

Request for Proposal

Town of Exeter, New Hampshire

Town Report 2023

Russell J. Dean, Town Manager

Prepared by:

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

October 20, 2023

Request for Proposal

The Town of Exeter invites interested vendors to submit a proposal on the printing needs for the 2023 Exeter Town and School Annual Report. 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.

Proposals shall be submitted no later than 4:00 p.m. Wednesday, November 10, 2023 in a sealed envelope, specifically addressed to:

Exeter Town Manager
2023 Town Report RFP
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 by March 1, 2024.

Particular questions regarding this quote may be directed to Pam McElroy at 603-773-6102_ pmcelroy@exeternh.gov.

Specifications

Preparation, binding, printing and delivery of Annual Town/School Report Quantity: 600

Stock:

Text: 20 lbs. white opaque

Insert: 60 lbs. colored opaque Cover: 80 lbs. white gloss cover

Size: 8.5 x 11

Pages: 235

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:

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 2023 books, backed upon a report consisting of 235 pages plus front and back cover. Prices must also be included for charges should the report be in excess of 235 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 235 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.

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.

Proposal:

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 2023 Town of Exeter Annual Town/School Report.

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 Select Board 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 235 pages (per page)

\$_____ (Written price)

Quote Item #3:

Reduction of bid price for pages under the specified amount of 235 pages (per page)

\$_____ (Written price)

Deadline for vendor to receive all paperwork (in order to receive delivery by March 1, 2024) is no later than _____, 2023.

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

Federal Tax ID or Social Security #: _____

Vendor: _____

Phone: _____

Address: _____

Contact Name: _____

Title: _____

Email: _____

Signature: _____

Date: _____