

PROJECT MANUAL - INCLUDING SPECIFICATIONS - FOR

"EXETER, NH TOWN REPORT, 2009

December 2, 2009"

TOWN OF EXETER, NEW HAMPSHIRE
RUSSELL J. DEAN, TOWN MANAGER

Prepared by:

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Town Manager's Office
10 Front Street
Exeter NH 03833
(603) 778-0591

December 2, 2009

INVITATION FOR PROPOSAL

The Town of Exeter invites interested vendors to submit proposals on the printing needs as listed on the enclosed "Scope of Work". All prices submitted shall be by lump sum and no additional compensation will be made by the Town unless approved by written change order signed by the Town Manager. All work shall conform to the attached specifications.

The Town reserves the right to reject any and all proposals not conforming to the specifications or deemed not to be in the best interest of the Town. Proposals will be evaluated by the Town Manager or designee and presented to the Board of Selectmen for their decision. The vendor's experience will be considered for the final selection.

Proposals must be **SEALED** and *clearly marked*:

"TOWN REPORT BIDS – 2009"

and shall be submitted **NOT LATER THAN 4:00PM, December 21, 2009** to the Office of the Town Manager, 10 Front Street, Exeter NH 03833.

SCOPE OF WORK

Town/School Reports will be printed in appropriate form and consistent with that of 'suggested format' as made available from the State. Said format to be provided by the Town.

The Successful vendor shall provide completed, bound Town/School Reports for the Town of Exeter within the required State-mandated time restraints - tentative date is March 1, 2010.

Particular questions regarding this bid package may be directed to: Kelly Geis at 603-773-6102

SPECIFICATIONS

"Preparation, Binding, Printing & Delivery of Annual Town/School Report"

Quantity:	1000
Stock:	Text 20 lb. white opaque Insert 60 lbs colored opaque Cover 80 lbs white gloss cover
Size:	8.5 x 11
Pages:	230 + front cover + back cover + printed inside front cover + printed inside back cover + printed spine
Ink:	Text Black/Black Cover 4 CP Process/ Black
Bindery:	Perfect binding (no taping)
Art & Text:	Camera Ready Text – Scan
Photos:	Scan into text - output to Black & White Front cover photo(s) and back cover photo(s) supplied for scan Front and back covers to be colored Text and/or pictures to be allowed inside front & back covers
Proof:	Text Black & White Cover Fiery Proof/Match Print Cover
Delivery:	One location (10 Front St., Exeter NH)
Package:	Bulk Pack & Label

ADDITIONAL REQUIREMENTS:

Vendor will be responsible for:

- *Preparing* index & *numbering* of pages, once all copy is received and placed in appropriate order.
- As the report will be a combined Town and School Report, the vendor **may** be contacted by both the Town Manager's office and the School Business office concerning copy. Every effort must be made by the vendor to insert all copy into the Town/School Report, **however**, should copy not be received in order to have Reports printed and delivered by the stated date, copy must be omitted and the appropriate office **MUST** be contacted.
- Prices must include a lump sum price for the 2009 books, based upon a report consisting of 230 pages plus front & back cover. Prices must also be included for charges should the Report be in excess of 230 pages (i.e. price per page differential for the 2009 Reports), as well as the amount of reduction from the lump sum should the pages amount to less than 230 ("Addition/Reduction" as noted on bid sheet). Prices must include the preparation of index and associated numbering, and numbering of pages (**BY THE VENDOR**). Prices for photos (copy ready) must also be provided (i.e. bid price includes 10 photos; all others @ \$___ per photo).

Town/School will be responsible for:

- Providing "copy-ready" text; select color of insert and provide photos and text.
- Index will be prepared without page numbers, though once vendor has numbers listed on pages with draft index, final copy can be handled by Town.

PAYMENT:

Payment will be made within 30 days of receipt of invoice, which is to be received from the Vendor with or following delivery. Payment for the reports will consist of a 2/3 payment from the Town; 1/3 from the School District. The Town will not be responsible for the 1/3 payment from the School District, but will be responsible for forwarding copy of invoice to same.

PROPOSAL

TO: TOWN MANAGER – Exeter, NH

FOR: Furnishing all materials to complete the attached Scope of Work, according to the Project Manual including Specifications for "Preparation, Binding and Printing of the Town of Exeter Annual Town and School Reports, 2009"

VENDOR NAME: _____ PHONE: _____

CONTACT PERSON: _____

The undersigned, as bidder, declares that the only person(s) or party(ies) interested in this proposal as principals are those named herein; that this proposal is made without collusion with any other person, firm or corporation; that s/he has carefully examined the work and the project's specifications, attached hereto; to provide all materials and complete said work within the specified time prescribed; and that s/he will take payment for completed work, when approved by the Board of Selectmen, for the following lump sum prices:

BID ITEM #1:

Complete all work, except addition/reduction, lump sum, for reports per specifications.

_____ \$ _____
(written price) (figures)

BID ITEM #2: (additional pages)

Additional pages, over the specified XXX pages, (per page)

_____ \$ _____
(written price) (figures)

BID ITEM #3: (reduction in pages)

Reduction of bid price for pages under the specified amount of 230 pages (per page)

_____ \$ _____
(written price) (figures)

BID ITEM #4: Price per photo (first 10 included within Bid #1)

_____ \$ _____
(written price) (figures)

Deadline for vendor to receive all paperwork in order to complete delivery by March 1, 2009

No Later Than: _____

2009 Town/School Report
Town of Exeter, NH

FULL NAME AND ADDRESS OF INDIVIDUAL, FIRM, PARTNERSHIP OR CORPORATION
SUBMITTING THIS BID: **PLEASE PRINT**

Vendor: _____

Address: _____

TELEPHONE NUMBER (____) _____ DATE: _____

FAX NUMBER: (____) _____

SIGNED BY: _____ TITLE: _____

PRINTED NAME (contact person): _____

FEDERAL IDENTIFICATION OR SOCIAL SECURITY #: _____

NOTICE: Bid shall be signed in black ink by person having proper legal authority. If you do not submit a bid, but **wish to remain on the Town of Exeter's bid list**, provide name and address here and return.
