



October 31, 2016

Re: Invitation for Bids for Postage Equipment and Support Services

Please find attached the Invitation for Bids (IFB) for the City of San Rafael's Postage Equipment and Support Services procurement. The City wishes to select a single vendor specializing in providing leased equipment and related support services for weighing, sealing, and printing postage for various types of outgoing mail items. The City intends to establish a list of pre-approved equipment that departments may order as needed to support their individual operations. As a minimum, the City's central mailroom will participate by ordering a moderate volume postage machine. Other departments may participate on an optional basis.

Any questions on this procurement must be submitted in writing by 4 pm on Thursday, November 10, 2016. The City will publish responses and make them available to all vendors that have expressed an interest by Tuesday, November 15, 2016. Proposals are due from all interested vendors by 4pm on Monday, November 21, 2016.

Should you have any questions or comments, please do not hesitate to contact me at (415) 458-5302 or gus.bush@cityofsanrafael.org.

We appreciate your interest in this project and look forward to hearing from you.

Sincerely,

Gus Bush
Information Technology Manager
CITY OF SAN RAFAEL