

CARROLL COMMUNITY COLLEGE
Board of Trustees

PUBLIC NOTICE OF SOLICITATION

For

RFP No.: CFY230922-01
COLLEGE BOOKSTORE OPERATIONS

NOTICE IS HEREBY GIVEN that The Board of Trustees of Carroll Community College ("Carroll") is requesting qualified Offerors to submit proposals to manage all elements of the Carroll Community College Bookstore operation. The Offeror will have the opportunity to propose the best business model to meet the needs of the college administration, faculty, and students. Carroll requests that interested and qualified Offerors provide sealed competitive proposals in accordance with the schedule and specifications provided herein.

Copies of the REQUEST FOR PROPOSAL (RFP) documents may be requested by contacting Carroll's Procurement Office at <https://www.carrollcc.edu/About/Procurement/> or by email at cbednar@carrollcc.edu.

Properly signed, sealed, and endorsed responses will be received and secured up to 2:00:00 pm local time on Friday, November 18, 2022. Improperly packaged responses or those received after the date and time designated cannot be accepted and will be returned. It is the responsibility of each firm to ensure timely delivery to the proper location. Withdrawal of a response prior to the designated closing date and time is acceptable. After the designated date and time, all responses are final and may not be withdrawn or canceled within 90 days following the deadline. Responses cannot be returned electronically.

Responses to this solicitation will be considered as offers and may be used to form a binding contract with Carroll Community College. Responses will be evaluated, ranked, and scored by Carroll. All responses shall be in the format specified by Carroll in the solicitation document and shall be mailed to:

Carroll Community College
1601 Washington Road
Procurement Office A201A
Westminster, MD 21157

Chuck Bednar
Coordinator of Procurement
410-386-8047
cbednar@carrollcc.edu

A Pre-Proposal Conference will be held for this solicitation. The virtual conference will be held via Microsoft Teams at 10:00 am local time on Oct 25, 2022.

Carroll Community College's Board of Trustees reserves the right to reject all responses and to waive any formalities, informalities, or technicalities as it deems necessary, appropriate, or in Carroll's best interest. Final award of contract is subject to availability of funding.

Carroll Community College is an Equal Opportunity Institution. Minority, small and woman-owned businesses are encouraged to submit proposals for this project.