

Purchasing Office
191 South East Street
Frederick, Maryland 21701
301-644-5209 phone
301-644-5213 fax



Stephen P. Starmer, C.P.M., Purchasing Manager
Kim Miskell, Assistant Purchasing Manager
Billie Laughland, Buyer Specialist
Bill Meekins, Buyer Specialist
Scott Bachtell, Buyer Specialist

INVITATION TO BID

March 9, 2016

RFP 16MISC6, Printing Services for Frederick County Public Schools

The Board of Education of Frederick County will receive bids for RFP 16MISC6, Printing Services for Frederick County Public Schools. Bids will be received and time stamped in the main lobby of Frederick County Public Schools (FCPS) at 191 South East Street, Frederick, MD 21701, prior to and time stamped no later than 11:00 A.M., local time, April 6, 2016. Bids received after this time will be returned unopened. Vendors will be escorted to the Purchasing Department Conference Room, at which time and place bids will be publicly opened and read aloud.

A pre-bid meeting will be held at 10:00 A.M., local time, March 22, 2016, 191 South East Street, Frederick, MD 21701. Potential bidders will meet in the main lobby and will be escorted to the Purchasing Department. Attendance at the pre-bid meeting is not mandatory; however vendors are strongly encouraged to attend. Parking is available in Deck #5, All Saints Street.

FCPS will accept all bid responses; however only companies having a current general application on file with FCPS will be considered for contract award. Applications are valid for a three year period. If your company is not registered as a bidder you can obtain a general application from our website at www.fcps.org/purchasing. If you do not know if your company is registered please contact Robin Underwood, Vendor Specialist at robin.underwood@fcps.org.

To view and/or download this solicitation package please visit our webpage at: <http://www.fcps.org/bidlist>.

FCPS System does not discriminate in admissions, access, treatment, or employment in its programs or activities on the basis of race, color, gender, age, national origin, religion, or disability. For more information, contact the Executive Director of Legal Services at 301-696-6851.

The Board of Education of Frederick County, Maryland, reserves the right to reject any and all bids and to waive any informalities or irregularities in bidding.

By order of the Board of Education of Frederick County, Maryland.

Purchasing Agent: Scott Bachtell
Buyer Specialist