

Quote Request

Printing of Housing Choice Voucher Briefing Packets

Quotes due October 27, 2015 @ 2:00 p.m.

Fax to Debbie Norkevicius at (412) 456-5007

Scope of Services

500 – 2 Pocket Folders

500 Briefing Packets (COMPLETED)

Portfolio (100 lb. Cover):

- 1. Providing and printing on front of White Gloss (outside) 4”Glued 2-Pocket Folder & Die Cut Business Card Holder on Inside Front Pocket.**
- 2. Print to be 4/0.**

Documents (60 lb. Offset):

Document	Paper Color	Paper Size	Inks	Sheets
Left Side Documents:				
Table of Contents	White	Letter	1/0	2
Documents for Signature – Packet 1	White	Letter	4/4	8
(Last Sheet of Documents for Signature – Packet 1) – New Contract Process – Briefers	White	Legal/folded to Letter Size)	4/0	1
Documents for Signature – Packet 2	White	Letter	4/4	7
(Last Sheet of Documents for Signature – Packet 2) – New Contract Process – Briefers	White	Legal/folded to Letter Size)	4/0	1
Program Essentials	White	Letter	1/1	6
2015 HCV Payment Standards & Utility Allowance Charts	Blue	Letter	1/0	13
Rent Range Estimator	White	Letter	1/0	6
Contact Sheet	White	Letter	1/0	1
Voucher Terms, Extensions & Suspensions	Goldenrod	Letter	1/0	1
City Map	Blue	Letter	4/0	1
Landlord Contact Sheet	Gray	Letter	1/0	1
Things You Need to Know	Blue	Letter	1/0	1
General Guide to Why Units Fail	Goldenrod	Letter	1/1	2
A Good Place to Live	Gray	Letter	1/1	11
Protect Your Family from Lead	Goldenrod	Letter	4/4	8
Fair Housing	Gray	Letter	1/1	9

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Document	Paper Color	Paper Size	Inks	Sheets
Right Side Documents:				
Grounds for Termination of Assistance	Goldenrod	Letter	1/1	2
Owner Responsibilities	Gray	Letter	1/0	1
General Information	Blue	Letter	1/1	3
Calculating the Housing Assistance Payment	Blue	Letter	1/1	2
Portability	Blue	Letter	1/0	1
Resident Self-Sufficiency	Blue	Letter	1/1	1
Disability Providers	Blue	Letter	1/1	2
Grievance Hearing Procedures	Goldenrod	Letter	1/1	3
Assistance for Persons with Disabilities	Goldenrod	Letter	1/0	1
Things You Should Know	Goldenrod	Letter	1/0	1
Are You a Victim of Housing Discrimination	Gray	Letter	4/4	4
Tenancy Addendum	Gray	Letter	1/1	3
Sample Model Lease Agreement	Gray	Legal/Folded to Letter Size	1/1	5
Foreclosure Notice	Goldenrod	Letter	1/0	1

Documents are to be collated and inserted into the portfolio in the order listed. All multi page documents are to be stapled in upper left corner. All documents requiring tenant signatures located in Documents To Be Signed – Packets 1 and 2 must be highlighted in yellow on Tenant Name lines, Signature lines and Date lines. **All documents must be printed in the colors and sizes stated above and is non-negotiable.**

Please contact Debbie Norkevicus at 412.456-5000 ext 8505 or at Debbie.Norkevicus@HACP.org with any questions about the above scope

Quote Request

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Due: 10/27/2015 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: _____