



## City of Raleigh

Procurement Division • Room 505 • Avery C. Upchurch Municipal Complex  
PO Box 590, North Carolina, 27602-0590  
222 West Hargett St. Raleigh, North Carolina 27601  
Telephone: 919-996-3240 • Fax: 919-996-7630  
[www.raleighnc.gov](http://www.raleighnc.gov)

---

This RFP/RFQ is posted on the North Carolina Interactive Purchasing System (IPS).

Using the North Carolina Interactive Purchasing System (IPS) to post the City's bids and proposals enables us to provide the bid and proposal documents online to be viewed or downloaded and enables us to reach an increased number of potential suppliers including HUB certified MWBE's.

When a bid or proposal is posted to IPS, an e-mail is automatically sent to each supplier that is registered on the state system for that category. All items are located on the state site [www.ips.state.nc.us](http://www.ips.state.nc.us). Please note that Adobe Acrobat Reader is needed to view the bid documents. Suppliers will need to scroll down to non-state listings and continue to scroll down to locate the City of Raleigh. From there, click on the City of Raleigh to view and obtain the City's current solicitation documents.

If you have any questions or issues using the IPS website, contact the bid agent provided for that particular bid or the City of Raleigh Procurement Division at 919-996-3240.