

Quote Request

Printing and Mailing of 2025 Spring News & Views Newsletter REBID

Quote is Due May 14, 2025 @ 9:00 a.m.
Email Quote to Corey.Mitchell@hacp.org

Scope of Work

2025 HACP Spring Newsletter (News & Views) Printing and Mailing only (Design by other):

NOTE: Newsletters Must Be Mailed 7 Working Days From Receipt Of Approved Files.

Quantity # 1 8,500 (estimated) pieces to include: pieces have our standard postage permit # 248 for Pittsburgh, Pennsylvania. Stapled with head of household mailing.

of Pages 12-page, self-cover

Size Printed 8.5 x 11: folded to 8.5 x 5.5, stapled with head of household mailing

Addressed and tabbed (addresses provided via email in an excel file)
Dropped off in bulk to US Post Office for mailing.

NOTE: If our postage permit is invalid in your state or location, add postage as a separate line item.

Quantity # 2 200 pieces without postage or addressed, delivered/shipped to Housing Authority.
Stapled, unaddressed.

Size Printed flat 8.5 x 11, stapled, unaddressed and deliver to the Housing Authority of the City of Pittsburgh, Community Affairs Department, 412 Boulevard of the Allies, Pittsburgh, Pennsylvania, 15219

of Pages 12-page, self-cover

Stock 80# white glossy text

Ink Color 4/4 process color throughout

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For more information or questions, please contact Corey Mitchell-LaBrie
at 412-643-2776 or Corey.Mitchell@hacp.org

Other Full bleeds
Color proof - PDF
Trimmed, saddle stitched and folded
Digital files supplied by customer
Aqueous Coating throughout

Artwork by Others

Special Instructions Bid does not include additional work. If additional work is required, the 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
412 Boulevard of the Allies, Suite 712
Pittsburgh, PA 15219

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TYPE OF PRINTING	NUMBER OF COPIES	TOTAL
Folded Newsletters for Mailing to be Delivered to Post Office	8,500	\$
Flat Newsletters to be Delivered to HACP	200	\$

Total Cost: \$ _____

Total Cost: \$ _____
(in words)

Contract award will be based on the lowest responsive and responsible bid amount

(Please print clearly)

Company Name: _____

Address: _____
(of company)

Signature: _____

Print Name: _____
(of person signing)

Phone Number: _____ Fax: _____

Email: _____

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