



Posted: 05/11/17

**CITY OF SATELLITE BEACH**  
**FLORIDA**

**REQUEST FOR PROPOSALS (RFP)**

SOLICITATION TITLE: **Newsletter Publication Services**

Solicitation Number: **RFP No. 16/17 - 05**

Contact: **Suzanne Sherman**

Response Due Date: **May 25, 2017**

Pre-proposal Meeting: **None**

Due Time: **2:00 P.M.**

Issue Date: **May 11, 2017**

**Purpose / Description**

**REQUEST FOR BIDS**  
**No. 16/17-05**  
**City of Satellite Beach, Florida**

The City of Satellite Beach is seeking one qualified firm to provide newsletter publication services, primarily for the printing and mailing of the City's *Beachcaster* bi-monthly publication.

**Sealed bids can be delivered to the Office of the City Clerk located at 565 Cassia Blvd., Satellite Beach, FL 32937 no later than May 25, 2017 at 2:00 P.M. EST.**

**Solicitation Distribution**

The City of Satellite Beach website is the official location used by the City for posting of solicitation documents, addendums, questions/answers and other related material. Vendors obtaining documents from other sources are reminded those sources are not authorized distribution points and may not have the most current information. The City will not be held liable or be bound by solicitation information obtained from other sources.

The official City website is [www.satellitebeach.org/business/bids.php](http://www.satellitebeach.org/business/bids.php)

Please contact Suzanne Sherman, Assistant City Manager at 321-773-4407 Ext. 225 or via email [ssherman@satellitebeach.org](mailto:ssherman@satellitebeach.org) for further clarification or questions regarding this solicitation.