFP # _____ and FILE ID # _____."

No proposals will be accepted after the above time and date. All bids will be publicly opened and read, and canvassed in the Council Chambers of City Hall, Lake Charles, Louisiana, on April 4, 2023 at 3:00 P.M.

The City of Lake Charles reserves the right to accept or reject any and all of the proposals and to waive formalities and technicalities. In the event any two or more of the proposals submitted are equal, the City in its discretion may select the party to whom the contract shall be granted.

The City of Lake Charles fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, see the City of Lake Charles' website – www.cityoflakecharles.com or call the Title VI Coordinator at (337) 491-1440, the Mayor's Action Line at (337) 491-1346, or the appropriate Department Head.

s/Nicholas E. Hunter

NICHOLAS E. HUNTER, Mayor

ATTEST:

s/Lynn F. Thibodeaux,

CLERK OF THE COUNCIL