

**Town of Belmont, New Hampshire  
PO Box 310  
143 Main Street  
Belmont, New Hampshire 03220  
(603) 267-8300 ext. 124**

**Request for Quotes  
Printing Town Report  
1/2025**

**GENERAL INFORMATION**

The Town of Belmont invites interested vendors to submit a request for quote on the printing needs as listed on the enclosed "Scope of Work". All prices submitted shall be by lump sum and no additional compensation will be made by the Town unless approved by written change order signed by the Town Administrator. All work shall conform to the attached specifications.

The Town reserves the right to reject any and all quotes not conforming to the specifications or deemed not to be in the best interest of the Town.

The vendor's experience will be considered for the final selection.

Quotes shall be submitted:

No later than 4:00 p.m. Friday January 24, 2025

Town Administrator  
Alicia Jipson  
Town of Belmont  
PO Box 310  
Belmont NH 03220

[administration@belmotnnh.gov](mailto:administration@belmotnnh.gov)

## **SCOPE OF WORK**

2024 Town Report will be printed in appropriate form and consistent with that of 'suggested format' as made available from the State of NH, said format to be provided by the Town. The successful vendor shall provide completed, bound 2024 Town Report for the Town of Belmont within the required state-mandated time restraints – tentative date is February 28, 2025. Particular questions regarding this quote may be directed to Town Administrator Alicia Jipson 603-267-8300\*124.

## **SPECIFICATIONS**

### **Preparation, binding, printing and delivery of Belmont Town Report**

Item: 2024 Annual Report

Qty: 325 Perfect Bound

Qty: 10 Coil Bound

Pages: 175-200 on average

Sheets: 88-100 on average

Size: 8.5" x 11"

Stock: 20# white, 20# blue

Cover and back: printed in full color Gloss cover stock, Text on spine too

To be determined # of sheets on pastel blue paper typically 10 pages

To be determined # of sheets on 20# white paper typically 88-100 pages

To be determined # of sheets printed in full color typically 24-30 pages

Delivery of Books Due: No later than Friday, February 28, 2025

Delivery to Town of Belmont 143 Main Street, Belmont NH 03220

## **ADDITIONAL REQUIREMENTS**

**Vendor** will be responsible for:

- Provide PDF with text and photos.
- Numbering of pages
  - Numbering index
  - Footers

Payment:

- Payment will be made within 30 days of receipt of the invoice after delivery of Town Reports

**QUOTE**

**To:** Town Administrator Town of Belmont PO Box 310 Belmont NH 03220

**For:** Furnishing all materials to complete the attached Scope of Work, according to the Project Manual including Specifications for Preparation, Binding and Printing of the Town of Belmont 2024 Annual Town Report.

**Vendor Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

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 Town Administrator for the following lump sum prices:

**Quote Item #1:**

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

\_\_\_\_\_ \$ \_\_\_\_\_

**Quote Item #2:**

Additional pages, (per page)

\_\_\_\_\_ \$ \_\_\_\_\_

**Quote Item #3:**

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

\_\_\_\_\_ \$ \_\_\_\_\_

**Deadline** for vendor to receive all paperwork; in order to receive delivery by February 28, 2025 is no later than \_\_\_\_\_, 2025.

**Federal Tax ID#:**

**Vendor:**

**Phone:**

**Address:**

**Contact Name:**

**Title: Signature:**

**Date:**

**Title**