

**KENT COUNTY LEVY COURT  
DEPARTMENT OF COMMUNITY SERVICES**

**Invitation to Bid**

**PRINTING SERVICES FOR KENT COUNTY LEVY COURT'S NEWSLETTER**

Newsletter consists of a 24-page +/- 4 pages (2-sided) booklet, web or sheet fed printed, 8 1/2" x 10 1/2" or comparable, glued or stitched bound, using 60# Offset or 50# Web stock. Quantity estimated to be 78,500 per printing.

The Kent County Levy Court will receive Sealed Bids from licensed printing companies to supply the above referenced printing services. A complete bid package, with bid specifications and bid form, may be downloaded (PDF) at the Kent County website ([co.kent.de.us](http://co.kent.de.us)) or may be requested by e-mail or picked up at the Kent County Recreation Center, Parks and Recreation, 1683 New Burton Road, Dover, Delaware 19904 through the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, beginning Wednesday, June 14, 2017 through Friday, June 30, 2017.

Sealed Bids must be received at the above address by 12:00 noon on Tuesday, July 11 and will be opened and read publicly at 12:01 p.m. on that date. **Bids must be submitted in a sealed envelope and clearly marked as "Sealed Bid – Kent County Levy Court Newsletter Bid Package"**.

Kent County Levy Court will award a contract to the lowest responsive and responsible bidder only. Kent County reserves the right to reject any and all bids.

Bid submittals from small and minority owned businesses are encouraged. Kent County gives preference to those bidders who do not subcontract portions of the work.

You have the option to submit a written quote for related bulk mailing services as referenced on the County website.

For further information, please contact Angel Short at (302) 744-2483 or e-mail: [angela.short@co.kent.de.us](mailto:angela.short@co.kent.de.us).

Kent County is an Equal Opportunity Employer.