

# Quote Request

Printing and Mailing of 2016 News and Views Newsletter Spring

Quotes due May 6, 2016 @ 2:00 p.m.

Fax to Debbie Norkevicius at (412) 456-5007

## Scope of Work

### **2016 HACP Spring 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

Size                      (11x17: final folded size 8.5x5.5)

Addressed and tabbed (addresses provided via email in an excel file)

Delivered to US Post Office for mailing

**\*\*NOTE: If our postage permit is invalid in your state add postage as a separate line item.**

Quantity # 2      500 pieces without postage or addressed, shipped to HACP address below

Size                      (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 - PDF

Trimmed, saddle stitched and folded

Digital files supplied by customer

Artwork included from HACP

Option 1:      Aqueous Coating throughout

Option 2:      UV Coating throughout

**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 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 2016 News and Views Newsletter Spring

Due: 5/6/2016 @ 2:00PM

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: \_\_\_\_\_