

County of Bernalillo

State of New Mexico

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Purchasing Department

ONE CIVIC PLAZA, N.W.
ALBUQUERQUE, NM 87102
(505) 468-7013
FAX (505) 468-7067

DATE: June 7, 2009

ATTN: ALL PROSPECTIVE OFFERORS

FROM: Natarra Landrau, Buyer

**SUBJ: REQUEST FOR PROPOSALS (RFP) #22-09-NL,
LARGE VOLUME PRINTING AND MAILING SERVICES**

The Bernalillo County Purchasing Department, on behalf of the Bernalillo County Clerk and Assessor's Offices, is requesting sealed proposals from prospective offerors to provide Large Volume Printing and Mailing Services.

Pertinent RFP documents can be downloaded through the Purchasing Department's website at no cost to registered vendors. Vendors not registered are welcome to register through the Purchasing Department's website, www.bernco.gov and pay the required fee of \$50.00 plus a convenience fee of \$1.49 to process payment by credit card or \$1.25 per e-check. Vendors are also welcome to contact Natarra Landrau at (505) 468-7386, or by e-mail: nlandrau@bernco.gov to request a hard copy of the RFP documents at a cost of 50 cents per page.

A mandatory pre-proposal meeting will be held on **Wednesday June 17, 2009 at 2:00 pm** (local time) at the Albuquerque/Bernalillo County Government Center, One Civic Plaza NW 9th Floor, City Council Committee Room 9087, Albuquerque, New Mexico.

Sealed proposals must be addressed and delivered, no later than 4:00 p.m. (local time) on July 6, 2009, to the Bernalillo County Purchasing Department, Albuquerque/Bernalillo County Government Center, One Civic Plaza NW, 10th Floor – Room 10010, Albuquerque, New Mexico 87102. The Purchasing Department will date and time stamp the sealed envelopes upon receipt. Delivery of proposals is the sole responsibility of the offeror.

xc: RFP File #22-09-NL