

#### 1.4 Issuing Office

The Issuing Office is the Purchasing Office and is the sole point of contact for this RFP. The contact person is:

Contact	Teresa Patterson, Manager, Purchasing
Institution	Mt. San Antonio College
Address	1100 N. Grand Ave. Walnut, CA 91789
Phone	(909) 274-5512
Fax	(909) 274-2025
Email	tpatterson@mtsac.edu

#### 1.5 Communication with the College

It is the responsibility of the bidder to inquire about any requirement of this RFP that is not understood. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFP. Addenda will also be posted on our web site, [www.mtsac.edu/purchasing/](http://www.mtsac.edu/purchasing/). It is the responsibility of all bidders to check the web site, or contact the Purchasing Department, before submitting a response to ensure that they have all pertinent documents. The College will not be bound by oral responses to inquiries or written responses other than addenda.

Inquiries about this RFP must be submitted by email, to the contact named above by December 1, 2014 at 2:00 p.m.

The College will respond to written inquiries no later than close of business on December 5, 2014.

#### 1.6 RFP Schedule\*

Event	Date
RFP Issued	November 10, 2014
Bidders Conference	November 20, 2014 – 2:00 p.m.
Questions Due	December 1, 2014
Release of Answers to Bidder's Questions	December 5, 2014
Proposals Due	December 16, 2014
Proposal Review Period	December 16, 2014 - January 9, 2015
Pre-Award Presentations, if any	January 22, 2015
Award Announcement/Notification (planned)	March 2015
Contract Begin (planned)	July 1, 2015