

**CITY OF SCHERTZ**  
**Request for Qualifications**  
**# 11-MC-30-A-01**  
**COLLECTION SERVICES OF DELINQUENT**  
**MUNICIPAL COURT COSTS, FINES, AND FEES**

The City of Schertz is accepting sealed proposals for, “**COLLECTION SERVICES OF DELINQUENT MUNICIPAL COURT COSTS, FINES, AND FEES**”, *Project # 11-MC-30-A-01*

Sealed bids, (1) original, (4) copies and (1) CD prepared in accordance with the Instruction to Bidders, should be received by the *Director of Purchasing and Asset Management* *Department located at 10 Commercial Place, Bldg. 1, Schertz, Texas 78154 by 10:00 A.M. (CST) on August 18, 2011* via hand delivery or land courier (FEDEX, UPS). **\*\*No fax or E-mail bids will be accepted.** Sealed Proposals will be opened and scored within 30 days of bid closing. Sealed Bids must be clearly marked on the exterior envelope as “**COLLECTION SERVICES OF DELINQUENT MUNICIPAL COURT COSTS, FINES, AND FEES**”, “*Project # 11-MC-30-A-1.*” Bids submitted after the aforementioned date and time will not be accepted.

A pre-qualification meeting will be held **August 11, 2011 at 10:00 A.M.** in the Purchasing & Asset Management Department Conference Room, 10 Commercial Place, Building #1, Schertz, Tx. 78154

Questions in reference to the RFQ may be directed in writing, to Rita Duprat-Waldo, Director of Purchasing and Asset Management, 1400 Schertz Parkway, Schertz, TX 78154 no later than **10:00 A.M., August 12, 2011** and will be posted to the City Website at [www.schertz.com/purchasing](http://www.schertz.com/purchasing) by **August 15, 2011 at 4:00 P.M.**

The City of Schertz reserves the right to reject any or all proposals and to select the proposal(s) deemed in the best interest of the City of Schertz from among those received.