October 2, 2017

 **RETURN TO:**

 MISSISSIPPI GULF COAST COMMUNITY COLLEGE

 **DISTRICT BUSINESS OFFICE - DARBY HALL**

 PO BOX 609

 51 MAIN STREET

 PERKINSTON, MS 39573-0609

Instructions:

The Mississippi Gulf Coast Community College will receive sealed (RFI) Request for Information in the District Business Office, Darby Hall, Perkinston, MS 39573-0609, until **2:00 p.m., on Thursday, November 2, 2017. Next day (over-night) delivery is not guaranteed for Perkinston, MS.**

**PLEASE RETURN (5) FIVE BOUND & SIGNED COPIES OF THIS RFI.**

**RFI SHALL BE FIRM:** For (90) days after opening

**RFI SHALL BE FOB:** Mississippi Gulf Coast Community College

 **Darby Hall on Perkinston Campus**

**Mark All Envelopes with : RFI – Food Services**

**Title of RFI and RFI Number RFI No – 18-09-005**

**Force Majeure Event:** If the college is closed for any reason and prevents the opening of bids at the advertised date and time, all bids received shall be publicly opened and read aloud on the next business day that the agency shall be open and at the previously advertised time.

For additional information contact: **Mrs**. **Blythe King, Director of Purchasing, PO Box 609, Wiggins, MS 39573, 601-928-6212, and/or email to** **blythe.king@mgccc.edu****.**

Sincerely,

**COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PRINT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PRINT EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Blythe King

Director of Purchasing &

Property Control

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Enclosures