

Quote Request

Printing and Mailing of 2025 Spring News & Views Newsletter REBID

Quote is Due May 16, 2025 @ 9:00 a.m.

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

Email Quote to Corey.Mitchell@hacp.org

Scope of Work

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

Line Item# 1: 8,700 (estimate) **TOTAL** pieces to include:

8,500 pieces with our standard postage permit # 248 for Pittsburgh, Pennsylvania

Final Size = 8.5 x 11 (finished folded size 8.5 x 5.5); Addressed and tabbed (addresses provided via email in an Excel file); Delivered 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.

Line Item# 2 200 pieces without postage or addressed, delivered/shipped to HACP

Final Size = 8.5 x 11 (not folded)

of Pages = 12-page, self-cover

Stock = 80# white glossy text

Ink color = 4/4 process color throughout

Other

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

Artwork by Others

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

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 | 8,700 | \$ |
| 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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