

County of Berks Purchasing Alerts Subscriber:

On September 29, 2017, the County of Berks underwent a site-wide refresh of their website. As part of this refresh, the County had to reestablish alerts for notifications of Invitations to Bids (ITBs) & Request for Proposals (RFPs) on the Purchasing Department site, for which you/your company originally signed up for. After the refresh is completed, you will receive an email notification similar to the one below. There is no action you need to take on the notification you receive.

**From:** Purchasing [<mailto:spadmin@pacounties.org>]  
**Sent:** Tuesday, September 26, 2017 1:19 PM  
**To:** Laubach, Kelly  
**Subject:** An alert for 'Invitations\_to\_Bid\_Requests\_for\_Proposals' has been created

'Lori' has subscribed you for alert 'Invitations\_to\_Bid\_Requests\_for\_Proposals' on '[Purchasing](#)'.

You will receive alerts according to the delivery method, timing and criteria that were selected when the alert was created.

You can change this alert or any of your other alerts on the [My Alerts on this Site](#) page.

If you don't receive an email notification and would like to continue to receive ITB/RFP notifications please log back into the alert system and select to receive "Invitations to Bid\_Request for Proposals" alerts. In order to log in to the alert system, click on the "Sign In" link at the bottom of the webpage.

If you have forgotten your password, click "Forgot Password" at the bottom of the webpage and it will guide you through setting up a new password. If you have forgotten your login, you will need to contact the County's HelpDesk at 610-478-6176.

The County of Berks Purchasing site address is [www.countyofberks.com/dept/purchasing](http://www.countyofberks.com/dept/purchasing) and the specific Invitations to Bid Requests for Proposals list is located at [http://www.co.berks.pa.us/Dept/Purchasing/Pages/InvitationstoBid\(ITB\)andRequestforProposals\(RFP\).aspx](http://www.co.berks.pa.us/Dept/Purchasing/Pages/InvitationstoBid(ITB)andRequestforProposals(RFP).aspx).

Thank you.

*Lori A. Schneider*

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