



## Lakota Community Mailers - Printing & Fulfillment

### *Request for Quotes*

Lakota Local Schools is seeking services for the printing and mailing of its four community mailers planned for distribution during the 2024-2025 school year. This includes:

- (2) Community newsletters (August 2024 & January 2025)
- (1) Quality Profile (September 2024)
- (1) Financial Prospectuses (April 2025)

If you wish to provide a quote for both printing and mailing services, please provide a separate one for each – or one quote that clearly itemizes the two services. Please also provide a production timeline for printing and/or distribution from the time you receive final art, including the opportunity to review at least one proof. If you do not provide mail house services, please include in your quote a delivery fee to the selected mail house, if applicable.

For each service, we will select the vendor that can deliver a quality, cost-effective product in the most timely manner. Our intent is to use the same vendor(s) for all four publications.

All quotes must be submitted to Lauren Boettcher at [lauren.boettcher@lakotaonline.com](mailto:lauren.boettcher@lakotaonline.com) **by Monday, May 20, 2024 at 5 PM.** We will notify all bidders of our outcome by Friday, May 24, 2024.

### **Print Specifications:**

Page Count:

- 16-page booklet (1-Quality Profile)
- 8-page booklet (1-Community Mailer & 1-Financial Prospectus)
- 4-page booklet (1- Community Mailer)

All Other Specs (same for all 4 pieces):

- Finished size 8.5" x 11"
- Stapled booklet
- Full color w/ bleed
- 80 lb. satin stock text paper (or similar quality)
- Projected quantity: 49,500 printed
- Delivery fee to mail house, if applicable

### **Mailing/Distribution Specs:**

- Direct mailer sent by postal carrier routes to all residents and businesses in West Chester and Liberty townships.
  - *Note: Extra run is for additional distribution by Lakota Local Schools.*
- If bidding on mailing service, quote should include non-profit postage estimate.