

## 2013 Annual Town Report Bid Specifications

### Invitation to Bid

The Town of Goffstown, New Hampshire invites bids for printing, binding and delivery of the 2013 Annual Report. Sealed bids, marked “**Goffstown 2013 Annual Report Bid**” clearly on the outside of the bid, will be received by the Administration Office, 16 Main Street, Goffstown, NH 03045 until **3:00 p.m. on Wednesday, January 8, 2014** at which time they will be publicly opened and read. A Notice of Award will be mailed to the successful bidder. The Town reserves the right to reject and/or waive any bids if deemed in the best interest of the Town.

### Instructions to Bidders

1. All bidders must identify envelope as “**Goffstown 2013 Annual Report Bid**”.
2. Bidders should include samples of Town Reports which they have printed in the past; and references from other towns if available.
3. Bidders must submit their bid on the Bid Specification Form (see reverse side).
4. The Town of Goffstown Employer Identification Number in 02-6000-326.

### General Considerations

The successful bidder shall provide perfectly bound Town Reports for the Town of Goffstown within the required State-mandated time restraints, specifically by **12:00 p.m. noon Friday, February 28, 2014**.

1. **Quantity:** 1,000 books with pricing for an increase and decrease of number of copies in increments of 250 books.
2. **Photos:** Black & White, Digital Format cropped and placed within digitally formatted text.
3. **Page Size:** 8.5”x11”
4. **Interior Pages:** Base bid on 248 digitally formatted interior pages but include cost for increase pages and decrease in number of pages (4 page increments). Text – 50# text/white; Official Ballot section printed on light blue 50# text and positioned between the town and school sections of book.
5. **Covers:** Base bid on cover – 100# cover stock/white/coated both sides with color photos.
6. **Inks:** Black except color photos on covers.
7. **Binding:** All books to be perfectly bound except ten (10) copies to be spiral (GBC) bound at no additional charge.
8. **Proofs:** A blueline must be submitted to the Town for review prior to printing, allowing enough time for any changes, errors or omissions to be corrected. Printer errors (PEs) are not chargeable. Author alterations (AAs) are chargeable, bidder must specify rate for author alterations on bid spec form.
9. **Timing:** All digital formatted and hard copy will be available to the printer by 4:00 p.m. on or before February 17, 2014.
10. **Delivery:** Annual Reports must be delivered to Goffstown Town Hall in cartons by **12:00 p.m. noon Friday, February 28, 2014**.
11. **Liquidated Damages:** Liquidated damages of \$200.00 will be assessed if Town Reports are not delivered by 12:00 p.m. noon on Friday, February 28, 2014 and additional liquidated damages of \$100 per day will be assessed for each additional day delivery is delayed.
12. **Terms:** Payment will be made within 30 days after receipt of books and invoice.

**Town of Goffstown  
Bid Specification Form for 2013 Annual Town Report**

The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section the word "person" means any natural person, joint venture, partnership, corporation or other business or legal entity.

Bidder Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Date: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**SUBCONTRACTORS:**

1<sup>st</sup> Subcontractor Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Date: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

2<sup>nd</sup> Subcontractor Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Date: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**TOTAL BASE BID:** \_\_\_\_\_ \$ \_\_\_\_\_

**Options:**

250 additional books (plus +) \$ \_\_\_\_\_

250 less books (minus -) \$ \_\_\_\_\_

4 additional pages (plus +) \$ \_\_\_\_\_

4 less pages (minus -) \$ \_\_\_\_\_

100 of the 1,000 books as hard cover (plus+) \$ \_\_\_\_\_

Design layout for text supplied electronically (flat rate) \$ \_\_\_\_\_

Author Alterations (per ¼ hour) \$ \_\_\_\_\_

*This form must be completed and submitted by 3:00 pm 1/8/14 for consideration in this bid process.*