

Quote Request

Printing and Mailing of 2026 Summer News & Views Newsletter

Quotes Due May 29, 2026 @ 10:00 A.M.
Email Quotes to Corey.Mitchell@hacp.org

Scope of Work

2026 HACP Summer 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 # 2 500 pieces without postage or addressed, delivered/shipped to Housing Authority.

Size 8.5 x 11: finished final 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 Corey Mitchell-LaBrie
at 412-643-2776 or Corey.Mitchell@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	500	\$

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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