

**Town of Bristol, NH**  
**Bid Specifications**  
**Printing of Annual Town Report**

The Town of Bristol, NH is seeking bids for the printing of the *2010 Annual Report*.  
Bidder qualifications and specifications may be obtained by contacting Kelly Lacasse,  
Executive Assistant, Town of Bristol, 230 Lake Street, Bristol, NH 03222 telephone (603)  
744-3354 Ext. 28 or by e-mail at [klacasse@townofbristolnh.org](mailto:klacasse@townofbristolnh.org).

Actual bids shall be submitted *NO LATER THAN FRIDAY December 10, 2010 at 2:00 PM.*

***Town of Bristol, NH***  
***Bid Specifications***  
***Printing of Annual Town Report***

**INTENT:**

It is the intent of the specifications to provide a complete and professional rendering of public documents and information to the citizens and taxpayers of Bristol, New Hampshire, and others, in the form of its Annual Town Report.

**BID TERMS OF VALIDITY**

All bids must remain valid for a period of three months from bid opening date of December 10<sup>th</sup>, 2010.

**AWARD CRITERIA:**

The award of this bid shall be based upon an analysis of the following criteria:

1. Compliance with the specifications
2. Completeness of bid on all specifications
3. Cost
4. Bidder's locale, references and samples, if any, provided.
5. The Town of Bristol, may, at its discretion, reject any or all bids;
6. Late bids **will not be accepted**

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**BIDS SHALL CONTAIN AS A MINIMUM:**

1. Cost for preparatory work, if any (pages will be electronically submitted to printer in PDF format.)
2. Press work: (Approximately 1,000 books)
  - a. White 50# paper - Approx. 144 sheets/double sided (278 pages)
  - b. Blue 50# paper - Approx. 25 sheets/double sided (50 pages)
  - c. Cover - 67# heavy stock or suitable material to handle two sided print (color photo front cover, color black printing back cover, spine print- Light Green or Gray color )
  - d. Black ink
3. Trim size 8.5" x 11"
4. Bid to include costs for : **(BOTH)**
  - A.) Perfect Binding on 1,000 copies
  - B.) Spiral Bound on 1,000 copies
5. Please include price break offers if applicable.
6. Shipping charges, if applicable
7. Delivery schedule for proof (February 11, 2011) and final proof copy February 18, 2011)
8. Final product required on or before March 1, 2011 (Tuesday)
9. Payment terms

**SUBMISSION OF BIDS:**

1. Bids must be signed by the bidder and forwarded in a sealed envelope which is plainly marked, "***Bid for Printing of Annual Town Report.***"- ***Attention Kelly Lacasse***  
**OR**  
Submission via e-mail to: [klacasse@townofbristolnh.org](mailto:klacasse@townofbristolnh.org) by the deadline.
2. All bids will be opened on **FRIDAY, December 10, 2010, at 2:00 PM** at the Bristol Town Offices, Selectmen's Office, 230 Lake Street, Bristol, NH 03222.

**Town of Bristol, NH**  
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**Printing of Annual Town Report**  
**8.5" x 11" Copy Bid**

**BIDDER QUALIFICATIONS:**

**1. Municipalities for which an annual report has been recently completed/contact name**

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

**2. Costs for preparatory work (report will be in PDF format) \$**

**3. Costs for press work (approx 1,000 books)**

A. Trim size 8.5" x 11" \$ \_\_\_\_\_

1. White 50# paper 144 sheets double sided \$ \_\_\_\_\_

2. Blue 50# paper, 25 sheets double sided \$ \_\_\_\_\_

**4. Cover - 67# Heavy stock Gray or Light Green, two sided print,  
Color photo front cover, print on inside covers, back & spine print**  
\$ \_\_\_\_\_

**5. Photographs – 10 or less throughout the report** \$ \_\_\_\_\_

**(Pricing for perfect and spiral bound needed for comparison- only one option will be chosen.)**

**6. Binding - Perfect binding, spine print 8.5" x 11" size (1,000)** \$ \_\_\_\_\_

**7. Spiral Bound copies 8.5" x 11" size (1,000)** \$ \_\_\_\_\_

**8. Price breaks- please include costs if applicable** \$ \_\_\_\_\_

**8. Delivery Charges (if applicable)** \$ \_\_\_\_\_

**9. Payment terms:** \_\_\_\_\_

**10. Miscellaneous information:** \_\_\_\_\_

**11. Total Bid:** \$ \_\_\_\_\_