

FINANCE

**INVITATION TO BID**

**TOWN OF NORTH HAVEN**

Sealed bids for “2014-2015 Annual Report and 2015-2016 Civic Calendar”, Project No. 15-37, will be received at the Finance Office, Memorial Town Hall, 18 Church Street, North Haven, Connecticut, until 10:00 AM on Tuesday, July 14, 2015 at which time and place they will be opened and publicly read. Specifications may be obtained from the Finance Office. After bids are received the Director of Finance/Administration may analyze whether vendors have submitted comparable bids and meet the requirements called for. In reviewing the bids, the Director of Finance/Administration may consider the past performance, financial responsibility, and sales and service experience of the vendors. The Director of Finance/Administration reserves the right to reject any or all bids, to waive any defects in same, or to choose to make purchases other than strictly in accordance with price considerations, and/or to choose other than the lowest bidder, if it be deemed in the best interest of the Town of North Haven. **Bidders are advised hereby of the existence of an Ordinance concerning Bid Preference for Town-Based Businesses.**

Edward J. Swinkoski, CPA  
Director of Finance/Administration

**SPECIFICATION**

**2014-2015 ANNUAL REPORT AND 2015-2016 CIVIC CALENDAR**

The intention of this Specification is to provide the Town with a “turn-key” project in which it and the designer/producer can take pride.

Number of Copies:	10,000, no over-runs, no under-runs
Number of Pages:	36 pages plus cover, 11 x 8 ½ 1 hole 3/16” on 11” side, opposite saddle stitch Pages must be numbered
Report Stock:	Enviro 100 or equal – 70# text Color to be decided by designer
Report Ink:	2/C – 1 PMS and Black Color to be decided by designer
Cover Stock:	80# coated, white
Cover Ink:	Color (see sample)

Production Responsibilities:

The successful bidder will be responsible for complete concept, production and printing of the Town's Annual Report/Civic Calendar combination. Immediately upon receipt of award, the Contractor will perform complete creative overview of previous reports as well as available Annual Report/Civic Calendar combos produced by other towns in recent years.

Upon completion of such overview and review of rough copy provided by the Town of North Haven, the Contractor will submit preliminary rough but comprehensive layout for approval by the Director of Finance/Administration at the North Haven Town Hall. Upon approval of preliminary concept, the Contractor will immediately proceed into following production stages while maintaining ongoing communication with the Director of Finance/Administration. Approvals will be secured at every stage of production

1. Copy editing of rough copy provided by Town.
2. Review of available illustrative materials; request for whatever additional art or photographic materials are recommended.
3. Preparation of comprehensive layout and/or dummy for final approval.
4. Typographic production.
5. Mechanical production and submission of page proofs and blueprints for final approval.
6. Printing and delivery of finished copies.
7. One (1) CD containing entire report in approved format to be delivered to the Finance Office along with hard copies.

Production Timetable:

1. Preliminary layouts to be submitted for approval two weeks from receipt of award.
2. Job to be completed/ready for delivery by September 30, 2015. Time is of the essence.

Notes to Bidders

1. Must be a Connecticut-based business.
2. Bidders must submit a sample of a similar work product with their bid.
3. You may pick up a copy of last report at the Finance Office. This may be used as a guide since the contents will continue to follow this general pattern in layout and material.
4. Upon completion, reports will be packed in cardboard boxes. Each box will be clearly marked as to the quantity contained therein.
5. Delivery shall be included, as follows:
  - 9,000 to Delivery Service to be designated.
  - 1,000 to Finance Office, North Haven Town Hall.
6. Envelopes will be plainly marked BID, with the purpose and time of opening.
7. Bids must be on this form. Bids will be held firm until awarded.
8. The Town of North Haven reserves the right to extend the bid award for three (3) additional years if the winning vendor holds the same pricing schedule.

BID (without exception): \$ \_\_\_\_\_

Bids Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Firm Telephone Number Fax Number

\_\_\_\_\_  
Address Printed Name Title

\_\_\_\_\_  
City, State, Zip Authorized Signature