

## REQUEST FOR PROPOSAL

### ***To provide printing and mailing services for the Chatham County Tax Department***

Chatham County and the Tax Administrator's Department are seeking proposals from experienced, reliable vendors to provide printing and mailing services for the Chatham County Tax Department. This will include tax bills, listing forms, revaluation notices, past due notifications and other miscellaneous notices as needed. The county intends to award a three year contract with an initial term of July 1, 2015 through June 30, 2018, with an option of two one-year renewals. Proposal packets must be labeled "Chatham County Tax Print and Mail Services". Proposals will be accepted by the County by mail to: Robin James, Chatham County Purchasing Agent; Chatham County Finance Office, PO BOX 608, Pittsboro, NC 27312; or the physical address at the Chatham County Finance Office, Attn: Robin James, 12 East Street, Pittsboro, NC. Two (2) printed copies and one (1) electronic copy in .pdf format are required. The electronic copy may either be included within the submittal package or sent to [robin.james@chathamnc.org](mailto:robin.james@chathamnc.org). Documents will be accepted until **4:00 p.m., Thursday, May 28, 2015**. **BOTH** parts of the submittal must be received by the deadline. Responses will not be accepted after the aforementioned time and date. We will not accept proposals by fax or any method other than stated. The sender must allow ample delivery time for the selected shipment or transmission methods. Details of this bid opportunity and others can be found at: <http://www.chathamnc.org/index.aspx?page=1772>. To obtain instructions and specifications for this project, contact Robin James, Chatham County Finance Office, P.O. Box 608, 12 East Street, Pittsboro, NC 27312, (919) 545-8364, [robin.james@chathamnc.org](mailto:robin.james@chathamnc.org). Chatham County reserves the right to reject any and all proposals.