



LOS ANGELES COMMUNITY COLLEGE DISTRICT  
770 WILSHIRE BOULEVARD, LOS ANGELES, CALIFORNIA 90017 • 213/891-2000

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CITY EAST HARBOR MISSION PIERCE SOUTHWEST TRADE-TECHNICAL VALLEY WEST  
ADMINISTRATIVE OFFICES • Dr. Tyree Wieder, Interim Chancellor

## INVITATION TO BID

February 4, 2010

TO: INTERESTED VENDORS

**SUBJECT: IFB NO. 10-04; DESIGN AND ART PRODUCTION FOR THE CONTENTS OF SCHEDULES OF CLASSES, GUIDES TO CLASSES AND COURSE CATALOGS AT LOS ANGELES VALLEY COLLEGE**

The Los Angeles Community College District is currently soliciting competitive bids for the design and art production of the inside contents of the schedules of classes, guides to classes and course catalogs for Los Angeles Valley College, located at 5800 Fulton Avenue, Valley Glen, California 91401-4062.

This IFB may also be viewed online and downloaded by visiting the District's website at [http://www.laccd.edu/business\\_services/](http://www.laccd.edu/business_services/), or at <http://www.laccd.edu>, and then by clicking first upon Business Opportunities, and then Business Services: Contracts and Purchasing.

If interested, your bid must be submitted according to the instructions on the enclosed Invitation for Bids (IFB), including completion and signing of the Bid Pages on pages 28 and 29 of the IFB, along with your bid. The deadline for submission of bids is **2:00 p.m. on Thursday, February 25, 2010**. Bids submitted after this date and time shall be returned to the bidder unopened.

Should you have any questions, please contact me by phone at (213) 891-2301, or by email at [paltzac@email.laccd.edu](mailto:paltzac@email.laccd.edu).

Sincerely,

Curtis J Paltza  
Contracts Analyst

cp

Enclosure