

# **Request for Bids Shelby County Government Purchasing Department**

**160 North Main, Suite 900  
Memphis, Tennessee 38103**

## **NOTICE TO BIDDERS**

In order to participate in the bid listed below for Shelby County Government, you must be registered with our electronic bidding system with Mercury Commerce. County bids are not available by mail or downloaded directly from the County website, unless otherwise indicated in the solicitation invitation. All vendors who wish to bid are required to register with Mercury Commerce Solutions in order to be notified of on-line bids. There is no charge for registration, and it is easy to use. To register:

Vendors who wish to bid should register with Mercury Commerce Solution in order to be notified of on-line bids. There is no charge for registration, and it is easy to use. To register:

- Go to [www.esmsolutions.com](http://www.esmsolutions.com)
- Go to “Vendors” block at top
- Click “Register Now” box
- Click on “Mercury Commerce Vendor Registration” line
- Complete Vendor Registration process
- Submit

If you have any questions about the registration process, contact ESM Solutions at (877) 969-7246. If you have any questions about information contained in the bid documents, contact the Purchasing Department at (901) 222-2250 and ask to speak to the Buyer listed for the bid.

**SEALED BID DUE TUESDAY, JULY 21, 2015 AT 2:30 PM**

## **ONBASE YEARLY MAINTENANCE & UPGRADE ASSISTANCE (Version 11 TO Version 15) (SBI000334) (MC 489)**

By order of  
MARK H. LUTTRELL JR., MAYOR  
SHELBY COUNTY  
GOVERNMENT