

**CITY OF DEL MAR NOTICE OF REQUEST FOR PROPOSALS (RFP)
FOR MULTIFUNCTION COPIERS (RFP NO. 2012-02)**

The City of Del Mar is requesting proposals to lease or purchase new multifunction copiers (MFC) to replace existing leased equipment at various City facilities. The City is also seeking proposals for the maintenance of the leased or purchased equipment.

Inquiries

Questions related to this RFP must be directed in writing by email to Emily Bernardo, Computer Operations Manager, at ebernardo@delmar.ca.us. Answers to questions will be compiled and e-mailed in an Addendum to all registered proposal recipients. Consultants may request the RFP documents to be sent via email, in Adobe PDF format, by emailing a request to ebernardo@delmar.ca.us. Please include the company contact, email address, mailing address and phone number.

Submittal Date and Instructions

Proposals, including all attachments, must be submitted to the City Clerk's Office, 1050 Camino del Mar, Del Mar, California, 92014, **before 4:00 p.m. on July 5, 2012.** Proposals received after this date and time will not be considered.

Anticipated Schedule

Notice of RFP: May 31, 2012; Last date for written questions on RFP: June 12, 2012; Response date for questions to RFP: June 22, 2012; Due date for proposals: July 5, 2012; anticipated Council Approval: August 20, 2012.