

**REQUEST FOR QUOTATIONS**  
**Goods and Services**  
**Printing of Parks and Rec Connected and Summer Camp Magazine**  
**PROJECT SPECIFICATIONS**

The purpose of the Project Specifications is to provide supplemental and technical specifications for the Work.

**SPECIFICATIONS**

**Parks and Rec Connected**

1. Finish size is 8 ½ inch x 11 inch
2. 22,000 copies printed three times per calendar year
3. 48, 52, 56 or 60 pages, including cover
4. Trimmed, folded and two staples
5. 60lb (see bid form) white, glossy paper
6. Full color front to back with full bleed off pages (sample is available online)
7. Bulk mailing services for all copies, including preparing in-city mailing with postage pre-paid by the City and delivery to post office (Merrifield)
8. Remaining copies, if mailing is to be fewer copies, to be delivered to City Hall, Room 123, 10455 Armstrong Street, Fairfax, VA 22030 in boxes
9. Maximum 5-day turnaround time for blue line, printing, mailing and delivery

**Optional Services**

- Additional copies per 1,000 to be printed at a later date if needed, with one-week notice. Assume 52 pages; other set sizes to be pro-rated.

**Parks and Rec Connected - Printing and Delivery Time Line**

A printing schedule will be sent with awarded contract for each printing. Below are estimated dates which may fluctuate by up to two (2) weeks.

- Summer Brochure 2<sup>nd</sup> week of March
- Fall Brochure 3<sup>rd</sup> week of July
- Winter/Spring Brochure 2<sup>nd</sup> week of November

**Summer Camp Magazine**

1. Finish size is 8 ½ inch x 11 inch
2. 2,500 copies printed once in mid-January
3. 20 or 24 pages, including cover. Assume 24 pages; other set size to be pro-rated.
4. Trimmed, folded and two staples
5. 50lb white recycled paper. Recycle symbol shall be printed on the brochure
6. Full color front to back with full bleed off pages (sample is available online)
7. No mailing services
8. Deliver to Sherwood Center, 3740 Old Lee Highway, Fairfax, VA 22030

9. Maximum 5-day turnaround time for blue line, printing and delivery

**Summer Camp Magazine - Printing and Delivery Time Line**

A printing schedule will be sent with awarded contract. Below are estimated dates which may fluctuate by up to two (2) weeks.

- Summer Camp Magazine                      Mid-January

**END – PROJECT SPECIFICATIONS**