

**Invitation for Bids**  
**Annual Report Printing**  
**Moultonborough, NH**  
**June 7, 2012**



**Joel R. Mudgett, Chairman**  
**Board of Selectmen**

## **Table of Contents**

<b>Advertisement.....</b>	<b>3</b>
<b>Scope of Work or Specifications and Conditions.....</b>	<b>4</b>
<b>Bid Forms.....</b>	<b>9</b>



**PLEASE POST**

**TOWN OF MOULTONBOROUGH**

**Invitation for Bids**

**Printing of Annual Report**

Sealed proposals for the printing of the Town's Annual Report will be accepted until 2:00 p.m. on Thursday, June 28, 2012 in the Offices of the SelectBoard, 6 Holland Street, PO Box 139, Moultonborough, NH 03254 at which time they will be opened and publicly read aloud. Any bids received after that date and time will be rejected and returned unopened.

A detailed package with information on the equipment to be delivered, the conditions thereof, and bid forms, is available at [www.moultonboroughnh.gov](http://www.moultonboroughnh.gov) (click on Paid, Volunteer and Contract Openings) or said offices during normal business hours.

Your bid envelope must be marked with the project, item or service being sought, and the date the bids are due. If you send your bid by mail you should put it into a separate sealed envelope, marked as required, inside the mailing envelope to safeguard against it being opened in error. Any questions with respect to this invitation must be received, in writing by mail (above address), fax (603.476.5835) or email ([cterenzini@moultonboroughnh.gov](mailto:cterenzini@moultonboroughnh.gov)), by Carter Terenzini, Town Administrator, no later than 4:00 p.m. on June 22, 2012.

The town reserves the right to reject any and all bids, and waive any minor or non-material informalities, if deemed to be in its best interests.

Joel R. Mudgett, Chairman/s/  
Board of Selectmen

Posted: Town Bulletin Boards (7)  
SAU

Advertised: Meredith News & Carroll County Independent 06/07/12 & 06/14/12  
Mailed: Vendors List  
Web: Town; Craigslist; [winnipesaukee.com](http://winnipesaukee.com); NHLGC

## Scope of Work or Specifications and Conditions

### 1.) General Description of the Project, Materials and Quantities

The Town is soliciting proposals for the printing and furnishing of the Town's Annual report to cover Report Years 2012, 2013, and 2014.

Your bid price is to be all inclusive of all typesetting, proofs for approval, materials, and pre-paid freight to our location. Progress payments will NOT be made.

### 2.) Specifications & Certification

See Exhibit A for the specific scope of the product which must be produced in accordance with specified codes and in a work-manlike manner.

### 3.) Delivery Location and Timing

All product is to be shipped to the Moultonborough Town Hall at 6 Holland Street, Moultonborough, NH 03254.

### 4.) Term of Contract

The contract will end on March 31, 2015 unless completed sooner, terminated for cause, or extended by agreement of the two parties.

### 5.) General Conditions

~~a.) Upon the execution of the contract you must produce a certificate of insurance, naming the town, its officers, employees and assigns, as Certificate Holder and Additionally Named Insured, for the following types and levels of coverage:~~

<del>Workers Compensation</del>	<del>Statutory</del>
<del>Automobile and Equipment</del>	<del>\$1 Million/\$2 Million</del>
<del>Property Damage</del>	<del>\$1 Million/\$2 Million</del>
<del>General Liability</del>	<del>\$1 Million/\$2 Million</del>

~~If you use a sub-contractor for any portion of the work you must obtain from them, and provide to us a similar certificate in similar amounts.~~

b.) Payments will be made within thirty (30) days of the submission of a bill showing conformance with all work requirements. ~~Any progress payments made on each item will have a 15% retainage until all work is completed and fully certified by the end user as represented by the User Agent.~~

c.) The term "days" shall mean calendar days.

## **6.) Site Inspection, Questions and Supplements**

No site inspection is required. Copies of previous Annual Reports are available for viewing at Moultonborough Town Hall during normal business hours. You may also view previous town reports on line at [www.moultonboroughnh.gov](http://www.moultonboroughnh.gov) (Click on Departments and Boards, then Board of Selectmen and then Annual Town reports) or purchase the latest edition for \$25.00 to cover the report and mailing.

Any questions with respect to this invitation must be received, in writing by mail at 6 Holland Street, PO Box 139, Moultonborough, NH 03254, by fax (603.476.5835) or by email ([cterenzini@moultonboroughnh.gov](mailto:cterenzini@moultonboroughnh.gov)), by Carter Terenzini, Town Administrator, no later than 4:00 p.m. on June 22, 2012.

**The answers, and any other changes or supplements to this document, will be posted on the Town web site as an Addendum no later than 4:00 p.m. on June 25, 2012. It is the bidder's responsibility to check and verify any such changes in order to account for them in their bid.**

## **7.) Bid Due Date and Methods of Delivery**

Bids will be accepted until 2:00 p.m. on June 28, 2012 in the Offices of the SelectBoard, 6 Holland Street, PO Box 139, Moultonborough, NH 03254 at which time they will be opened and publicly read aloud. Any bids received after that date and time will be rejected and returned unopened.

Your bid envelope must be marked with the name of the project, item or service being sought by the Town, and the date the bids are due. If you send your bid by mail you should put it into a separate sealed envelope, marked as required, inside the mailing envelope to safeguard against it being opened in error.

## **8.) Conditions of Annual Order**

You are bidding on the Town Reports of 2012 (Printing in Feb 2013), 2013 (Printing in Feb 2014), and 2014 (Printing in Feb 2015). You will be informed on or about July 1 of each year whether or not your performance with the prior year was satisfactory and you will be printing the following year. Assuming performance is satisfactory each year (i.e. quality and timeliness), and Town Meeting appropriates money each year for the printing, you will print all three years.

## **9.) History and Experience**

Proposers must have been in business for at least five years and printed Annual Reports for at least three municipal customers for at least three years in duration for each of them. You must submit a history of your firm, at least five municipal references relevant to the foregoing criteria with contact name and their phone number and an explanation of any late deliveries you made to

any municipal customer in the past five years, including the reasons therefore and the remedy you offered them to offset your delay.

## **Exhibit A - Scope of Work**

- 1.) The fixed number of copies of the Annual Report to be printed will be 1,200. We reserve the right to add to this, in lots of 50, at the time of approving the final proof. You will find on the bid form a space to quote an amount we are to add for this item.
- 2.) The report itself will be 8.5” x 11” and the number of pages, which are printed on both sides of a sheet, contained in the Annual Report will be 150 for a total of 75 sheets. We reserve the right to add to this in lots of 2 (or one sheet), at the time of approving the final proof. You will find on the bid form a space to quote an amount we are to add for this item.
- 3.) The Town will provide all materials on a computer disc or in an electronic file as well as one original print-out for comparison to the proper format. It is the responsibility of the vendor to add page numbers to all pages and insert those page numbers into the Table of Contents provided by the Town. It is the responsibility of the Vendor to proof for all obvious textual and typographical errors, if any, and provide a final proof for approval of the Town (“fro” should be “for” and the like). We expect you to proof the format to make sure nothing "moved" in the file transfer and that charts and information start and end on a particular page as shown on your print-out.
- 4.) The production printing method shall be by the offset process with black ink for inside pages of photos, text and tabular material.
- 5.) The paper stock is to be white and 50# for interior pages with the cover being 65#. The cover is generally referred to – in laymen’s terms – as a hard “gloss” cover. Approximately twenty pages of the interior stock will be of a different color to differentiate the Annual Town Meeting Warrant for ease of use by the citizenry.
- 6.) The cover and back of the report will be in color and the Town reserves the right to have up to four additional photos, in color, within the report itself. Any additional photos or graphics are in Black and White.
- 7.) The binding will be a so-called “perfect” binding. You will find on the bid form a space to quote an amount we may deduct for certain lesser bindings.
- 8.) The finished, printed product must be in accordance with the general high standards of the printing trade.
- 9.) You must be prepared to follow the submission and proof schedule set forth below. The Town will endeavor to deliver material to you on a faster schedule but can make no assurance of it at this time. Whenever a date falls on a Saturday, Sunday or Holiday the next business date will be the due date.

February 1: Town Submits Cover and Annual Report LESS the Annual Town Meeting Warrant To printer (the “Main Body”)

- February 8 Printer Submits Proof to Town of the Main Body
- February 12 Town Submits Proof Approval of Main Body of Report to Printer  
Town Submits Annual Town Meeting Warrant to Printer
- February 14 Printer Submits Final Proofs of Main Body and Warrant to Town
- February 16 Town Submits Final Proof Approval of Main Body & Warrant to Printer
- February 26 Printers Delivers Annual Report to Town & they are received in Town Hall

10.) At the time of delivering the final printed reports, the Vendor shall deliver on CD-ROM with a .pdf file of the report suitable for use on the town's website.

11.) There will be a penalty fee imposed of \$100 per day for each day after the deadline date indicated above.

**Town of Moultonborough  
Annual Town Report**

**Bid Form**

(Please Print or Type)

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

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

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone

Fax

\_\_\_\_\_

Email

**ATTENTION:**

Mr. Joel R. Mudgett, Chairman  
Board of Selectmen  
PO Box 139  
Moultonborough, NH 03254

Dear Mr. Mudgett:

Having examined the documentation provided with the subject Invitation for Bids the undersigned proposes to furnish all materials as requested in accordance with the subject documents.

The undersigned acknowledges Addenda # \_\_\_\_\_  
(If none, write none).

If I am notified my proposal is accepted within forty five (45) days of the bids having been opened, I will execute a contract for the work within fourteen (14) days thereafter.

I propose to provide the specified services for each item as follows:

1.) Printing and Furnishing of the Annual Report for all three years.

1.) Year 1:

In numbers: \$ \_\_\_\_\_

In words: \_\_\_\_\_

2.) Year 2:

In numbers: \$ \_\_\_\_\_

In words: \_\_\_\_\_

3.) Year 3:

In numbers: \$ \_\_\_\_\_

In words: \_\_\_\_\_

2.) Printing and Furnishing of Additional Annual Reports (In Lots of 50 and Per Lots of 50)

In Numbers: \$ \_\_\_\_\_

In words: \_\_\_\_\_

3.) Inclusion of additional pages (Per Lot of 2 pages double side printed on 1 sheet)

In Numbers: \$ \_\_\_\_\_

In words: \_\_\_\_\_

4.) **Deduct** from Item 1 for the use of Saddle Stitching in lieu of Perfect Binding.

In Numbers: \$ \_\_\_\_\_

In words: \_\_\_\_\_

OR

4.) **Deduct** from Item 1 for the use of Twin Loop metal binding in lieu of Perfect Binding.

In Numbers: \$ \_\_\_\_\_

In words: \_\_\_\_\_

5.) **I have attached the response to Item #9 History and Experience**

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

I understand that the town reserves the right to reject any and all bids, and waive any minor or non-material informalities, if deemed to be in its best interests. I understand that the Town may hold my bid for forty five (45) days prior to awarding a contract.

I certify, under the penalties of perjury, that (1) I have had an opportunity to view the full bid package and am aware it was my responsibility to perform my own due diligence appropriate to submitting this proposal, (2) I am fully authorized to submit this bid, (3) I have not engaged in discussions, negotiations, or collusion with any person to determine what my bid will be and (4) that I, to the best of my knowledge and belief, have paid all taxes, fees, assessments, betterments or other municipal charges that I owe to the Town of Moultonborough or have a payment agreement in place or have filed an appeal over the same.

\_\_\_\_\_  
Signature of Bidder

Corporate  
Seal

\_\_\_\_\_  
Title of Bidder

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.