

**HOUSING AUTHORITY OF NEW ORLEANS
PROCUREMENT AND CONTRACTS DEPARTMENT
PRINT AND MAIL HANO AND HCVP NEWSLETTERS
REQUEST FOR QUOTES #15-904-08**

4100 TOURO STREET
NEW ORLEANS, LA 70122

CONTRACT ADMINISTRATOR: Dianne Wiltz-Hunley
PHONE # (504) 670-3249 FAX # (504) 286-8224

EMAIL: dwiltz@hano.org

DATE: JANUARY 30, 2015

COMPANY: _____

ADDRESS: _____

CONTACT: _____

PHONE # _____ FAX # _____ EMAIL _____

QUOTE DUE BY: TUESDAY, FEBRUARY 3, 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 Tuesday, February 3, 2015.
2. Submit the following documents: (1) Request for Quotes, (2) Quote Proposal Form, and, (3) Acknowledgement of Addenda, if any.
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), which will provide the greatest benefit to the 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

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 issues-3,000 copies per issue)	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: _____

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ACKNOWLEDGEMENT OF ADDENDA

Respondent has received the following Addenda, receipt of which is hereby acknowledged:

Addendum Number: _____ Date Received: _____

Addendum Number: _____ Date Received: _____

Company Name)

(Signature)

(Printed or Typed Name)