

## **Request for Proposals**

### **Exclusive Naming Rights for the Paris Middle/High Library**

Reference: Schools Facility Sponsorship

Closing Date/Time of Proposals: May 20, 2024 at 3:00 p.m.

Sealed proposals are requested for Paris City Schools' Exclusive Naming Rights for Paris Middle/High Library

1. Submit one copy of the completed proposal in a properly addressed envelope. On the outside of the envelope, please write PARIS CITY SCHOOLS FACILITY SPONSORSHIP (EXCLUSIVE NAMING RIGHTS FOR PARIS MIDDLE/HIGH LIBRARY). A duplicate copy is to be retained by the offeror.
2. Proposals, to receive consideration, must be received prior to time designated in this Request, and none will be accepted thereafter. It is the offeror's obligation to ensure the proposal is received prior to the time stated in this Request, regardless of the delivery method or carrier.
3. An officer or member of the firm who is authorized to bind the firm or individual legally must sign the proposal. If an individual signs a proposal without such authority, the proposal will be personally binding on the individual.
4. All proposals shall be valid for a period of sixty (60) days from the proposal opening date to allow for tabulation, study, and acceptance by the Paris City Schools Board of Education. A proposal may be withdrawn after it has been submitted only if a written request is submitted and received prior to acceptance by the Board.
5. As required by applicable laws and regulations, the Paris City Schools Board of Education shall be permitted to terminate the sponsorship without cause in its sole discretion upon 30 days written notice.
6. The Board of Education reserves the right to waive defects and informalities in proposals, to reject any or all proposals, to accept any proposal as may be deemed to its interest, and to cancel this sponsorship opportunity in its entirety.
7. The Board of Education is a tax-exempt organization and does not pay federal excise tax or Kentucky sales and use taxes. This does not provide a tax-exempt status for the offeror who must purchase supplies to be used in completion of the services proposed. This fact should be taken into consideration when submitting proposals.
8. No proposal may be corrected, altered or signed after being opened. The Paris City Schools Board of Education will not be held responsible for errors or omissions on the part of vendors in making proposals. Any proposals received unsigned shall be rejected.
9. If multiple offers are submitted, the Paris City Schools Board of Education will select the highest acceptable offer. Proposals will be evaluated and awarded using the following criteria: value, company portfolio, customer recommendations and references, project deadlines, quality of proposal, and quality of service.
10. The Paris City Schools Board of Education will be responsible for production and installation costs of signage. All signage may include sponsor name (or named in honor of) and/or logos, marks or other artwork compatible with the facility and/or Board's design standards, specifications, and aesthetic characteristics, subject to Board approval and any

restrictions or limitations imposed by law or any governmental body exercising or possessing administrative regulatory or approval authority over the Board.

11. Sponsor will receive the following for the duration of the sponsorship: Exclusive Naming Rights for Paris Middle and High Library

12. Information pertaining to any item or condition in this request may be obtained by communicating with Superintendent Stephen McCauley at the Paris City Schools Board of Education 310 West 7th Street, Paris, KY 40361 or by phone at 859-987-2160.

13. The proposals will be opened at or after 3:00 p.m., on Monday, May 20, 2024.

THIS CERTIFICATE MUST BE EXECUTED BY THE OFFEROR

\_\_\_\_\_  
Company/Firm Name

\_\_\_\_\_  
Printed Name and Title/Position of Authorized Officer or Member

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Officer or Member

Address of Company/Firm: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Price of Offer for Exclusive Naming Rights of Paris Middle and High School Library:

\$ \_\_\_\_\_