

City of Somerville
Printing and Mailing of Rodent Awareness Postcards
Spring 2022

Scope of Work

It is the intent of this bid to send a postcard providing rodent control education and resources to approximately 22,000 residential units in Somerville, MA from the City's Inspectional Services Department (ISD).

Education is an essential part of effective municipal rodent control. Rodent prevention and control methods will become more effective as more members of the community understand and execute them. In order to spread awareness about these best practices, and promote resources provided by the City of Somerville, Inspectional Services Department (ISD) is planning to send out a postcard in the spring of 2022 to all residential properties with one, two, and three units. The postcard will promote our recently expanded Residential Rodent Control Assistance Program, as well as updated educational information added to the City's website.

Specifications

The final 6" x 4.25" double-sided postcard design and list of addresses will be provided to the Contractor by the Inspectional Services Department (ISD). The Contractor will print all postcards and send them to the addresses provided. A sample is attached for pricing purposes.

Requirements

- The Contractor must have performed similar printing and mailing projects.
- The Contractor must be able to print and mail all postcards within two weeks of receiving the final draft and mailing addresses from the City's ISD Department.

Pricing (Please either provide your prices in the table below or attach a price quote in a similar format more attuned to your business practice)

Item#	Description	Estimated Quantities	Unit Price	Estimated Total
1	Printing of Postcards	22,000	\$	\$
2	Mailing of Postcards	22,000	\$	\$
3	Estimated Total Cost for Printing and Mailing			\$