



**Request for Proposals
Haverford Township
“Hav-a-Good Times”
Printing & Mail Services**

Issue Date: June 1, 2026
Proposal Due Date: June 26, 2026, 3:00pm EST
Proposals Received After the Deadline
Will Be Returned Unopened

www.havtwp.org

**Haverford Township “Hav-a-Good Times”
Publication Printing & Mail Services**

Proposal Submission Summary

Proposal Due Date: June 26, 2026, at 3:00pm EST

Submit: One (1) signed proposal, including the attached forms.

Send to: Haverford Township
Hav-a-Good Times Printing & Mailing Services
Brian Barrett, Director of Parks & Recreation
1014 Darby Rd
Havertown, PA 19083

Effective immediately upon release of this Request for Proposals (“RFP”) and until notice of contract award, all communications from prospective Vendors regarding this RFP shall be directed to the following email:

Brian Barrett
bbarrett@havtwp.com

If needed, an addendum to this RFP may be posted to the Township website at www.havtwp.com. Proposers should check often for any addendums issued.

Listed below are specific and anticipated dates and times of actions related to this RFP.

Milestone	Anticipated Timeframe
RFP Issuance	May 26, 2026
Deadline to submit questions	June 19, 2026, at 3:00 PM EST
Proposals Due From Vendors	June 26, 2026, at 3:00pm EST
Evaluation of Proposals	June 26 – July 10, 2026
Contract Award Date	July 13, 2026

**Haverford Township “Hav-a-Good Times”
Publication Printing & Mail Services**

Section A: Introduction & Overview

Overview

Haverford Township is soliciting proposals from qualified parties (“Vendors”) for the printing, folding, stitching, addressing, and mailing of the Hav-a-Good Times, a combined newsletter and recreation program offering book. This publication is produced three times per year (Winter/Spring, Summer, Fall). The solicitation process will include evaluating and recommending a Vendor for award by the Board of Commissioners based on experience, cost, proven ability to work cooperatively with us, and proven ability meet all deadlines established.

Section B: Requested Scope of Services

Project Details

The project includes the printing, folding, stitching, addressing, and mailing of the publication. The intention is for every household in Haverford Township to receive the newsletter according to the outlined schedule in this RFP. This project begins with the Fall 2027 edition of the newsletter and ends with the Summer 2028 (with the option to renew for an additional year). Please note that the number of pages may vary depending on the amount of information we need to convey to our residents in each issue. For the purposes of the Request for Proposals, responders should assume a total of 24 pages for the body of the publication, plus an additional 4 pages for the cover.

Billing

Vendor shall bill the Township for services with the completion of each edition’s delivery to the post office.

Printing Specifications and Estimated Quantity

The quantity to be printed is approximately 19,000 newsletters, three (3) times annually, for an approximate total of 57,000 newsletters.

Additional printing specifications are below:

- Trim Size: 11 x 17
- Completed Size: 8.5” x 11”
- Page/Cover Stock: 78# Heaven 42 Matte Text (32 pages plus 4-page cover)
- Ink: Full Color Process
- Bleeds: Yes
- Binding: Saddle-Stitching

Physical copies of previously issued publications are available at the Township Building, 1014 Darby Rd, Havertown, PA 19083 and digital copies are available on the Township website at www.havtp.org/Township_Newsletter.html.

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Format

- Publication content is formatted with InDesign and shall be sent to the successful vendor via email in PDF format.
- A digital proof and print proof should be delivered to the Director of Parks & Recreation via email (bbarrett@havtwp.com) and in person.
- Mailing list is formatted in Microsoft EXCEL and will be sent to the successful vendor via email.

Schedule

	Fall 2027	Winter/Spring 2027	Summer 2027
Delivery of artwork, content and mailing list to vendor:	08/07/2026	12/04/2026	03/05/2027
All edits completed and to vendor for preparation of final proof:	08/14/2026	12/11/2026	03/12/2027
Delivery of final digital proof along with (1) one printed proof to Township:	08/20/2026	12/17/2026	03/18/2027
Delivery of printed newsletters to post office for mailing:	08/26/2026	12/22/2026	03/23/2027

All proofs should be delivered to the Township’s Director of Parks & Recreation. Once the Township’s Director of Parks & Recreation approves the final PDF proof, the vendor(s) shall guarantee delivery of all printed newsletters to a regional post office for fastest distribution (e.g. Philadelphia), addressed and ready for mailing. For most efficient pricing, mail services must adhere to a Saturation Walk Sequence Carrier Route Process, which involves delivery to the Philadelphia BMEU Center on Lindbergh Boulevard for verification and then return to the Havertown post office on Township Line Rd for delivery.

Term

The contract term for this project shall be for three (3) publications, specifically Fall 2026, Winter/Spring 2027 and Summer 2027. There will be an option to renew for three (3) additional publications at the vendor and Township’s mutual agreement.

Section C: Instructions to Vendors

Proposal Submission Requirements

Haverford Township “Hav-a-Good Times” Publication Printing & Mail Services

To facilitate an accurate analysis of responses to this RFP, the Vendor is required to prepare their proposals in accordance with the following format:

1. Company Operating History/References

- Describe the company’s experience and involvement with projects of similar size and scope.
- Include a minimum of two (2) references for similar services that your firm has handled for other organizations (FORM ATTACHED).
- If the company is located in Haverford Township, full compliance with the Township’s business tax rules and regulations is required.

2. Technical Expertise/Qualifications

- Provide background information on your company, including, but not limited to, the age of the business, number of employees, etc.
- Detail the location of where newsletters will be printed and whether the printing will be subcontracted.

3. Price Proposal

- Submit a completed Price Proposal Form (FORM ATTACHED).
- There shall be no additional charges for corrections and/or changes made PRIOR to final proof. AFTER final proof has been presented for approval, any corrections made will be at the Township’s expense, unless it is an error made by the Vendor.
- All pricing shall include all permits, insurance, goods/materials, equipment, facility fees, work, transportation, documentation and expenses necessary to perform the work in accordance with the Scope of Services included in this RFP.
- Haverford Township will reimburse the Vendor for postage as an added line item to each invoice. Alternately at the discretion of the Vendor, the Township can prepare a separate check for postage for pickup prior to delivery to the post office.
- The submitted proposal should not include any amount of sales or use taxes, or any other tax which the Township is exempt.

4. Sample Documents Materials

- Provide three sample newsletters or publications in which your Company performed similar work with the same paper/print quality requested in this RFP.

Section D: Contract Terms and Conditions

Insurance

The insurance listed below is required by the Township. The vendor awarded the contract will provide insurance certification as requested. If there are any questions or concerns regarding insurance, please feel free to reach out and ask.

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- A. Worker’s Compensation and Employer’s Liability
- B. Comprehensive Motor Vehicle Liability
- C. Comprehensive General Liability
- D. Professional Liability Insurance
- E. Umbrella Policy
- F. Township as Additional Insured

Acknowledgment

The vendor awarded the contract will sign and acknowledge that any content provided by the Township of Haverford is the sole property of the Township and cannot be reproduced without its consent.

Section E: Complete Proposal Package

1. Narrative includes the company’s experience and involvement with projects of similar size and scope. Provide background information on your company, including, but not limited to, the age of the business, number of employees, etc. Detail the location of where newsletters will be printed and whether the printing will be subcontracted.
2. General Certification Requirements Form
3. Price Proposal Form
4. Proposal References Form
5. Three Recent Publication Samples

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**Proposal Submission
General Certification Requirements**

The undersigned certifies that all statements made herein are made on behalf of Vendor, that this signer is authorized to make them, and that the statements contained herein are true and correct. Vendor certifies that Vendor understands and will comply with all aspects of this Request for Proposal, including Contract Terms, and is professionally equipped to fulfill all deliverables as stated in this Request for Proposal.

Vendor Name: _____

Representative: _____

Title: _____

Date: _____

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**Proposal Submission
Pricing Proposal Form**

Proposer is obligated to identify all proposed project costs on this form. In the event services are provided at no additional cost, the item should be noted as, "No Charge." Do not use, "To Be Determined," or similar annotations. The Township is asking Vendor(s) to provide pricing for all desired outcomes with the understanding that they may have to make assumptions. Each issue will require approximately 19,000 copies to be printed. Please list prices based on the stated specifications for 19,000 copies of the publication. The submitted proposal shall be stated as total cost per issue, shall be in compliance with print specifications described in Request for Proposal and shall apply to each issue for that contract year.

	Fall 2026	Winter/Spring 2027	Summer 2027
Base cost for printing and mailing of 30 page body plus 4 page cover, 19,000 issues plus electronic version			
Cost for each additional print run, including delivery to Township Building (in 100 issue increments)			
Cost for additional pages added to body (in 4 page increments)			

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**Proposal Submission
Proposal Reference Form**

Please list below a minimum of two (2) current references for which your firm has performed work similar to that required by this request for quote.

Reference #1: _____

Address, City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Dates of Service: _____

Reference #2: _____

Address, City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Dates of Service: _____