

**ISLE OF PINES PROPERTY OWNERS' ASSOCIATION, INC.**  
**(the "IOPPOA")**  
**REQUEST FOR QUOTE - 2021 NEWSLETTER EDITOR**

The pricing shall be per newsletter in full accordance with the requirements listed below. Pricing shall be based on the preparation of up to 12 newsletters from February 2021 through January 2022.

- Work closely with the IOPPOA President to produce a monthly community newsletter consisting of approximately 8-20 pages.
- Type and edit the President's Column and other articles as necessary. Ensure grammatical accuracy and readability of all items. Information for President's Column may be provided via e-mail, diskette or hard copy.
- Working with the IOPPOA's Treasurer, maintain an accurate database of newsletter advertisers and payments. Collect payments and deliver to the IOPPOA Treasurer upon receipt of each payment, along with a monthly report of advertisers and their payments.
- Proofread/edit prewritten articles and ads. Layout newsletter for printing and deliver via e-mail, diskette or hardcopy to IOPPOA President for approval. All articles must be reviewed and approved by the IOPPOA President prior to submitting the newsletter for printing.
- Make any adjustments as determined by the IOPPOA President, and once finalized, deliver newsletter to the designated newsletter's printer/copier, as determined by the IOPPOA Board. Editor is responsible for proofing the first copy of newsletter for accuracy and print quality.
- Time Table: IOPPOA Board meetings are held on the first Tuesday of each month. All ads and articles are due to the Newsletter Editor by the Friday following the meeting, with the exception of the information for the President's Column, which will be submitted no later than Sunday morning following the meeting. The newsletter must be delivered to the printer and e-mailed to the Web-manager no later than the second Saturday following the monthly IOPPOA Board Meeting (11 days). This timetable may be adjusted as necessary, upon approval of the IOPPOA President.

General Conditions: IOPPOA is requesting bids from any person interested in performing the services based on the specification listed above. All bids must be submitted on this Form OR: (1) be in writing, (2) cover the calendar year 2021, and (3) comply with all portions of the specifications listed for the specific service that is being bid on. Any person submitting a bid is responsible for providing the services as specified above and will be solely responsible for fulfilling the terms and conditions of the contract.

The IOPPOA Board of Directors has the right to award the contract for services to any bidder that they feel is in the best interest of the Association and can reject any bid for any reason. The IOPPOA Board of Directors has the right to terminate any contract at any time at their discretion with a 30 day written notice.

**Send bid to: IOPPOA Newsletter Editor Bids, 13040 Lake Mary Jane Road, Orlando, FL 32832. Bids must be postmarked no later than January 31, 2021 or can be brought to the meeting on February 2, 2021 at South Beach, 7 pm. Bids will be opened and discussed at the February 2, 2021 IOPPOA Board Meeting and awarded contractor will be notified.**

Price per newsletter: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Telephone Number/Email

\_\_\_\_\_  
Address