

RFP NO. 2023:06

REQUEST FOR PROPOSALS FOR

2023 Town Report Printing

Town of Hampton Falls, NH.


2023 Town & School Report

The Town of Hampton Falls is accepting proposals for the printing of the 2023 Annual Town & School Report. Proposals must meet the attached specifications, must be presented on the proposal form and must be submitted in sealed envelopes clearly labeled **“RFP: 2023:06 – Town Report printing”**.

The Board of Selectmen will receive bids until 3:00 PM on Tuesday, September 26, 2023. Proposals will be reviewed at the Selectmen’s meeting on Wednesday September 28, 2023.

The Board of Selectmen reserves the right to reject any, all, or parts of this bid, and to award a contract on the basis of whatever shall be in the best interest of the Town.

Please direct any questions you may have about this bid request to Karen Anderson at townadministrator@hamptonfalls.org or 603-926-4618 x 103.


Karen Anderson, Town Administrator
September 7, 2023

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REQUEST FOR PROPOSALS FOR

2023 Town Report Printing

Town of Hampton Falls, NH.

SPECIFICATIONS

Quantity:	Please provide one price for 100 copies
Number of Pages:	220 pages, including cover
Dimensions:	8.5" x 11"
Binding:	Perfect Bound
Colors:	Front & Back Covers—White / Colored Photo #65 lb. Inside Pages—White #20 lb. Warrant Pages—Light Yellow (printed in center of town report) #20 lb.
Ink:	Black
Sample Report	2022 Report at hamptonfalls.org
Photos:	PDF files - half tones, not copied
Typeset:	Digital File; proof to be done by Town

The text of the report including budget and warrant materials will be supplied to the successful bidder on or before February 09, 2024.

Delivery of Annual Report: All Town Reports to be delivered to Hampton Falls Town Hall on or before Wednesday, February 21, 2024.

Successful bidder will supply the Town with a copy of the complete Town Report in pdf form.

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Town of Hampton Falls, NH.

BID FORM

In accordance with the specifications of the Town of Hampton Falls, the undersigned hereby submits the following bid:

100 Perfect Bound Town Reports/Color Covers – 8 ½” x 11” format, 220 pages \$ _____

Additional Pages \$ _____ per page

Cost per interior color photo \$ _____ per photo

The undersigned is submitting this bid without collusion with any other individual or corporation.

SUBMITTED BY: _____

NAME: _____

ADDRESS: _____

TITLE: _____

PHONE: _____

EMAIL: _____

DEADLINE FOR BID SUBMITTAL:

Tuesday, September 26, 2023 at 3:00 PM

Bids will be reviewed at:

Selectmen's meeting September 27, 2023

Mail/Deliver sealed bids, in Envelope clearly marked: RFP 2023:06 – Town Report printing

Karen Anderson, Town Administrator

1 Drinkwater Road

Hampton Falls, NH 03844

townadministrator@hamptonfalls.org

603-926-4618 x 103

