



Request for Quotes
For 2025 Town Report Printing
#Q2025-MGR-04

Town of Seabrook, New Hampshire
Office of Town Manager



REQUEST FOR QUOTES # Q2025-MGR-04 Town Reports

Qualified companies are invited to submit a quote to provide both printed and an electronic version of the 2025 Seabrook Town Report in agreement with the attached specifications. Prospective respondents are advised to read this information over carefully before submitting a proposal.

Quotes must be submitted in a sealed envelope plainly marked:

***RFP# Q2025-MGR-04
Town Reports
Town of Seabrook
C/o Shaylia Wood
Chief Procurement Officer
99 Lafayette Road
Seabrook, NH 03874***

***All quotes must be received by December 18th, 2025 at 2pm EST.
A public opening will follow immediately***



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SPECIFICATIONS

Quantity:	1,200 plus electronic version to be placed on Town website
Number of Pages:	Historically, report has been 150 pages, Including cover
Dimensions:	8 ½" X 11"
Binding:	Perfect Bound
Cover:	White with black ink and color photos; paper quality to be the same as the available sample.
Inside Pages:	White with black ink; paper quality to be the same as the available sample.
Warrant & Cover Pages:	Paper quality to be the same as the available Sample. Color to be decided at a later date.
Typing:	To be done by the Town.
Delivery:	All reports to be delivered to the Town Hall no later than Wednesday, February 25 th , 2026.
Quote:	Price per page \$ _____. Proposers are instructed to submit quotes on a per page basis. The number of pages may vary from that stated above. Note: Price per page <u>shall</u> include all costs.

*Sample books are available upon request at the Seabrook Town Hall, 99 Lafayette Rd,
Seabrook NH

The Town of Seabrook reserves the right to accept or reject any proposal if it determines such acceptance or rejection to be in the best interests of the Town of Seabrook. Failure to submit all information specified may be sufficient for disqualification.

APPROVED

A handwritten signature in blue ink, appearing to read "W. Manzi III".

William M. Manzi III
Town Manager

12/5/25