

# Quote Request

Printing and Mailing of 2026 HACP Fall News & Views Newsletter

Quotes Due: September 24, 2026 @ 2:00 P.M.

Email Quotes to: Thomas.Mitchell@hacp.org

## Scope of Work

2026 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** 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 in November**

For more information or questions, please contact Thomas Mitchell  
at 412-643-2739 or Thomas.Mitchell@HACP.org

# Quote Request

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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: \_\_\_\_\_

For more information or questions, please contact Thomas Mitchell  
at 412-643-2739 or [Thomas.Mitchell@HACP.org](mailto:Thomas.Mitchell@HACP.org)