

ISLE OF PINES PROPERTY OWNERS' ASSOCIATION, INC.
(the "IOPPOA")
REQUEST FOR QUOTE
2021 NEWSLETTER PREPARATION -AND DELIVERY

The pricing shall be per newsletter in full accordance with the requirements listed below. Pricing shall be based on the preparation of up to 12 newsletters from February 2021 through January 2022.

Requirements:

- Pick up newsletter from designated printer/copier on the third Sunday of every month.
- Stuff newsletter with any inserts, fold and place in plastic bags for hand delivery.
- Coordinate and oversee delivery of newsletters to the community within three (3) days of pickup from printer/copier.
- In the event newsletters are to be mailed, deliver to post office for bulk mailing.
- Insure all advertisers outside the Isle of Pines receive a copy of newsletter.

Plastic bags will be provided by IOPPOA.

General Conditions: The IOPPOA is requesting bids from any person interested in performing the services based on the specification listed above. All bids must submitted using this Form OR: (1) be in writing, (2) cover the calendar year 2021, and (3) comply with all portions of the specifications listed for the specific service that is being bid on. Any person or contractor submitting a bid is responsible for providing the services as specified above and will be solely responsible for fulfilling the terms and conditions of the contract.

The IOPPOA Board of Directors has the right to award the contract for services to any bidder that they feel is in the best interest of the Association and can reject any bid for any reason. The IOPPOA Board of Directors has the right to terminate any contract at any time at their discretion with a 30 day written notice.

Send bid to: IOPPOA Newsletter Preparation and Delivery Bids, 13040 Lake Mary Jane Road, Orlando, FL 32832. Bids must be postmarked no later than January 31, 2021 or can be brought to the meeting on February 2, 2021 at South Beach, 7 pm. Bids will be opened and discussed at the February 2, 2021 IOPPOA Board Meeting and awarded contractor will be notified.

Price Per Newsletter: _____

Signature

Today's Date

Printed Name

Telephone Number

Address / Email

Additional comments: _____
