

LEGAL NOTICE

Official notice is hereby given that sealed proposals will be received in the Office of the Purchasing Manager, Glenview Village Hall, Finance Department, 1225 Waukegan Road, Glenview, Illinois until 2:00 p.m. local time on March 6, 2012, for the following:

RFP NO: 212007
RFP ON: DOCUMENT SCANNING SERVICES
GLENVIEW, IL 60025

A MANDATORY PRE-SUBMISSION MEETING WILL BE HELD ON FEBRUARY 22, 2012 10:00 AM AT THE **VILLAGE OF GLENVIEW BOARD ROOM, 1225 WAUKEGAN ROAD, GLENVIEW, ILLINOIS 60025.**

Scope of work includes: Document pick-up, preparation, scanning, indexing, and drop off of documents.

Interested firms may obtain the detailed "Request for Proposal" at the Glenview Village Hall, Administrative Services Department, 1225 Waukegan Road, Glenview, Illinois, 60025 or by calling (847) 724-1700.

BIDS SHALL BE ACCOMPANIED BY BID SECURITY IN AN AMOUNT NOT LESS THAN FIVE PERCENT (5%) OF THE AMOUNT OF THE TOTAL BID.

Offers may not be withdrawn for a period of ninety (90) days after closing date without the consent of the Board of Trustees.

Any Bid submitted unsealed, unsigned, fax transmissions or received subsequent to the aforementioned date and time, may be disqualified and returned to the bidder.

The Village of Glenview reserves the right to reject any and all bids or parts thereof, to waive any irregularities or informalities in bid procedures and to award the contract in a manner best serving the interest of the Village.

Dated: 2/9/2012
Michele Reynolds, CPPO, C.P.M.
Purchasing Manager