



Steven E. Mackenzie, P.E.
City Manager

City of Barre, Vermont

“Granite Center of the World”

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REQUEST FOR PROPOSAL PRINTING OF 16-17 ANNUAL CITY REPORT

Issue Date: April 21, 2017

Response Date: May 26, 2017

Bids must be submitted in electronic form to Nicolas Landry, Executive Assistant to the City Manager by emailing nlandry@barrecity.org with “Annual Report Printing Bid” in the subject line. Bids will be accepted until 10:00 a.m. on Friday, May 26, 2017 for the following job preparation and production of the 2017 Annual Report.

Specifications and instructions are attached.

The bid shall be in effect for the 2017 Annual Report and may be renewed for additional one-year periods over the following two (2) years.

The City of Barre reserves the right to reject any and all bids.

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Specifications for Printing Annual Report

- Bid proposals shall include a printing of the Annual Report of the City of Barre for the years ending June 30, 2017, 2018, and 2019 in the following quantities:
 - seven hundred ninety-five (795) perfect bound and five (5) of case bound with gold foil stamping;
 - seven hundred forty-five (745) perfect bound and five (5) of case bound with gold foil stamping;
 - and six hundred ninety-five (695) perfect bound and five (5) of case bound with gold foil stamping.
- Bid should be based on 300 pages, and similar to the 2016 Annual Report in layout and design. A copy of the 2016 Annual Report will be provided upon request.
- The size of the page shall be 9 x 6 inches, the size of the printed pages to be 7 by 4 inches.
- The font type to be used is Times New Roman. Font size is as follows: 11-point for body, 12-point bold for main headings, and 11-point bold for sub-headings.
- The ink for the text is to be black. Ink for the front and back cover is to be color.
- The paper is to be 60# Text and the cover coated cardstock (80# cover).
 - All copy furnished by the City will be in electronic format.

All work is to be done in a first class workmanlike manner and in accordance with a copy furnished by the City. Galley proofs are to be submitted to the City Manager's Office for approval before final printing. All pages must be carefully proofread and free from errors. Successful bidder will be allowed a minimum of 15 working days to complete the job after final proof is approved.

Completed print job is to be delivered to the Barre City Manager's Office. The delivery date for the 2017 Annual Report will therefore be sixteen (16) days prior to Town Meeting Day; which is the first Tuesday of each March. The delivery date for the 2017 Annual Report will be Monday, February 19th, 2018 and the delivery date for the 2018 Annual Report will be Monday, February 18th, 2019.

Reference copies of the 2016 Annual Report may be obtained by contacting the Barre City Manager's Office at the address above, by calling 802-476-0241, or E-mail to nlandry@barrecity.org.

Sent requests for bids via email on 04/21/2017 to:

L. Brown & Sons Printing
14-20 Jefferson Street
Barre, VT 05641
info@lbrownandsonsprinting.com

Stillwater Graphics
Dana LaPlant
71 Depot St.
Williamstown, VT 05679
dlaplant@stillwatergraphics.biz

Jet Service Envelope
80 East Rd.
Barre, VT 05670
Info@jetservice-envelope.com

CW Print + Design
Mollie Lannen
59 N Main St # 110
Barre, VT 05641
info@cwprintdesign.com

Leahy Press
79 River Street
P O Box 428
Montpelier, VT 05601
leahy@leahypress.com

Minuteman Press
John Cunningham
7 Main ST
Montpelier, VT 05602
jon@minutemanvermont.com

Queen City Printers, Inc.
701 Pine Street
Burlington, VT 05401
info@qcpinc.com

Case bound annual reports go to the following:

Manager's Office (1)

City Clerk (2)

Aldrich Library (1)

Extra (1) – may be given to person cited in dedicated