



TARRANT COUNTY PURCHASING DEPARTMENT

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NOTICE OF INTENT / RSVP FOR PRE-BID CONFERENCE

RFB NO. 2023-089

**ANNUAL CONTRACT FOR PURCHASE OF  
BLACK AND WHITE PRODUCTION COPIER SYSTEM AND MAINTENANCE**

Tarrant County is requesting bids for **ANNUAL CONTRACT FOR PURCHASE OF BLACK AND WHITE PRODUCTION COPIER SYSTEM AND MAINTENANCE** for the **REPRODUCTION CENTER**. 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](http://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  
MARCH 6, 2023 AT 2:00 P.M. CST**

**A Pre-Bid GoToMeeting Video Conference will be held:**  
**WEDNESDAY, FEBRUARY 22, 2023 AT 2:00 P.M. CST**

**RSVP:** Vendors planning to attend the Pre-Bid GoToMeeting Video Conference must RSVP to Caleb Rojo, Senior Buyer, via fax 817-884-2629 or, if unable to fax, email to: [BidQuestions-RSVP@tarrantcounty.com](mailto:BidQuestions-RSVP@tarrantcounty.com) by 5:00 p.m. CST, Tuesday, February 21, 2023. 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, February 23, 2023. 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 Caleb Rojo, Senior Buyer, via fax at **817-884-2629** or, if unable to fax, email to [BidQuestions-RSVP@tarrantcounty.com](mailto: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.**