

A. NOTICE TO PROPOSERS

NOTICE IS HEREBY GIVEN that the Los Angeles Community College District, acting by and through its Governing Board, hereinafter referred to as the "District", will receive up to, but not later than **11:00 A.M. on the 25th day of October, 2018** sealed Proposals for the award of a contract for:

RFP # 18-11

5 Year Term with Purchase and Lease Options Workgroup Departmental and Print Center Digital Copiers, Service and Supplies, Workflow Software Solutions & Multi Year Options for Managed Print Services for Desktop Printers

Such proposals shall be received in the Contracts and Purchasing Office, Los Angeles Community College District, **6th Floor 770 Wilshire Boulevard Los Angeles, CA 90017-3856**, and shall be opened and publicly read aloud at the above stated time and place.

Any Proposal received after the stated date and time will not be considered. Only Digital Copier OEM's (Original Equipment Manufacturers) may submit Proposals in response to this invitation. Proposals submitted and participation by interested Proposers shall be at no cost or obligation to the District.

Each Proposal must conform and be responsive to this invitation, the Information for Proposers, the Specifications, the Plans, if any, and all other documents comprising the pertinent RFP documents. **There is a mandatory pre-RFP Conference on September 24th, 1:00 PM,** at the District Office of the Los Angeles Community College District, 770 Wilshire Boulevard, Los Angeles, CA 90017. The RFP documents will be available only to those attending the mandatory pre-RFP conference.

The District reserves the right to reject any or all Proposals, to accept or to reject any one or more items on a proposal, or to waive any irregularities or informalities in the Proposals or in the RFP process. "The District may award a contract according to the CA Education Code Section, 81645. This Code allows "the governing board of any community college district to contract with a party who has submitted one of the three lowest responsible competitive proposals or competitive bids for the acquisition procurement or maintenance, or both, of electronic data-processing systems and equipment, electronic telecommunications equipment and supporting software and related materials goods and services in accordance with procedures and criteria established by the governing board."

No Proposer may withdraw its Proposal for a period of ninety (120) days after the date set for the opening of Proposals.

Publication Dates:

September 10th 2018
September 17th 2018