



*Savannah-Chatham County Public School System*

208 Bull Street / Savannah, Georgia 31401 / 912.395.5600

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October 26, 2021

**TO ALL SERVICE PROVIDERS OF RECORD:**

Please be advised that the Savannah-Chatham County Board of Public Education is currently requesting Proposals for Library Media Books/Materials and Support Services (Annual Contract) under RFP #22-19. As a courtesy, a copy of the solicitation document is available via the District's web page at [www.sccpss.com](http://www.sccpss.com).

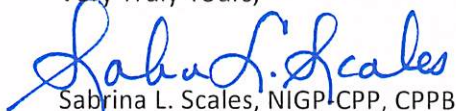
Proposals will be accepted prior to **2:00 p.m., Tuesday, November 30, 2021**, at which time they will be publicly opened and examined. Time is of the essence, and any proposal received after this deadline for submission will not be accepted. Proposers are responsible for ensuring that their proposals are timely received and stamped by Purchasing Department personnel. **If a Proposer does not receive an email confirmation that its proposal has been received and registered between 9:00am and 5:00pm on the day the PROPOSAL is sent or prior to 1:59:99 p.m., on November 30, 2021, then the Proposer 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](mailto:purchasing@sccpss.com) email account by 1:59:99 p.m., on November 30, 2021, Proposers should not wait until the last minute to submit proposals. Any proposal not received by 1:59:99 p.m., will be rejected.**

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

While all forms are required, Proposers will not be required to submit notarized forms with their initial proposal submittal due to COVID-19. However, all forms must be signed. The successful Proposer will be required to submit notarized forms when normal operations resume. If the successful Proposer fails to supplement the notarized forms with notarized copies or if it appears that a form originally submitted was false, then the District reserves the right to rescind any contract before or after award and/or hold the Proposer liable for damages.

If you have any questions concerning this solicitation, please submit them in writing to **Kathleen Watson-Scott, CPPB, Purchasing Agent** at [purchasing@sccpss.com](mailto: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  
Purchasing Director

*Mission - To ignite a passion for learning and teaching at high levels*  
*Vision - From school to the world: ALL students prepared for productive futures*

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"AN EQUAL OPPORTUNITY EMPLOYER"