



REQUEST FOR BIDS

Bids are hereby being requested by the LaSalle County Board, through the LaSalle County Tourism Committee, for the 2018 Visitor Guide Ad Sales Design & Production; Visitor Guide Printing & Initial Shipping; Visitors Guide Distribution; **Electronic Social Media and Maintenance; and Media Production- Ad Design & E-Newsletter** that shall be bid as a whole for the following five (5) phases:

- Phase I: Visitors Guide: Ad Sales, Design/ Production
- Phase II: Visitors Guide Printing and Initial Shipment
- Phase III: Visitors Guide Distribution
- Phase IV: Electronic Social Media and Maintenance (Facebook and Instagram)
- Phase V: Media Production: Ad Design and E-Newsletter

Bid documents, including project specifications, a copy of the resolution and requirements referenced herein will be handed out during a **MANDATORY** pre-bid meeting to be held on **September 28th, 2017 at 1:00 p.m.** in the County Board Basement Meeting room in the LaSalle County Government Complex, 707 E. Etna Road, Ottawa, Illinois.

Sealed Bids shall be received at the LaSalle County Board Office, (707 E. Etna Road, Room 247, Ottawa, Illinois until **October 19th, 2017 at 2:00 p.m.** Bids will be opened at LaSalle County Tourism Committee meeting at 9:00 a.m. in room 242 or as soon thereafter as possible on Friday, October 20th, 2017.

NO FAX OR EMAIL BIDS WILL BE ACCEPTED AND WILL BE CAUSE FOR AUTOMATIC ELIMINATION.

LaSalle County reserves the right to reject any and all bids, to waive any irregularities in the process, and to award the contract in LaSalle County's best interests.

For further information regarding this bid contact:

LaSalle County Board - Tourism
707 E Etna Road
Ottawa, IL 61350

-or-

Via Email at: Tourism@lasallecounty.org