



Office of Board of Selectmen

143 Main Street, P.O. Box 310, Belmont, New Hampshire 03220-0310

Telephone: (603) 267-8300 Fax: (603) 267-8327

Request for Quote

The Town of Belmont invites interested vendors to submit a request for quote on the printing of its 2018 Annual Town Report in accordance with the Scope of Work. All prices submitted shall be by lump sum and no additional compensation will be made by the Town unless approved in writing by the Town Administrator. The Town reserves the right to reject any and all quotes that are deemed not to be in the best interest of the Town.

Quotes should be submitted to the Town Administrator's Office, Town of Belmont, 143 Main Street, PO Box 310, Belmont, New Hampshire 03220, no later than the close of business on Friday, November 30, 2018. Questions can be directed to the Town Administrator at 267-8300 ext. 124 or via email at townadministrator@belmontnh.org.

Scope of Work

- Quantity: 375
- Stock: Text 20# Bond
Insert 60# Colored
Cover 100# Gloss
- Size: 8 ½ x 11
- Pages: 195 (2017)
Color Photo on Gloss front and back
Printed inside front cover
Color Photos on white bond inside report, approximately 10
- Bindery: 10 wire bound copies
Balance to be Perfect binding
- Art & Text: Full color PDF of front and back covers
Black and white PDF of inside pages
- Proof: Final print copy for review
- Delivery: 143 Main Street, Belmont, New Hampshire

The undersigned, declares that the only person(s) or party(ies) interested in this proposal as principals are those named herein; that this proposal is made without collusion with any other person, firm or corporation; that s/he has carefully examined the work and the project's specifications, attached hereto; to provide all materials and complete said work within the specified time prescribed; and that s/he will take payment for completed work when approved by the Board of Selectmen for the following lump sum prices:

Quote Item #1:

Complete all work, except addition/reduction, lump sum, for reports per specification

_____ \$ _____
(Written price)

Quote Item #2:

Additional pages, over the specified 195 pages (per page)

_____ \$ _____
(Written price)

Quote Item #3:

Reduction of bid price for pages under the specified amount of 235 pages (per page)

_____ \$ _____
(Written price)

Deadline for vendor to receive all paperwork in order to receive delivery **by March 1, 2019** is no later than _____, 2019.

Full name and address of individual, firm, partnership or corporation submitting this quote:

Federal Tax ID or Social Security #: _____

Vendor: _____ Phone: _____

Address: _____

Contact Name: _____ Title: _____

Email: _____

Signature: _____ Date: _____