

**CITY OF WEST HOLLYWOOD
REQUEST FOR PROPOSALS (RFP)
FOR THE SEASONAL CITY RECREATION BROCHURE – DESIGN, PRINTING
AND MAILING**

PUBLIC NOTICE IS HEREBY GIVEN that a Request For Proposals, (RFP), for the Design, Printing and Mailing for the Seasonal City Recreation Brochure.

The City of West Hollywood's Recreation Services Division is seeking proposals for production services, graphic design, mailing services and printing of the City's Recreation Brochure, the Rec Reader. The Rec Reader is produced 4 times per year, a Summer edition (May 1st – August 31st), Fall edition (September 1st – November 30th), Winter edition (December 1st – February 28th/29th), and Spring edition (March 1st – May 31st). Initial contract will be awarded for a period of three (3) years with an option of two (2), one year renewals.

Proposals will be accepted up to the hour of 5:00 p.m. on Friday, November 1, 2019.

Proposals shall be submitted **in person or by mail only** as follows:

City Clerk

City of West Hollywood
8300 Santa Monica Blvd.
West Hollywood, CA 90069

Proposal: Seasonal City Recreation Brochure – Design, Printing and Mailing

In order to avoid any potential confusion, and to minimize burden on City staff, the City is requiring that all procedural questions relating to this RFP be directed **by email only** to:

Michael Gasca, Acting Recreation Supervisor: mgasca@weho.org

Specific questions relating to the content of this RFP should be submitted in writing via email on or before **October 17, 2019 at 1:00 p.m.**

Request For Proposals (RFP) documents may be obtained online at <https://www.weho.org/city-government/city-clerk/public-notice/rfp-rfq-bid-notice>

or

<https://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

BY ORDER OF THE CITY OF WEST HOLLYWOOD
Yvonne Quarker, City Clerk

AFFIDAVIT OF POSTING

State of California)
County of Los Angeles)
City of West Hollywood)

I declare under penalty of perjury that I am employed by the City of West Hollywood in the Office of the City Clerk and that I posted this agenda on:

Date: October 10, 2019

Signature: Allyson T. Poirer