

SECTION III - GENERAL INSTRUCTIONS

B. Submittal Procedure

The Proposal, subject to all conditions and specifications attached hereto, must be signed in INK by a person or officer of the company submitting the Proposal that is authorized to enter into contractual agreements on behalf of the company. *Proposals received unsigned will be deemed non-responsive and therefore; will not be accepted.*

Deadline to submit ***“Final Proposal” is Wednesday, June 16, 2010, by 2:00 p.m.*** The original Proposal, signed in ink, five (5) additional photocopies and an electronic copy (CD-ROM or Floppy) should be submitted in a SEALED ENVELOPE and delivered to the attention of:

MHMRA of Harris County
Purchasing Department
Attn: Joycie Sheba, Buyer II
7011 Southwest Freeway,
Houston, Texas 77074

Telephone Hardware Replacements

“DO NOT OPEN UNTIL WEDNESDAY, JUNE 16, 2010 AT 2:00 PM.”

No Proposal will be accepted after the stated deadline.

Respondents may mail or personally deliver their Proposals to the Purchasing Office of MHMRA at the above address. MHMRA will not be responsible for any Proposal(s) that is (are) lost in the mail or not delivered to the Purchasing Department by the stated deadline for any reason.

Proposals shall include all documentation as requested in the Request for Proposal.

C. Proposal Opening

A **Public Proposal Opening** will be held at 2:15 P.M., immediately following receipt of Proposals on **Wednesday, June 16, 2010** at 7011 Southwest Freeway, Houston, Texas 77074.