

Reply Submission Label

Replies must be received by the ARPC no later than the date and time and at the address provided in **The Schedule of Events and Deadlines**. All methods of delivery or transmittal to the ARPC's contact person remain the responsibility of the prospective Vendor and the risk of non-receipt or delayed receipt shall be exclusively the risk of the prospective Vendor.

Responses will be received at:

Apalachee Regional Planning Council
Attention: Procurement Officer
2507 Callaway Road, Suite 100
Tallahassee, FL 32308

- *Time of arrival for hand delivered responses shall be determined by the time of arrival at the ARPC front desk.*
- *Time of arrival for responses delivered by mail or courier shall be determined by the time of receipt by the ARPC Mail Room*

Responses arriving after the deadline or not marked as instructed will not be opened or returned.

NOTE: This label **MUST be attached to the *outermost* package containing the response. This label **MUST** be visible *without* having to breach any packaging, envelope, or container. If this label is not visible on the outermost packaging, the response may not be received properly or timely and your response may not be considered as a result.**



SEALED RESPONSE FOR:

RFQ-

FROM: _____
Company Name

Attention: Procurement Officer

DO NOT OPEN PRIOR TO: DO NOT TAPE INSIDE THIS AREA

Delivered By: _____

Received By: _____

Date & Time Received: _____

DO NOT TAPE INSIDE THIS AREA