



North Central Texas Council of Governments

TO: Interested Parties

DATE: April 28, 2023

FROM: Ken Kirkpatrick
General Counsel

SUBJECT: Request for Quotes for Mailing Service Providers

The North Central Texas Council of Governments (NCTCOG) is requesting quotes from vendors to provide mailing services.

This is an invitation to respond to the Request for Quotes (RFQ). Proposers must submit one hard copy or one flash drive of the submission to Carli Baylor, Communications Supervisor, North Central Texas Council of Governments, 616 Six Flags Drive, Arlington, Texas 76011. Flash drives that are unreadable or contain corrupted files will be considered non-responsive.

Submissions must be received no later than 5:00 p.m., Central Time, on Friday, May 12, 2023. Submissions received after that time will not be considered and will be returned unopened. The in-hand submittal will count as the official submittal. In addition to the in-hand submittal, NCTCOG is requesting electronic submission of quotes to TransRFPs@nctcog.org. Electronic submissions only will **not** be evaluated. The RFQ will be available at www.nctcog.org/rfp by the close of business on **Friday, April 28, 2023.**

Any amendments or updates to the RFQ, as well as all questions and responses, will be posted on NCTCOG's website. Written questions concerning the RFQ should be submitted by email to TransRFPs@nctcog.org by **5:00 p.m. Central Time on Wednesday, May 3, 2023.** We appreciate your consideration of this request.

DocuSigned by:

Ken Kirkpatrick

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Ken Kirkpatrick

AW:tmb

cc: Carli Baylor, Communications Supervisor, NCTCOG
Emily Beckham, Program Manager, NCTCOG
Procurement File