

HOUSING AUTHORITY OF NEW ORLEANS
PROCUREMENT AND CONTRACTS DEPARTMENT
PRINT AND MAIL HANO AND HCVP NEWSLETTERS
REQUEST FOR QUOTES #15-904-06

4100 TOURO STREET
NEW ORLEANS, LA 70122

PHONE # (504) 670-3249

FAX # (504) 286-8224

EMAIL: dwiltz@hano.org

CONTRACT ADMINISTRATOR: DIANNE WILTZ-HUNLEY

DATE: JANUARY 22, 2015

COMPANY: _____

ADDRESS: _____

CONTACT: _____

PHONE # _____

FAX # _____

EMAIL _____

QUOTE DUE BY: THURSDAY, JANUARY 29, 2015@ 2:00P.M.

SCOPE OF SERVICES: ATTACHED

The Housing Authority of New Orleans (HANO) is seeking firms capable of printing and mailing HANO and HCVP Newsletters to 28,000 recipients.

Specials Instructions and Required Submittals:

1. All required submittal documents shall be delivered or faxed to Audrey Plessy, Procurement Manger at (504) 286-8224, no later than Thursday, January 29, 2015.
2. Submit the attached Quote Proposal Form.
3. Contact Dianne Wiltz-Hunley, Contract Administrator with any questions or comments.

PRICES ARE VALID UNTIL: _____

QUOTE SUBMITTED AND AUTHORIZED BY:

_____ ON _____ 20_____

HANO reserves the right to execute a Purchase Order with the responsible individual(s), firm(s), or organization(s), who provide the greatest benefit to this agency, not necessarily the lowest price.

THIS IS NOT AN ORDER REQUEST

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SCOPE OF SERVICE:

• **HANO NEWSLETTER**

Job Description:

- °The selected firm shall print two (2) seasonal issues of the HANO Newsletter (20 page 80-cover/80-text) on a 4X4 layout.
 - °Paper Stock: 80/80 lb Glossy, Aquias Coating
 - °Press/Ink Colors: 4/4 Process
 - °Bindery: Trim, Fold, Saddlestitch, Box 8.5x11
 - °Number of copies: 3,000.00
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Note: Print time must be three (3) days from receipt of Purchase Order.

• **HCVP NEWSLETTER**

Job description:

- °The selected firm shall print one (1) issue of the HCVP Newsletter.(11x17, 60 lb., quarter fold) on a 4x4 layout.
- °11x17 – quarter fold
- °Paper Stock: 60lb white
- °Press/Ink Colors: 4/4 Process
- °Bindery: 1 page double sided and folded, taped shut
- °Number of Copies: 30,000.00

Note: Print time must be three (3) days from receipt of Purchase Order
Mail Service Laser Print Addresses
Postage & mail out included

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QUOTE PROPOSAL FORM

PRINTING OF HANO NEWSLETTER (2 editions)	3,000 COPIES Per edition	PRINTING OF HCVP NEWSLETTER (One issue)	30,000 COPIES	MAIL SERVICE LASER PRINT ADDRESS	AFFIX POSTAGE and MAIL TO 28,000 RECIPIENTS	TOTAL COST
\$	\$	\$	\$	\$	\$	\$

 (Company Name)

By: _____
 (Printed or Typed Name)

 (Signature)

Title: _____

Date: _____