

# Quote Request

Printing and Mailing of 2025 Fall News & Views Newsletter

Quotes due October 15, 2025 @ 10:00 A.M.  
Email Quotes to [Kathleen.Obringer@HACP.org](mailto:Kathleen.Obringer@HACP.org)

## Scope of Work

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

**Quantity # 1** 8,500 (estimated) pieces to include: pieces have our standard postage permit # 248 for Pittsburgh, Pennsylvania. Pieces for mailing to be delivered to Post Office.

**Size** 8.5 x 11: finished final folded size 8.5 x 5.5, stapled with head of household mailing  
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.

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

**Size** 8.5 x 11: finished final flat size, stapled

**Other**  
**# of Pages** 12-page, self-cover, full color  
**Stock** 80# white glossy text  
**Ink Color** 4/4 process color throughout  
**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

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

For more information or questions, please contact Kathleen Obringer  
at 412-643-2766 or [Kathleen.Obringer@HACP.org](mailto:Kathleen.Obringer@HACP.org)

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TYPE OF PRINTING	NUMBER OF COPIES	TOTAL
Folded Newsletters (8.5 x 5.5) for Mailing to be Delivered to Post Office	8,500	\$
Flat Newsletters (8.5 x 11) 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: \_\_\_\_\_

For more information or questions, please contact Kathleen Obringer  
at 412-643-2766 or [Kathleen.Obringer@HACP.org](mailto:Kathleen.Obringer@HACP.org)