

**KENT COUNTY LEVY COURT
DEPARTMENT OF COMMUNITY SERVICES
BULK MAILING OF NEWSLETTER
PRICE QUOTE FORM**

Bulk Mailing Specifications:

- *Brochure Size: Booklet – Approximately 24 to 28 pages (10 1/2” x 8 1/2” or comparable)
- *Mailed 8 times to all Kent County, Delaware zip codes, including all of Milford, Smyrna and Greenwood.
- *Bulk Mailer must provide the Department of Community Services, Parks and Recreation Division with the newsletter count for all Kent County zip codes, as well as Sussex County, Delaware residents of Milford and Greenwood and New Castle, Delaware residents of Smyrna. Bulk Mailer must also provide the Parks and Recreation Division with the postage amount required for each mailing.
- *Sorted and Bagged
- *Delivery to Post Offices - Entire mailing must be verified at the Dover Post Office; Dover zip codes are to remain at that post office and all other zip codes are to be drop shipped at the Hare’s Corner Bulk Mail Center, Wilmington. *Delivery to the Post Offices must be made on the same day.*

Return of extra brochures to the Parks and Recreation

Quantity (approximate) per mailing, based on current mailing list	78,000 +/-
Number of days needed to complete job and deliver to Post Offices	_____
Base Quote for the Bulk Mailing of 78,000 copies of the brochure	\$ _____
Cost for each additional 500 copies of the brochure bulk mailed	\$ _____

Price quote is to be good from **September 30, 2017 through September 30, 2019** and must be received by Kent County Department of Community Services no later than 3:00 p.m. on Monday, August 21, 2017. Successful contractor will be required to sign a contract with the Department of Community Services, Parks and Recreation Division on or before Friday, September 29, 2017 located at Kent County Parks and Recreation, Recreation Center, 1683 New Burton Road, Dover, Delaware.

Kent County reserves the right to reject any and all price quotes.

The undersigned declares that the person signing this Price Quote Form on behalf of the company listed is fully authorized to agree to all the conditions and provisions of this quote.

Submitted this _____ day of _____, 2017.

Company Name _____

Company Address _____

Nature of Company (Corporation, Partnership, Individual) _____

Phone Number _____ E.I.# _____

Signature _____ Title _____

Please return completed form to:

Kent County Parks and Recreation
Recreation Center
1683 New Burton Road
Dover, Delaware 19904
Email: angela.short@co.kent.de.us