



Savannah-Chatham County Public School System

208 Bull Street / Savannah, Georgia 31401 / 912.395.5600

September 18, 2022

TO ALL OFFERORS OF RECORD:

Please be advised that the Savannah-Chatham County Board of Public Education is currently requesting proposals for **District Copier Fleet Management Services and District Print Center Management Services** under RFP 23-19. As a courtesy, a copy of the solicitation document is available via the District's web page at www.sccpss.com.

Proposals will be accepted prior to **11:00 AM (ET), October 18, 2022**, at which time they will be publicly opened and examined. Time is of the essence, and any proposal received after this deadline for submission will not be accepted. Offerors are responsible for ensuring that their proposals are timely received and stamped by Purchasing Department personnel. **If an Offeror does not receive an email confirmation that its proposal has been received and registered between 9:00 am and 5:00 pm on the day the proposal is sent or prior to 10:59:59 AM (ET) on October 18, 2022, then the Offeror should email or call the Purchasing Department at (912) 395-5572 to confirm receipt. While SCCPSS will accept all proposals received by the purchasing@sccpss.com email account by 10:59:59 AM (ET) on October 18, 2022, Offerors should not wait until the last minute to submit proposals. Any proposal not received by 10:59:59 AM (ET) will be rejected.**

If you have any questions concerning this solicitation, please submit them in writing to **Joan Carter, Lead Purchasing Agent** at purchasing@sccpss.com. Please note that all communications relating to this solicitation must be directed to the Purchasing Department pursuant to SCCPSS policy.

Sincerely,

for 
Sabrina L. Scales, NIGP-CPP, CPPB
Purchasing Director