**REQUEST FOR PROPOSAL**

Sealed proposals for a **VoIP Telecommunications System** will be received by the City of Olive Branch at 9200 Pigeon Roost, Olive Branch, Mississippi 38654 until 2:00 P.M. local time on Monday, January 29, 2018, and thereafter will be opened. **Proposals will not be publicly opened and read on the aforementioned date.**

Specifications may be picked up at the office of Jason May, City Administrator, 9200 Pigeon Roost Road, Olive Branch, Mississippi (662-892-9217).

Each proposal must be submitted in a sealed envelope, addressed to the City Clerk, City of Olive Branch, 9200 Pigeon Roost Road, Olive Branch, Mississippi 38654. Each envelope must be plainly marked on the outside as “**Proposal for VoIP System**” and must bear on the outside the date the proposal is to be opened. Opened proposals will be presented for consideration at a regular meeting of the Mayor and Board of Aldermen of the City of Olive Branch.

Prospective proponents are informed that there will be a pre-proposal conference at 2:00 p.m. on Thursday, December 28, 2017 at Olive Branch City Hall, 9200 Pigeon Roost Road, Olive Branch, Mississippi, 38654.

No Proponent may withdraw their proposal for a period of ninety (90) days after date of actual proposal opening, without the Owner's consent.

The City of Olive Branch reserves the right to reject any or all proposals in whole or in part, with or without cause; and to accept the proposal which in its judgment will be for the best interest of the City of Olive Branch.

WITNESS MY SIGNATURE THIS THE 4th DAY OF DECEMBER, 2017

/s/ TINA R. GRIFFITH, CITY CLERK

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Copies to: DeSoto County Tribune- legals@desototimestribune.com

 MPTAP

 Jason May, City Administrator

 Chris Fowler, IS Director

 Clerk’s File