



TARRANT COUNTY PURCHASING DEPARTMENT

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NOTICE OF INTENT

RFB NO. 2023-052

**SEMI-ANNUAL CONTRACT FOR
COPY PAPER, ENVELOPES, AND OTHER RELATED PRODUCTS**

Tarrant County is requesting bids for **SEMI-ANNUAL CONTRACT FOR COPY PAPER, ENVELOPES, AND OTHER RELATED 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
DECEMBER 22, 2022, AT 2:00 P.M. CST**

The deadline for receipt of all questions is 12:00 p.m., CST, Tuesday, December 13, 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 Niki Jones, Senior Buyer, 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.