



TARRANT COUNTY PURCHASING DEPARTMENT

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NOTICE OF INTENT

RFB NO. 2023-022

**ANNUAL CONTRACT FOR
OFFICE SUPPLIES AND OTHER MISCELLANEOUS PRODUCTS**

Tarrant County is requesting bids for the **ANNUAL CONTRACT FOR OFFICE SUPPLIES AND OTHER MISCELLANEOUS PRODUCTS, COUNTYWIDE**. Those interested in participating in this process may download **ALL** documents related to this RFB from the Requests for Proposal/Bids section of the Purchasing Page on the Tarrant County website.

Download Instructions: Go to www.tarrantcounty.com; Click "Doing Business"; Click "Bid Opportunities"; Click "Bids/Request for Proposal (RFPs)"; Click "Current Solicitations".

**BIDS ARE DUE IN THE PURCHASING DEPARTMENT ON
NOVEMBER 14, 2022, AT 2:00 P.M. CST**

A Pre-Bid GoToMeeting Video Conference will be held:
WEDNESDAY, NOVEMBER 2, 2022, AT 10:00 A.M., CST

RSVP: Vendors planning to attend the Pre-Bid GoToMeeting Video Conference must RSVP to James Bocks, CPPB, Senior Contracts Administrator, via fax 817-884-2629 or, if unable to fax, email to BidQuestions-RSVP@tarrantcounty.com by 5:00 p.m. CST, Tuesday, November 1, 2022. Confirmed receipt by Tarrant County of this email is required.

An RSVP must be completed by each company representative wishing to participate in the GoToMeeting and an email address must be provided for each.

After the RSVP deadline, a GoToMeeting invitation will be sent to participants.

Company Name: _____ Contact Name _____

Tel. No.: _____ Fax No.: _____

E-Mail Address(s): _____

The deadline for receipt of all questions is 12:00 p.m., CST, Thursday, November 3, 2022. After this deadline, all questions and responses will be posted on the website and available for download by interested parties.

All questions **must** be submitted in writing and directed to James Bocks, CPPB, Senior Contracts Administrator, via fax at **817-884-2629** or, if unable to fax, email to BidQuestions-RSVP@tarrantcounty.com. The email must include the RFB No. in its subject and confirmation of receipt by Tarrant County is **required**.

All documents relating to this RFB, including, but not limited to, the RFB document, questions and responses, addenda and special notices will be posted under the RFB number on the Tarrant County website and available for download by Bidders and other interested parties. No documents will be faxed or emailed after the initial Notice of Intent prior to award. It is the Bidder's sole responsibility to review this site and retrieve all related documents up to the RFB due date.