



# TOWN OF MOUNT JACKSON

P.O. Box 487, 5901 Main Street  
Mount Jackson, Virginia 22842-0487  
(540) 477-2121 – FAX (540) 477-2351

October 1<sup>st</sup>, 2023

## REQUEST FOR QUOTE

Olivia R. Hilton  
*Assistant Town Manager*  
ohilton@mountjackson.com  
540.477.2121

The Town of Mount Jackson is looking to select a technology-based company for a three (3) year contract, beginning January 1<sup>st</sup>, 2024. This Request for Quotations (RFQ) is to identify the most suitable organization to manage the growth and development of the Town departments and services and their information technology needs. We are requesting a quote from your company for the services listed below, anticipated service hours, and a breakdown of the annual or monthly cost estimate.

*Specific needs include:*

- MONTHLY IN-PERSON MAINTENANCE FOR 6-8 COMPUTERS
- PRINTER MAINTENANCE & TROUBLESHOOTING
- EMAIL, ROUTER, SERVER, AND NETWORK ISSUES
- ALARM SYSTEM MONITORING FOR TOWN HALL, TOWN PARK, AND WATER TREATMENT PLANT
- PHONE SYSTEM ISSUES
- HELP WITH ONLINE BILL PAY CONCERNS
- ZOOM SUPPORT FOR TOWN COUNCIL MEETINGS
- INCREASED WEBSITE SUPPORT WITH THIRD PARTY PLATFORM
- INSPECTION AND COST ESTIMATE FOR NEW SERVER

Quotations should be submitted via email to [ohilton@mountjackson.com](mailto:ohilton@mountjackson.com) by 5:00PM on Wednesday, November 1<sup>st</sup>, 2023.

Thank you,

Town of Mount Jackson