



Town of Merrimack, New Hampshire

6 Baboosic Lake Rd · Merrimack, NH 03054 · www.merrimacknh.gov

October 16, 2023

REQUEST FOR BID PRINTING OF TOWN ANNUAL REPORT

Bids will be received by the Town of Merrimack until 2:00PM on Friday, October 27, 2023 for printing and binding 750 copies of the 2023 Town Reports (approximately 250 numbered pages in each copy), and bidders may also choose a not to exceed bid for printing 2024 and 2025 Town Reports in accordance with the enclosed detailed specifications and with the following conditions:

The bid shall be submitted on the Bid Form furnished herewith and shall exclude state and federal taxes not applicable to municipalities. The bid price shall be quoted F.O.B. Town of Merrimack, 6 Baboosic Lake Road, Merrimack, NH 03054, and shall include inside delivery.

The Town reserves the right to reject any or all bids, to waive irregularities in the bids, and to accept the bid which best serves the interest of the Town.

Bids must be sealed and marked "Bid on 2023 Town Report" and be received by the Town of Merrimack Finance Department at 6 Baboosic Lake Road, Merrimack, NH 03054 by the date and time specified above.

It is the bidder's responsibility to confirm the bid is received by the Finance Department by the date and time specified.

A print-ready copy, excluding page numbers and Table of Contents, in pdf format for printing of the **cover** and **all** bond pages, including embedded digital images, will be delivered to the successful bidder on or before March 21, 2024. On this basis, the bidder must guarantee that completed printed Town Reports (with electronic copy to post on our website) will be delivered to Town Hall no later than April 2, 2024.

Alternatively, bidders who are unable to guarantee that they will meet the April 2nd deadline delivery of printed Town Reports (with electronic copy to post on our website), but who will guarantee that they will provide an electronic copy suitable for posting on our website and printing on our printers no later than April 2nd and then deliver the printed Town Reports to Town Hall no later than April 8th can indicate so on the bid form.

Note: deadlines for reports are governed by NH RSA 32:5 VII(a) and RSA 40:13 VII. Fines and/or penalties incurred for the late delivery of reports will be the responsibility of the printer.

The Town of Merrimack's Purchasing Policy is available on the Town's website: <http://www.merrimacknh.gov/finance-department/pages/bid-opportunities> ; a copy may be obtained by contacting the Purchasing Agent.

For additional information contact Kelly Valluzzi, Purchasing Agent, at kvalluzzi@merrimacknh.gov or (603) 424-7075.



TOWN OF MERRIMACK, NEW HAMPSHIRE

FINANCE DEPARTMENT
6 Baboosic Lake Road
Merrimack, NH 03054

Tel: 603-424-7075
Fax: 603-424-0516

BID SPECIFICATIONS 2023 TOWN REPORT

For Bidding Purposes, Each Town Report Shall Consist of:

- Front and back cover of 10 point coated (both side) cover stock with four-color printing on one side and black ink printed on the other side. Front and back cover to have glossy finish. *Optional pricing for full color (for photographs).*
- The cover stock shall be white.
- 125 sheets of 8.5" X 11" 60# bond with black ink printed on both sides (125 sheets double sided= 250 numbered pages).
- The bond shall be blue and white with 25 sheets of blue (50 numbered pages) and 100 sheets (200 numbered pages) of white in each town report. For a total of 250 pages.
- Ten (10) of the Town Reports shall have GBC/spiral comb binding.
- The remaining 740 Town Reports shall have perfect/glued binding with a printed spine.
- All photographs to be included will be pre-embedded by the Town and all pages will be submitted in pdf format.
- Successful bidder shall add page numbers and a Table of Contents to submitted report prior to printing.

The actual number of bond sheets to be included in each Town Report may be more or less than 125 (250 numbered pages in total). Likewise, the actual number of bond sheets to be of each color may vary. Therefore, please indicate on the Bid Form the cost for 100 Town Reports that would be added to or deducted from the bid for:

- Each sheet of bond (double sided) that deviates from the 125 sheets on which the bid is based (materials and printing of two numbered pages).
- For each sheet of white bond that is substituted for blue bond (materials only).

Inside delivery shall be provided by successful bidder.



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Bid on Town Annual Report
BID FORM

Must be received by 2:00 PM on Friday, October 27, 2023

BASE BID

Total price to print and deliver 750 copies of the Town Annual Report for 2023, 2024 and 2025 as specified:

2023 \$ _____ 2024 not to exceed _____% 2025 not to exceed _____%

BID ADJUSTMENTS

For each sheet of bond that deviates from the 250 sheets reflected in the above Bid Price (materials and printing of two numbered pages), lump sum for all 750 reports

2023 \$ _____ 2024 not to exceed _____% 2025 not to exceed _____%

For each sheet of white bond that is substituted for blue bond, lump sum for all 750 reports.

2023 \$ _____ 2024 not to exceed _____% 2025 not to exceed _____%

For an additional 100 ordered after print run

2023 \$ _____ 2024 not to exceed _____% 2025 not to exceed _____%

Optional pricing for full color (for photographs)

2023 \$ _____ 2024 not to exceed _____% 2025 not to exceed _____%

Bidder will be able to deliver printed Town Reports to Town Hall by April 2nd

yes _____ no _____

To be considered if no bidders can meet the above deadline:

Bidder cannot meet the above deadline, but will be able to provide an electronic copy suitable for posting on Town website and for printing by the Town no later than April 2nd and then will deliver the printed Town Reports to Town Hall no later than April 8th

yes _____ no _____

The foregoing bid is provided in accordance with the Town's bid invitation and specifications dated October 16, 2023, except as follows:

Bidder _____

Street Address _____

City, State, Zip Code _____

Phone No: _____ Fax No: _____

Printed Name: _____ Date: _____

Email: _____