

# RFP NO. 2015:02

## REQUEST FOR PROPOSALS FOR Printing of the 2015 Annual Reports Book Town of Hampton Falls

### SPECIFICATIONS

2015 Town & School Annual Reports Book  
Hampton Falls, New Hampshire

Quantity:	Please provide one price for 250 copies and One price for 200 copies
Number of Pages:	195 pages, including cover
Dimensions:	8.5" x 11"
Binding:	Spiral Bound
Colors:	Cover—Off White / Colored Photo  Inside Pages—White  Warrant Pages—Light Yellow (printed in center of town report)
Ink:	Black
Paper Quality:	Opaque sheets
Sample Report	2014 Report at hamptonfalls.org
Photos:	PDF files - half tones, not copied
Typeset:	Digital File; proof to be done by Town
Delivery:	All reports to be delivered to the Town Hall by Wednesday, February 24, 2016.

**Successful bidder will supply the Town with a copy of the complete town report in pdf form.**

***Final Bid Price:*** Must include the cost of printing 100 copies (30 pages) of the warrant and budget pages which will be printed on light yellow paper and be wire (spiral) bound. The 100 copies must be ready for the first session of town meeting to be held on **January 30, 2016**.

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## REQUEST FOR PROPOSALS FOR Printing of the 2015 Annual Reports Book

**Town of Hampton Falls**

### BID PROPOSAL FORM

Name of Bidder: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

To: Board of Selectmen  
1 Drinkwater Road  
Hampton Falls, NH 03844

I agree to print the 2015 Annual Town Reports in accordance with the Specifications for the following sum:

**RFP:**

2015 Report (Digital File), including 100 warrant and budget pages (30 pages):

**200 Books**                      **Per Page:** \_\_\_\_\_                      **Total Cost:** \_\_\_\_\_

**250 Books**                      **Per Page:** \_\_\_\_\_                      **Total Cost:** \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print or Type)

\_\_\_\_\_  
Signature

**RFP NO. 2015:02**  
**REQUEST FOR Annual Reports Book**  
**Town of Hampton Falls**

**Town & School Reports Book**

The Town of Hampton Falls is accepting proposals for the printing of the 2015 Annual Town & School Reports Book. Proposals must meet the attached specifications, must be presented on the proposal form and must be submitted in sealed envelopes clearly labeled **“RFP: TOWN & SCHOOL REPORTS.”**

The Board of Selectmen will receive bids until **6:30 p.m.** on Wednesday, **September 2, 2015**. Proposals will be opened that evening at the selectmen’s meeting.

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 Lori Ruest, 926-4618, x 3.

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Lori A. Ruest, Town Administrator

August 10, 2015