

Quote Request

Printing and Mailing of 2015 News and Views Newsletter Summer

Quotes due Wednesday, June 24, 2015 @ 2:00 p.m.

Fax to Debbie Norkevicius at (412) 456-5007

Scope of Work

2015 HACP Summer newsletter (News & Views) Printing and Mailing only (Design by other):

- Quantity # 1 8,000(estimated) pieces to include: pieces are to have our standard postage, permit # for Pittsburgh, Pennsylvania will be provided
Addressed and tabbed (addresses provided on disk or emailed in an excel file)
Delivered to US Post Office for mailing
If our postage permit is invalid in your state add postage as part of your total bid amount
- Quantity # 2 500 pieces without postage or addressed, shipped to HACP address below (size 8.5 x 11)
- Size 8.5 x 11 (11x17: folded size 8.5x11)
- # 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
Digital files supplied by customer
- Artwork and press check by Marcella McGuire

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, 8th Floor
Pittsburgh, PA 15219

Please contact Debbie Norkevicius at 412.5000.5000 Ext. 8505 or
Debbie.Norkevicius@HACP.org with any questions about the above scope.

Quote Request

Printing and Mailing of 2015 News and Views Newsletter Summer

Due: 6/24/15 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: _____