



Town of Weare

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Board of Selectmen
Thomas Clow, Chairman
Richard Butt, Vice Chair
Keith Lacasse
James Donison
Donna Osborne
Town Administrator
Naomi Bolton

2009 Annual Town Report and 2010 Town Mailer

REQUEST FOR PROPOSALS

The Town of Weare is requesting proposals for the provision of two documents: 1) The Annual Town Report book and the Town Mailer booklet. Specifications for each are presented below. Please submit your quotation in a sealed envelope clearly marked 2009 TOWN REPORT AND 2010 MAILER BID. Proposals must be received no later than 4:00 PM Friday, November 20, 2009, in the Selectmen's Office, Town of Weare, 15 Flanders Memorial Road, Weare, NH 03281

Please submit a total cost for the entire project (Town Report and Mailer) AND separate costs for each. Price should include delivery to the Weare Town Office and any and all other charges **based on the following specifications**. Please contact Naomi Bolton, Town Administrator, with any questions @ 529-7535.

The manuscript/material for inclusion in the two documents will be submitted in various forms: in electronic format, in Microsoft Word, Excel, and PDF format; in hard copy; and Photos in either digital or in hard copy. Page numbering by printer will be required to correspond with Table of contents. Bid price must guarantee paper cost and availability when needed.

The Weare Board of Selectmen reserves the right to accept and/or reject any and/or all bids, and to waive any formalities/informalities and to accept the proposal considered by the Board to be in the best interest of the Town.

2009 Town Report

Size:	8½ x 11 inches
Quantity and Binding:	1,300 perfect bound (glued) and 10 spiral bound books; electronic version suitable for Website posting and other electronic viewing and transmission.
Total Pages:	Approximately 260 pages
Paper:	Recycled Stock Cover Stock Pages White 50# Text Color Pages 50# Text
Delivery:	Entire printing job must be delivered to the Town by February 23, 2010. We would like a two-week Turn-around, i.e., all material should be to bid winner by two weeks before the above date.

Additional Information: Copies of previous Town Reports are available for your reference.

Work Experience: Please provide three references, preferably from towns/cities for which you have completed similar work.

2010 Town Mailer

Size: 8½ x 11 inches

Quantity and Binding: 3,708 folded once in middle and stapled twice @fold (near end)

Total Pages: Approximately 28 pages (duplex printed to approximately 14 pages to fold and staple)

Paper: Recycled stock acceptable
Pages white text 20#
Yellow text 20#
Light blue text 20#
Peach/orange or similar text 20#

Delivery: Entire printing job must be delivered to the Town by February 23, 2010. We would like a two-week Turn-around, i.e., all material should be to bid winner by two weeks before the above date.

Sorting: Mailers will need to be sorted by vendor into 8 separate, labeled groupings (boxes, etc.) as follows:

Rte. 1	547	Rte. 5	534
Rte. 2	509	Rte. 6	474
Rte. 3	556	P.O. Box	360
Rte. 4	489	Extras	99

Work Experience: Please provide three references, preferably from towns/cities for which you have completed similar work.

Previous Mailers: Mailers from previous years are available at the Selectmen's Office for your convenience.