



REQUEST FOR BIDS

The County of LaSalle, through the LaSalle County Tourism Committee, is seeking bids from qualified firms for the 2019 Visitor Guide Ad Sales; Visitor Guide and Brochure Design & Production; Visitor Guide and Brochure Printing & Packaging & Initial Shipment; Visitors Guide and Brochure 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 - A: Visitors Guide: Ad Sales, Design & Production
B: Brochure: Design & Production
- Phase II - A: Visitors Guide Printing & Packaging & Initial Shipment
B: Brochure Printing & Packaging & Initial Shipment
- Phase III: Visitors Guide and Brochure 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, copy of the resolution and requirements referenced herein will be distributed during a **MANDATORY** Pre-Bid meeting located at LaSalle County Government Complex, 707 E. Etna Road, Ottawa, Illinois in the County Board Basement Meeting room on

September 27th, 2018 at 1:00 p.m

Sealed Bids shall be received at the LaSalle County Board office (707 Etna Road – Room 247, Ottawa, Illinois 61350) until **2:00 pm** on **October 18th, 2018**. Bids will be opened at LaSalle County Tourism Committee meeting on **October 19th, 2018** at approximately **9:00 am** in room 250 or as soon thereafter as possible.

**FAXED or EMAILED BIDS WILL NOT BE ACCEPTED
WILL BE CAUSE FOR AUTOMATIC ELIMINATION.**

Bids shall be submitted as follows: Two (2) Original Completed Bid Packets and Contract (Cover sheet & pages 1-9); Two (2) signed contract sheet (page 9); Three (3) Original Submittal sheets, Nine (9) copies of the bid sheet(s), and; One (1) electronic copy on cd/flash drive for the County's permanent records.

The successful bidder shall provide certificate of insurance establishing compliance with LaSalle County Resolution No. 10-141 "A RESOLUTION UPDATING MINIMUM INSURANCE REQUIREMENTS" dated October 14, 2010 [copies are available at www.lasallecounty.org website under Bids/RFB].

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 at 815-434-8224 or via Email at: Tourism@lasallecounty.org