

LEGAL NOTICE

INVITATION TO SUBMIT PROPOSALS

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

Sealed proposals for design, print, and mailing services for the Village's Quarterly Newsletter must be mailed or hand-delivered to the address listed below by Friday, November 4, 2016 at 2:00 p.m. Proposals not physically received by the Village by 2:00 p.m. on Friday, November 4, 2016 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

- 14,550 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
- Two (2) issues –Winter & Spring

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

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

Emailed or faxed proposals will not be accepted.

Questions regarding this proposal, 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.