

**CITY OF MENDOTA  
PUBLIC NOTICE  
REQUEST FOR PROPOSALS FOR RECORDS MANAGEMENT CONSULTING  
SERVICES**

**NOTICE IS HEREBY GIVEN** that the City of Mendota (“City”) is seeking proposals from qualified firms (“Respondents”) to provide records management consulting services to update the City’s records management policy and records retention schedule.

All Respondents must comply with the requirements as set forth in the Request for Proposals (“RFP”). A copy of said RFP, which specifies the requirements for the proposals and their submittal, can be obtained from Mendota City Hall, 643 Quince Street, Mendota, CA 93640, Monday through Friday, during regular business hours, via the City’s website at [www.cityofmendota.com](http://www.cityofmendota.com), contacting City Hall at (559) 655-3291 during regular business hours, or by emailing [ccabrera@cityofmendota.com](mailto:ccabrera@cityofmendota.com).

The City will accept proposals until 5:00 p.m. on Friday, September 27, 2024. All proposals will be reviewed and evaluated by the City at Mendota City Hall (643 Quince Street, Mendota, CA 93640) following the proposal submittal deadline.

For all comments and inquiries regarding the RFP, please contact Celeste Cabrera-Garcia, City Clerk at [ccabrera@cityofmendota.com](mailto:ccabrera@cityofmendota.com).

Date: 8/28/2024

By: *Celeste Cabrera-Garcia*  
Celeste Cabrera-Garcia, City Clerk