

TOWN OF GREENVILLE, PA

**PART I –
NOTICE TO BIDDERS/INVITATION FOR BIDS**

Sealed bids for **COPIER EQUIPMENT LEASING AND SERVICES** will be received by the Town of Greenville until 1:00 p.m., prevailing time, Friday, March 1, 2024, at the Town of Greenville Municipal Office, or by mail addressed to the Town Manager of Greenville, 125 Main Street, Greenville, Pennsylvania 16125. All bids submitted shall be publicly opened and read aloud immediately after the closing time for receipt of bids.

Specifications and Bid Form may be obtained from Jasson Urey at the Town of Greenville Municipal Office.

Bids must be enclosed in a sealed envelope, addressed to Jasson W. Urey, Town Manager of the Town of Greenville, and should bear the name and address of the bidder, together with the words "COPIER EQUIPMENT LEASING AND SERVICES." This information should be clearly indicated on the exterior of the sealed envelope.

The Town of Greenville reserves the right to reject any and all bids for any reason and to waive any informalities in bids received.

TOWN OF GREENVILLE

Jasson W. Urey
Town Manager