



**PUBLIC NOTICE**  
**REQUEST FOR PROPOSAL**  
**COPIER-PRINTER SERVICES (RFP 2023-105)**

The City of Beaufort, South Carolina, is seeking qualified vendors to provide four (4) multi-function printers (MFPs) as well as copier-printer maintenance services at City of Beaufort facilities.

The RFP and additional documents may be accessed on the City's website under Quick Links – Bid Opportunities - [www.cityofbeaufort.org](http://www.cityofbeaufort.org) or by contacting the Procurement Administrator at 843-525-7079.

An optional pre-bid meeting and site walk-through will be held on December 16, 2022, from 9:00 AM to 11:00 AM by appointment only. Please contact City of Beaufort Procurement Agent Kay McIntyre at 843-525-7079 or [procurement@cityofbeaufort.org](mailto:procurement@cityofbeaufort.org) to make an appointment.

Sealed Proposals must be submitted to:  
City of Beaufort Finance Department  
1911 Boundary St.  
Beaufort, SC 29902

**Submittal Deadline:** 2:00 PM on January 20, 2023.

**Bid Opening:** A Public Bid Opening will be held by Zoom video conference at 2:01 P.M. ET on January 20, 2023.