



## Request for Proposals

### **Onsite Print Shop and Mail Room Services for Forsyth County**

**Proposals Will Be Received Until  
12:00 Noon, Tuesday, April 18, 2017**

**By The City of W-S/Forsyth Co. Purchasing Department  
In Room 324 City Hall Building  
101 North Main Street  
Winston-Salem, North Carolina**

**Notice of  
MANDATORY PRE-PROPOSAL CONFERENCE  
and  
FACILITIES TOUR**

**WILL BE HELD**

**10:00 AM, Monday, March 27, 2017**

**in**

**Multipurpose Room A, 4th Floor of the Forsyth County Government Center  
located at 201 N Chestnut Street, Winston-Salem, North Carolina**

## Advertisement for Proposals

### Onsite Print Shop and Mail Room Services for Forsyth County

Sealed proposals endorsed “**Onsite Print Shop and Mail Room Services for Forsyth County**” to be furnished to the Forsyth County will be received by the City/County Purchasing Department in Suite 324 of City Hall, 101 North Main Street, Winston-Salem, N.C. **12:00 Noon, Tuesday, April 18, 2017.** **To obtain the complete proposal document or receive instructions for submitting proposals contact Jerry Bates via email [jerryjb@cityofws.org](mailto:jerryjb@cityofws.org), phone 336-747-6939, or visit the Purchasing Department at same location from 8:00 A.M. to 5:00 P.M. Monday through Friday.** The County reserves the right to reject any and all proposals.

A **MANDATORY** pre-proposal Conference and Facilities tour will be held at **10:00 AM, Monday, March 27, 2017,** in Multipurpose Room A, 4th Floor of the Forsyth County Government Center located at 201 N Chestnut Street, Winston-Salem, North Carolina. The purpose of this conference is to explain the scope of work involved and to give prospective proposers the opportunity to discuss the existing conditions and work parameters. Staff will be present to answer questions. Forsyth County will not entertain Proposals from firms who do not have a representative attend this meeting. A sign-in sheet will serve as the attendance record.

Jerry Bates  
City/County Purchasing Director