

# Request for Quote

## **Town of Exeter, New Hampshire** **Town Report 2012**

Russell J. Dean, Town Manager

Prepared by:

Town Manager's Office  
10 Front Street  
Exeter, NH 03833  
603-773-6102

September 17, 2012

## **Request for Quote**

The Town of Exeter invites interested vendors to submit a request for quote 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 quotes not conforming to the specifications or deemed not to be in the best interest of the Town.

The vendor's experience will be considered for the final selection.

Quotes shall be submitted:

No later than **4:00 p.m. Monday, October 1st**

Town of Exeter  
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 4, 2013.

Particular questions regarding this quote may be directed to Sheri Riffle at 773-6102.

## **Specifications**

Preparation, binding, printing and delivery of Annual town/School Report”

Quantity:	750
Stock:	Text: 20 lbs. white opaque Insert: 60 lbs. colored opaque Cover: 80 lbs. white gloss cover
Size:	8.5 x 11
Pages:	225 Color front and back cover Printed inside front and back cover Printed spine
Ink:	Text: Black/Black Cover: 4 CP Process/ Black
Bindery:	Perfect binding (no taping)
Art & Text:	Full color PDF of Front and Back covers Black and white PDF of inside pages
Proof:	Text: Black & White Cover: Fiery proof/Match print cover
Delivery:	One location – 10 Front Street, Exeter, NH
Package:	Bulk pack and label

## **Additional Requirements**

A complete PDF of the Town/School Report is required upon delivery of reports.

**Vendor** will be responsible for:

- Numbering of pages, once PDF is received.
- 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 2012 books, backed upon a report consisting of 225 pages plus front and back cover. Prices must also be included for charges should the report be in excess of 225 pages (i.e. price per page differential), as well as the amount of reduction from the lump sum should the pages amount to less than 225 pages (addition/reduction as noted on bid sheet). Prices must include the preparation of index and associated numbering and numbering of pages (by the vendor). Price must include photos that are imbedded within the PDF.

**Town/School** will be responsible for:

- Provide PDF with text and photos; select color of insert and colored pages for school section.
- Index will be prepared without page numbers, though once vendor has numbers listed on pages with a draft index; final copy of index will be completed by the Town.

**Payment:**

- Payment will be made within 30 days of receipt of the invoice, which is to be received from the Vendor with or following delivery. Payment for the report 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 a copy of the invoice.

# Quote

**To:** Town Manager, Exeter, NH 03833

**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/School Report, 2012

**Vendor Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

The undersigned, 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:

**Quote Item #1:**

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

\_\_\_\_\_ \$ \_\_\_\_\_  
(Written price)

**Quote Item #2:**

Additional pages, over the specified 225 pages (per page)

\_\_\_\_\_ \$ \_\_\_\_\_  
(Written price)

**Quote Item #3:**

Reduction of bid price for pages under the specified amount of 225 pages (per page)

\_\_\_\_\_ \$ \_\_\_\_\_  
(Written price)

**Deadline** for vendor to receive all paperwork; in order to receive delivery by March 4, 2013 is no later than \_\_\_\_\_, 2013.

Full name and address of individual, firm, partnership or corporation submitting this quote:

Date: \_\_\_\_\_ Federal Tax ID or Social Security #: \_\_\_\_\_

Vendor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_