



Savannah-Chatham County Public School System

208 Bull Street / Savannah, Georgia 31401 / 912.395.5600

November 30, 2023

TO ALL OFFERORS OF RECORD:

Please be advised that the Savannah-Chatham County Board of Public Education is currently requesting **Request for Proposals (RFPs) for District Courier Services (Annual Contract)** under **RFP 24-34**. As a courtesy, a copy of the solicitation document is available via the District's web page at www.sccpss.com.

Request for Proposals will be accepted prior to **11:00 a.m., January 9, 2024**, at which time they will be publicly opened and examined. Time is of the essence, and any Request for Proposal (RFP) received after this deadline for submission will not be accepted. Offerors are responsible for ensuring that their proposals are timely received and stamped by Purchasing Department personnel. **If an Offeror does not receive an email confirmation that its proposal has been received and registered between 9:00 a.m. and 5:00 p.m. on the day the RFP is sent or prior to 10:59:59:99 a.m., on January 9, 2024, then the Offeror should email or call the Purchasing Department at (912) 395-5572 to confirm receipt. While SCCPSS will accept all proposals received by the purchasing@sccpss.com email account by 10:59:59:99 a.m., on January 9, 2024, offerors should not wait until the last minute to submit proposals. Any proposal not received by 10:59:59:99 a.m., will be rejected.**

It shall not be sufficient to show that the proposal was sent by email before the scheduled deadline.

If you have any questions concerning this solicitation, please submit them in writing to **Joan Carter, NIGP-CPP, CPPB, Purchasing Manager** at purchasing@sccpss.com. Please note that all communications relating to this solicitation must be directed to the Purchasing Department pursuant to SCCPSS policy.

Very Truly Yours,


Sabrina L. Scales, NIGP-CPP, CPPB
Interim Senior Director of Purchasing