



TARRANT COUNTY PURCHASING DEPARTMENT
 100 E. Weatherford St. #303 • Fort Worth, TX 76196 • (817) 884-1414 • (817) 884-2629 (Fax)

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 Purchasing Agent

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NOTICE OF INTENT / RSVP TO PRE-BID CONFERENCE

RFB NO. 2023-117

PURCHASE OF FORK LIFT

Tarrant County is requesting bids for its **PURCHASE OF FORK LIFT** for the **FACILITIES MANAGEMENT DEPARTMENT**. Those interested in participating in this process may download **ALL** documents related to this RFB from the Requests for Proposal/Bids section of the Purchasing Page on the Tarrant County website.

Download Instructions: Go to www.tarrantcountytx.gov; Click “Doing Business”; Click “Bid Opportunities”; Click “Bids/Request for Proposal (RFPs)”; Click “Current Solicitations”.

**BIDS ARE DUE IN THE PURCHASING DEPARTMENT ON
 MAY 15, 2023, AT 2:00 P.M. CST**

**A Pre-Bid Conference and GoToMeeting Video Conference will be held:
 WEDNESDAY, APRIL 26, 2023 AT 10:00 A.M. CST**

TARRANT COUNTY ADMINISTRATION BUILDING
 100 E. WEATHERFORD ST., SUITE 303
 PURCHASING DEPARTMENT CONFERENCE ROOM
 FORT WORTH, TEXAS 76196

OR

JOIN FROM YOUR COMPUTER, TABLET OR SMARTPHONE. **AFTER THE RSVP DEADLINE, A GoToMEETING INVITATION WILL BE SENT TO PARTICIPANTS.** Get the app now and be ready when your first meeting starts:
<https://meet.goto.com/install>

TARRANT COUNTY WILL NOT PROVIDE COPIES OF RFB DOCUMENTS. PLEASE DOWNLOAD AND PRINT PRIOR TO MEETING.

RSVP: Vendors planning to attend in person or via Pre-Bid GoToMeeting Video Conference must RSVP to Emily Salter, Senior Buyer, via fax 817-884-2629 or, if unable to fax, email to: BidQuestions-RSVP@tarrantcountytx.gov by 5:00 p.m., CST, Tuesday, April 25, 2023. Confirmed receipt by Tarrant County of this email is required.

An RSVP must be completed by each company representative wishing to participate in the In Person or Video Conference and an email address must be provided for each. After the RSVP deadline, a GoToMeeting invitation will be sent to participants.

Company Name: _____ Contact Name _____

Planning to attend Pre-Bid Conference: _____ YES _____ NO

If yes, number of representatives from your company: _____

Tel. No.: _____ Fax No.: _____

E-Mail Address: _____

The deadline for receipt of all questions is 12:00 p.m., CST, Friday, April 28, 2023. After this deadline, all questions and responses will be posted on the website and available for download by interested parties.

All questions **must** be submitted in writing and directed to Emily Salter, Senior Buyer, via fax at **817-884-2629** or, if unable to fax, email to: BidQuestions-RSVP@tarrantcountytx.gov. The email must include the RFB No. in its subject and confirmation of receipt by Tarrant County is **required**.

All documents relating to this RFB, including, but not limited to, the RFB document, questions and responses, addenda and special notices will be posted under the RFB number on the Tarrant County website and available for download by Bidders and other interested parties. No documents will be faxed or emailed after the initial Notice of Intent prior to award. **It is the Bidder's sole responsibility to review this site and retrieve all related documents up to the RFB due date.**