

# Quote Request

Printing and Mailing of 2017 News and Views Newsletter Winter

**Quotes due December 11, 2017 @ 2:00 p.m.**

**Fax to Debbie Norkevicus at (412) 456-5007**

## Scope of Work

2017 HACP Winter newsletter (News & Views) Printing and Mailing only (Design by other):

Quantity # 1      9,000 (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

**\*\*Newsletter must be mailed seven (7) days of receipt of approved files.**

**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 Norkevicus at (412) 456-5000 Ext. 8505 or  
Debbie.Norkevicus@HACP.org with any questions about the above scope.

# Quote Request

Printing and Mailing of 2017 News and Views Newsletter Winter

Due: 12/11/2017 @ 2:00PM

TYPE OF PRINTING	NUMBER OF COPIES	TOTAL
Option #1 - Aqueous Coating	9,500	
Option #2 - UV Coating	9,500	
POSTAGE (if necessary)		

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

**Contract award will be based on lowest total bid amount**

(Please print clearly)

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

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

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

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

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

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