

TOWN REPORT PRINTING

BID SPECIFICATIONS

1. GENERAL REQUIREMENTS

It is the declared and acknowledged intention and meaning to provide labor, materials, equipment, transportation and supervision to print or copy the Machias annual report according to the stated specifications.

- a. Proposals will be reviewed for cost, quality of example work, copies submitted, and responsiveness of time requirements.
- b. The Town of Machias reserves the right to accept and/or reject any or all bids.

2. SCOPE OF WORK

- a. The report will consist of approximately 100 numbered pages, in an 11" X 17" format, printed and stapled.
- b. The majority of the contents will be included on a CD or a thumb drive utilizing Microsoft Office. Printouts will also be provided.
- c. The front cover will include a color image. The front and back cover is to be printed on a glossy white cover stock. Please specify weight on the proposal and include a sample.
- d. The two dedication pages will include colored photos that will need to be scanned or half toned.
- e. 650 books are to be prepared.
- f. Must include delivery to Machias Town Office no later than May 17, 2019 at 4:00 P.M.

3. BIDS: One bid is to be presented.

- a. The bid will include printing/copying inside of the book on recycled paper (60#) including stapling and printing of the cover.

4. COMMENCEMENT & COMPLETION OF THE WORK

- a. Upon acceptance of the bid, all materials from the Town of Machias will be submitted to the Contractor on or about May 3, 2019.
- b. The Town of Machias must receive a proof for approval before final printing.
- c. The completed books and an electronic copy must be returned to the Machias Town Office by 4:00 P.M. on May 17, 2019.

5. SUBMITTAL OF SAMPLES

All new bidders or contractors that have NOT submitted a bid within the past three years shall provide with the bid a sample of a similar town report printed by the Contractor's company for use as proof of quality workmanship.

6. MATERIAL AND WORKMANSHIP

All material incorporated into the work covered by this bid shall be new and of a suitable grade for the purpose intended, unless otherwise specifically provided in this bid. All work under this bid shall be accomplished in accordance with the best standard practices by workmen thoroughly experienced in the required trade and supervised by experienced personnel.

7. ORAL MODIFICATION

No oral statement of any person other than the Town Manager or his/her designee shall in any manner or degree, modify or otherwise affect the terms of this bid. The Contractor shall make adjustments to the bid **only** on directives from the Town Manager or his/her designee.

8. CONTRACTOR'S INVOICE AND PERFORMANCE STATEMENT

Upon completion of the work and acceptance of the work by the Town of Machias, the Contractor shall submit his/her invoice for payment to the Town Manager at the above address.

9. BID/PROPOSAL COMPOSITION

- a. All proposals must be written clearly and accurately. Proposals deviating from that specified in the solicitation will not be considered.
- b. The sealed bids must be submitted to the Machias Board of Selectmen at the Machias Town Office at the above address by March 13, 2019 at 4:00 P.M.
- c. The exterior of the envelope must be marked: "Town Report Printing Bid".