



Request for Quotation (RFQ) Printing and Mailing of City Newsletter

Issued by

City of Windsor Heights
1145 66th Street, Suite 1
Windsor Heights, IA 50324

Contact Person

Adam Strait
City Clerk
Email: astrait@windsorheights.org
Phone: 515-645-6810

Issue Date

February 2, 2026

Quote Due Date

Friday, February 27 by 4:30 PM

1. Purpose

The City of Windsor Heights is requesting quotations from qualified vendors for the printing and mailing of a City newsletter. The City will be responsible for providing final, print-ready content. The selected vendor will be responsible for all aspects of printing, preparation, addressing, and mailing of the newsletter. Newsletter examples can be found at www.windsorheights.org/476/City-Newsletter

2. Newsletter Specifications

Format: Newsletter (self-mailer)

Page Count: 4 pages

Color: Full color (4/4)

Flat Size: 11 x 17

Finished Size: 8.5 x 11, folded

Folding: Half-fold

Envelope: None

Mailing Label: Applied directly to the front panel

Paper Stock: 60, Smooth **Vendor can make a recommendation with that prioritizes cost and mail performance*

Quantity: 2538 **Determined through USPS direct mailer program*

3. Printing Requirements

Professional, high-quality printing suitable for municipal communications.

Consistent color reproduction.

Proof required prior to printing.

Final approval required before production.

4. Mailing Requirements

The newsletter will be mailed as a self-mailer through USPS direct mailer program.
Vendor responsible for mailing label placement, USPS compliance, postage, and delivery.

5. City Responsibilities

Provide print-ready content.
Review and approve proofs.

6. Pricing Requirements

Itemized pricing required including printing, preparation, mailing, postage, and any additional fees.

7. Schedule

Content delivery: The City will send over a ready to print PDF file no later than the first full week of a month.
Printing turnaround: Printing of the newsletter to occur within 72 hours of content delivery.

8. Submission Requirements

Quotes must include pricing, contact information, experience, and timeline.

9. Evaluation

Based on cost, ability to meet specifications, experience, and overall value.

10. Reservation of Rights

The City reserves the right to reject any or all quotations.