

NOTICE TO PROSPECTIVE BIDDERS

Until 2:00 p.m. on Friday, September 30, 2022, the City of Burkburnett, Texas, will accept sealed bids at its office located at 501 Sheppard Road, Burkburnett, Texas 76354 for proposals to conduct an executive search for the City of Burkburnett City Manager position.

Bids must be submitted in a sealed envelope clearly marked "RECRUITMENT SERVICES FOR CITY MANAGER". All requested information must be provided completely, or the bid will not be considered.

This bid solicitation consists of the following: (1) a Notice to Bidders, (2) Instruction to Bidders, and (3) a Draft Agreement for Professional Consulting Services. These documents are available at the City offices by calling (940) 569-2263 ext. 1002 between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday, or by emailing the Director of Administration, tholley@burkburnett.org

All bids will be opened and recorded in the City of Burkburnett Council Chambers on Friday, September 30, 2022, at 2:00 p.m.

The City reserves the right to reject any or all bids or to waive any technicalities or irregularities in the bids as the interests of the City may require. The City further reserves the right to award the contract for this service to the bidder who, in the sole discretion of the City, is the lowest and best bidder or to the bidder who is deemed most favorable to the City of Burkburnett.

Trish Holley, TRMC, CPM
Director of Administration