



INFORMAL SOLICITATION

RFQ #1084503

Temporary Warehouse Staffing Services

ISSUE DATE: February 1, 2018

SUBMISSION DEADLINE: 4:00 PM on February 12, 2018

Montgomery County, Board of elections is seeking proposals for a qualified firm who can provide temporary warehouse staffing services.

Proposals must be returned no later than the date and time listed above. If an Offeror is interested in submitting a proposal but cannot make the submission deadline, the Offeror must contact the Department of Corrections and Rehabilitation's Contract Administrator to see if an extension may be granted.

The following pages contain the terms, conditions and scope of services for this Informal Solicitation. No proposals will be accepted unless submitted **typewritten or neatly hand printed**. Any changes made to the hourly rates prior to the due date and time must be done legibly and initialed by the Offeror making the changes. Should you have questions regarding the scope of services, please call Alysoun McLaughlin at 240-777-8522.

Proposal must be submitted no later than 4 p.m. on February 12, 2018 and sent to or delivered to Alysoun McLaughlin, Board of Elections, 18753 N Frederick Avenue, Suite 210, Gaithersburg, Maryland 20879; alysoun.mclaughlin@montgomerycountymd.gov; fax 240-777-8505. **If submitted via email or fax, the original proposal must be received within 5 days of the submission deadline.**

This is a Services Contract (see Section A, Services Contract):		✓
✓	Non-Professional Services	
	Professional Services	