

## SECTION (A) – OVERVIEW; PROPOSAL REQUIREMENTS

### I. REQUEST FOR PROPOSALS

The City of Oxford is requesting proposals from qualified contractors to apply for The Oxford Square Maintenance Contractor Position. The overview, scope of services, evaluation criteria, proposal format and special terms and conditions are outlined in the following sections of this request for proposals (RFP). Responses to this RFP will be received by the City of Oxford until 2:00 pm on January 5, 2016 (the “Submission Deadline”). Proposals must be mailed or delivered to:

City of Oxford  
107 Courthouse Square  
Oxford, Mississippi 38655, United States

Attention:

**Lisa Carwyle**  
City Clerk  
City of Oxford  
107 Courthouse Square  
Oxford, MS 38655  
(O) 662-232-2312  
(F) 662-232-2337  
[lcawyle@oxfordms.net](mailto:lcawyle@oxfordms.net)

**All the information required by this RFP must be received at the indicated address no later than the above date and time, to be considered. Late proposals will be returned unopened.**

It is anticipated that, if a Proposal is accepted, the City of Oxford will enter into an agreement pursuant to which the successful Proposer will agree to perform the Oxford Square Maintenance Contract work listed.