

# Quote Request

## Printing and Mailing of 2013 News and Views Newsletter Winter Rebid

**Quotes due December 13, 2013 @ 2:00 p.m.**

**Fax to Corinne Lisefski at (412) 456-5007**

### Scope of Work

#### 2013 HACP Spring/ Summer newsletter (News & Views) Printing and Mailing only:

Quantity # 1 9000 pieces to include: pieces are to have our standard postage, permit # will be provided  
Addressed and tabbed (addresses provided on disk or emailed in an excel file  
Delivered to US Post Office for mailing

Quantity # 2 500 pieces without postage or addressed, shipped to HACP address below (size 8.5 x 11)

Size 8.5 x 11

# of Pages 12 page, self-cover

Stock 80# white glossy text

Ink Color 4/4 process color throughout

Other Full bleeds  
Color proof –hard copy  
Trimmed, saddle stitched and folded 5.5” x 8.5 (Quantity 1 only (9000))  
Digital files supplied by customer

Artwork and press check by TBD

Special Instructions Bid does not include additional work. If additional work is required, vendor must have written approval from HACP prior to work being performed.

Ship balance of News & Views to:

Housing Authority of the City of Pittsburgh  
Community Affairs Department  
200 Ross Street, 8<sup>th</sup> Floor  
Pittsburgh, PA 15219

**Please contact Corinne Lisefski at 412.456.5000 ext 8546 with any questions about the above scope.**

# Quote Request

Printing and Mailing of 2013 News and Views Newsletter Winter Rebid

Due: 12/13/13 at 2 pm

Total Bid amount for all work: \$ \_\_\_\_\_

Total Bid amount \_\_\_\_\_ dollars  
In words

Contract award will be based on total bid amount

(Please print clearly)

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_  
(of person signing)

Address: \_\_\_\_\_  
(of company)

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_