

**City of West Hollywood
Department of Human Services and Rent Stabilization**

Seasonal City Brochure – Design, Printing & Mailing

The City of West Hollywood is requesting proposals for Design, Printing and Mailing services of a Seasonal City Brochure (Rec Reader) according to specifications set forth in this Request for Proposals (RFP). The request for proposal will be reviewed to evaluate candidates qualified to provide professional services related to the design, printing and mailing of a City publication.

Instructions:

Requests for Information (RFI) are due by Tuesday, October 14, 2014 at 1:00 p.m. All RFI's must be submitted by email to Christopher Worland at cworland@weho.org.

Deadline for Submitting Proposals is Tuesday, October 21, 2014, no later than 1:00 p.m.

Proposals shall be submitted in writing in a sealed envelope plainly marked on the outside: “Sealed Proposals for Seasonal City Brochure. Do Not Open with Regular Mail.” No oral, telephonic, or telegraphic proposal or modification of Proposal will be considered.

Proposals must be addressed as follows:

**City Clerk
City of West Hollywood
8300 Santa Monica Blvd.
West Hollywood, CA 90069
Proposal: “Seasonal City Brochure - Design, Printing & Mailing
-Do Not Open with Regular Mail-“**

Proposals shall be typewritten and signed by a duly authorized officer of the proposer. Proposals shall be complete in all material respects in order to be considered.

For a full copy of the Request for Proposals (RFP) please contact Christopher Worland at 323-848-6511 or by email at cworland@weho.org.

The City reserves the right to reject any and all proposals and award the contract to the Contractor who best meets the requirements set forth in the Specifications.

Yvonne Quarker
City Clerk