

# Quote Request

Printing of Housing Choice Voucher Recertification Packets

Quotes due April 30, 2014 @ 2:00 p.m.

Fax to Debbie Norkevicius at (412) 456-5007

## Scope of Services

### 1. Section 8/HCV Recertification Packet

Cover – 4/1– 65# Cardstock – White Gloss

Interior (44 pages, which includes print on both sides) – 4/4 – 70# offset

Finished Size – 8-1/2”x 11”

Finish: Fold, Stitch & Trim

PDF of Artwork Provided

Color Proof – Hard copy requested.

### 2. 9”x 12” – 24# White Woven Open Ended Envelope

Print 4/0 (Including HACP Logo and Return Address in Upper left corner and also the HACP Return Address in Center (Addressee Section)).

### 3. 10”x 13” – 24# White Woven Open Ended Envelope

Print 4/0 (Including HACP Logo and Return Address in Upper left corner).

## 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.**

**\*\* Hard copies of the packets and envelopes will be available for review only at 100 Ross Street, 2<sup>nd</sup> Floor, Pittsburgh, PA 15219.**

Please contact Debbie Norkevicius at 412.456-5000 ext 8505 or at [Debbie.Norkevicius@HACP.org](mailto:Debbie.Norkevicius@HACP.org) with any questions about the above scope

# Quote Request

## Printing of Housing Choice Voucher Recertification Packets

Due: 4/30/15 at 2 pm

<u>Item</u>	<u>Quant.</u>	<u>Total</u>
1. Section 8/HCV Recertification Packets	1,500	\$ _____
2. 9" x 12" – 24# White woven open ended envelop	1,500	\$ _____
3. 10" x 13" – 24# White woven open ended envelop	1,500	\$ _____

**Total Bid amount for all work: \$** \_\_\_\_\_

(Add Total 1 + Total 2 + Total 3)

**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:** \_\_\_\_\_