

PUBLIC NOTICE

**REQUEST FOR PROPOSAL (RFP)
BY
VILLAGE OF GURNEE
FOR
KEEPING POSTED NEWSLETTER PRINTING AND MAILING SERVICES**

NOTICE IS HEREBY GIVEN that the Village of Gurnee will accept sealed proposals for newsletter printing and mailing services. The Village of Gurnee is seeking to contract with a professional printer to provide printing and mailing services for its Keeping Posted newsletter. This full color newsletter is currently published five times a year around major Village events. As this publication is a primary means of regular communication with many segments of the public, the Village places high importance on the reliable production and mailing of the newsletter.

Copies of the RFP will be available electronically at www.gurnee.il.us no later than **3:00 p.m., Thursday, December 12, 2024**. Information regarding proposals is posted on the homepage of the website.

Questions regarding the RFP may be submitted to Austin Pollack **by 4:00 p.m., Friday, January 3, 2025**, via email to apollack@village.gurnee.il.us.

Proposals are to be sealed and marked “RFP – Keeping Posted Newsletter” and received by **12:00 p.m., Friday, January 10, 2025** to:

Attn: Austin Pollack
Gurnee Village Hall
325 N. O’Plaine Rd.
Gurnee, IL, 60031

The Village Board reserves the right to accept or reject any or all Proposals or any part thereof; waive any minor defects, irregularities or informalities; and to decide not to award any contract; or award a contract deemed to be in the best interests of the Village of Gurnee.