

# Quote Request

Printing of Recertification Packet and Accompanying Envelopes

**Quotes due April 10, 2017 @ 2:00 p.m.**

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

## SCOPE OF WORK

### Section 8/HCV Recertification Packet:

- Quantity: 1,500 packets
- Cover - 4/1 65# Cardstock – White Gloss
- Interior (44 pages includes print on both sides ) 4/4 - 70# offset
- Finished Size: 8.5 x 11 inches
- Finish: Fold, Stitch & Trim
- PDF of Artwork Provided
- Color proof – Hard Copy requested
- Example Included in Quote Request

### Envelope 1:

- Quantity: 1,500 envelopes
- 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)
- Example Included in Quote Request

### Envelope 2:

- Quantity: 1,500 envelopes
- 10" x 13" 24# white Woven Open Ended Envelope
- Print 4/0 (Including HACP Logo and Return Address in Upper left Corner)
- Example Included in Quote Request

**\*\*Bid does not include additional work. If additional work is required, vendor must have written approval from HACP prior to work being performed.**

Please contact Debbie Norkevicius at 412.456.5000 Ext. 8505 or  
Debbie.Norkevicius@HACP.org with any questions about the above scope.

# Quote Request

## Printing of Recertification Packet and Accompanying Envelopes

Quotes due 4/10/2017 @ 2:00 p.m.

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

Cost for Section 8/HCV Recertification Packet: \$\_\_\_\_\_

Cost for Envelope 1: \$\_\_\_\_\_

Cost for Envelope 2: \$\_\_\_\_\_

**Total Bid amount for all work: \$\_\_\_\_\_**  
(add the above amounts together)

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

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

(Please print clearly)

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

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

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

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

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

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