



**REQUEST FOR PROPOSAL  
FOR  
REPROGRAPHICS SERVICES**



**OFFICE OF THE CEO  
CITY OF COSTA MESA**

**Released on December 22, 2011**

**The referenced document has been modified as per the attached Amendment No. 1**

**Please sign this Amendment where designated and return the executed copy with submission of your proposal. This amendment is hereby made part of the referenced proposal as through fully set forth therein. Any questions regarding this amendment should be addressed to Richard Amadril, email [ramadril@ci.costa-mesa.ca.us](mailto:ramadril@ci.costa-mesa.ca.us).**

- **Submission of Proposals**

*Complete written proposals must be submitted in sealed envelopes marked and received no later than 4:00 p.m. (P.S.T) on ~~November 2,~~ January 25, ~~2011~~ 2012 to the address below. Proposals will not be accepted after this deadline. Faxed or e-mailed proposals will not be accepted.*

Kimberly Hall Barlow  
Jones & Mayer  
Costa Mesa City Attorney's Office  
3777 N. Harbor Blvd.  
Fullerton, CA 92835  
RE: Reprographics Services

- **Inquiries**

*Questions about this RFP must be directed in writing, via e-mail to:*

Richard Amadril, RFP Facilitator

rick.amadril@costamesaca.gov

The City reserves the right to amend or supplement this RFP prior to the proposal due date. All amendments, responses to questions received, and additional information will be posted to the Costa Mesa Procurement Registry, [Costa Mesa - Official City Web Site - Business - Bids & RFP's](#); Proposers should check this web page daily for new information. The City will endeavor to answer all written questions timely received no later than ~~November 17, 2011~~ January 9, 2012. The City reserves the right not to answer all questions.

From the date that this RFP is issued until a firm or entity is selected and the selection is announced, firms or public entities are not allowed to communicate outside the process set forth in this RFP with any City employee other than the contracting officer listed above regarding this RFP. The City reserves the right to reject any proposal for violation of this provision. No questions other than written will be accepted, and no response other than written will be binding upon the City.

*All other provisions of the invitation of this proposal shall remain in their entirety. Vendors hereby acknowledge receipt and understanding of the above Amendment.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

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Typed Name and Title

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Address