

CITY OF ARCADIA
RECREATION AND COMMUNITY SERVICES
NOTICE INVITING PROPOSALS

NOTICE IS HEREBY GIVEN that the City of Arcadia is accepting proposals to provide **Estate Planning and Notary Services**. Three (3) copies of the proposal forms shall be submitted in a sealed envelope marked “**Proposal for Estate Planning and Notary Services**” and three (3) copies of the marked “**Cost for Estate Planning and Notary Services**” and shall be sent to the City Clerk Office of the City of Arcadia, 240 W. Huntington Drive, Arcadia, California, 91007. Proposals are due no later than 4 p.m. on September 24, 2026, at which time said proposals shall be publicly opened.

Copies of the proposal may be obtained at the City of Arcadia’s Community Center, 365 Campus Drive, Arcadia, California, 91007. Said specifications and bid forms are hereby referred to and incorporated herein and made a part by reference and all quotations must comply therewith.

The City of Arcadia reserves the right to accept in whole or part or reject any and all proposals and to waive any informalities in the bid process, and all proposals are binding for a period of ninety (90) days after the bid opening and may be retained by the City for examination and comparison, as specified in the quotation request documents.

/s/ Linda Rodriguez
City Clerk

Dated: August 31, 2026
Date Posted: August 31, 2026

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