**Request for Proposals/Qualifications**

**City Signage**

**MS Main Street Revitalization Grant Program**

**City of Nettleton**

The City of Nettleton (“Nettleton Main Street”) is soliciting responses to this request for qualifications for grant compliance services regarding Mississippi Main Street Revitalization Grant Program funds from the Department of Finance and Administration from an allocation received by the State of Mississippi under the American Rescue Plan Act of 2021. All responses to this request should submitted by email to:

Dana Burcham

[cityclerk@nettletonms.gov](mailto:cityclerk@nettletonms.gov)

no later than close of business on March 15, 2024. Services and/or goods may include but may not be limited to the following:

1. 4 Double Face Non-illuminated Monument Sign; and
2. Double Face EMC Sign.

**Services**

As these services as not expected to exceed regulatory threshold pursuant to 2 C.F.R. §200.1, the following information shall be deemed sufficient to allow Nettleton Main Street to make its selection.

Submittals, at a minimum, shall contain:

1. Name, address, and contact information for the entity, including identification of the key individual and important qualifications of the submitting firm.
2. Years of existence of the firm.
3. Qualifications of all persons offered or expected to perform services under this contract. Include education, experience, and other relevant information.
4. Rates for each individual identified above, including other costs and expenses that may be incurred during the performance of the services.

Selection shall be based upon both qualifications and price. All submittals shall be in printed and electronic format.

**Conflicts of Interest Prohibited**

1. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of Nettleton Main Street may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, Nettleton Main Street may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value.

**Miscellaneous**

1. **Required Contract Terms**. All contracts awarded pursuant to these procedures shall contain the applicable required contract terms described in Code Federal Regulations, Title 2, Part 200, Appendix II. (Attachment “A” hereto.)
2. **Compliance with Applicable Requirements**. All contracts awarded pursuant to these procedures shall comply with the other applicable requirements contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
3. **Encouragement to MBE/WBE.** The City of Nettleton is an Equal Opportunity Employer. The City of Nettleton encourages Minority owned Business Enterprises (MBEs) and Woman owned Business Enterprises (WBEs) to submit proposals. The City of Nettleton also encourages Section 3 eligible businesses to submit proposals.

**Please publish on Thursday, February 22, 2024 and Thursday, February 29. 2024.**

**Note: Please send certified proofs of publication to:**

**Abbie Bell**

**Three Rivers PDD**

**Post Office Box 690**

**Pontotoc, Mississippi 38863**

**Dana Burcham, Clerk**

**City of Nettleton**

**PO Box 27**

**Nettleton, Mississippi 38858**

**Bill to: City of Nettleton**