



## **REQUEST FOR PROPOSALS**

**Amigos Del Valle, Inc. (ADV)** is seeking sealed Request for Proposals (RFPs) from qualified Multifunction Printer Companies to provide **“MULTIFUNCTION PRINTERS (MFP) AND MAINTENANCE SERVICES”** to the agency.

The Legal Notice and RFP specifications will be available on **Monday, October 24, 2022**, and may be picked up at Amigos Del Valle, Inc., 212 W 18th St, Mission, TX 78572, (956) 213-9400, extension 3007.

**SEALED RFP** must be properly addressed to Alex Guerra, Executive Director, and submitted at Amigos Del Valle, Inc., 212 W 18th St, Mission, TX 78572, (956) 213-9400, extension 3007.

**ONE (1) ORIGINAL AND ONE (1) COPY OF ALL RFPs ARE REQUIRED** with the proper notation written on the lower left-hand corner of the envelope:

**RFP – “AMIGOS DEL VALLE, INC. - “Multifunction printers (MFP) and maintenance services”.**

The deadline for submitting a sealed RFP is on **Friday, November 04, 2022, at 10:00 A.M.**

**NO FACSIMILES, EMAILS, OR LATE ARRIVALS WILL BE ACCEPTED. ANY SEALED REQUEST FOR PROPOSALS (RFP) RECEIVED AFTER THE SUBMITTAL DEADLINE WILL NOT BE OPENED AND WILL BE RETURNED.**

**OVERNIGHT MAIL MUST ALSO BE PROPERLY LABELED ON THE OUTSIDE OF THE EXPRESS ENVELOPE OR PACKAGE ABOUT THE RFP.**

**AMIGOS DEL VALLE, INC. RESERVES THE RIGHT TO REFUSE AND REJECT ANY AND ALL RFPs AND TO WAIVE ANY AND ALL FORMALITIES OR TECHNICALITIES, OR TO ACCEPT THE RFP CONSIDERED THE BEST AND MOST ADVANTAGEOUS TO AMIGOS DEL VALLE, INC.**

**Alex Guerra  
Executive Director  
aguerra@adrgv.org**