

Quote Request

Printing of Housing Choice Voucher Briefing Packets

Quotes due July 22, 2014 @ 2:00 p.m.

Fax to Debbie Norkevicius at (412) 456-5007

Scope of Work

1,000 – 2 Pocket Folders

1,000 Briefing Packets (COMPLETED)

Completed packets to be delivered to Occupancy Department, 100 Ross Street, 4th Floor, Pittsburgh, PA 15219

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):

All documents are letter size and black/black print unless otherwise noted.*

# of Docs	# of Pages	Single Sided	Duplexed	Stapled	Paper
2	1	X			White
*1	1	X			White
9	1	X			Color
6	1 (2 sides)		X		White
1	1 (2 sides)		X		Color
1	2 (2 Sides)	X		X	White
1	2 (3 sides)		X	X	Color
3	2 (4 sides)		X	X	Color
2	3 (5 sides)		X	X	Color
1	3 (6 sides)		X	X	Color
1	4 (7 sides)		X	X	Color
1	4 (8 sides)		X	X	Color
1	5 (9 sides)		X	X	Color
1	6 (6 sides)	X		X	White
1	9 (17 sides)		X	X	Color
1	11 (22 sides)		X	X	Color

4/4 (Color Process for all Inserts. Does not include Portfolio.)

* Legal size document – folded to letter size

Documents to be collated and inserted into the portfolio in the order listed.

All multi page documents are to be stapled in upper left corner.

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

Quote Request

Printing of Housing Choice Voucher Briefing Packets

Due: 7/22/14 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: _____