

LEGAL NOTICE

INVITATION TO QUOTE

TO PROVIDE DESIGN, PRINT, AND MAILING SERVICES FOR QUARTERLY NEWSLETTER

Sealed bids for design, print, and mailing services for the Village's Quarterly Newsletter must be mailed or hand-delivered to the address listed below by Tuesday, April 28, 2015 at 10 a.m. Quotes will be publically opened and read aloud at the below stated time and place. Proposals not physically received by the Village by 10:00 a.m. on Tuesday, April 28, 2015 will be returned, unopened to the firm. All proposals should be addressed to:

Village of Oswego

Re: (vendor name)

Proposal for the Village of Oswego for Design, Print and Mailing Services for Newsletter

Attention: Tina Touchette, Village Clerk

100 Parkers Mill

Oswego IL 60543

Proposal packets are available online at <http://www.oswegoil.org>. The link can be found under the Business & Development tab-Bids & RFPs. Additionally; packets can be picked up at the Finance Department, Oswego Village Hall, 100 Parkers Mill, Oswego, Illinois, 60543.

ITEM SPECIFICATIONS

- 14,250 distributed to 60543 zip code with remainders delivered to Village of Oswego, 100 Parkers Mill, Oswego, IL 60543
- Design, Print and Mail
- 12 page, 8.5 x 11, four (4) color, 2-sided
- Binding, presort and mailed
- Four (4) issues – Summer, Fall, Winter, & Spring

The Village reserves the right to reject any or all quotes or a portion thereof and to waive any informality in quoting.

Each organization is to submit their quote as indicated in the Specifications.

Emailed or faxed quotes will not be accepted.

Questions regarding this quote, please contact Michele Brown, Community Relations Manager at the Village of Oswego at mbrown@oswegil.org or 630-554-4636.

Award of Contract: The Village of Oswego Board of Trustees will make the final award of the proposal or contract.