



# Town of Turner, Maine

11 Turner Center Rd. Turner, Maine 04282 – 207-225-3414 - [www.turnermaine.com](http://www.turnermaine.com)

## Bid Request – Annual Town Report

1. The Town of Turner is requesting bid proposals for printing of the Annual Town Report, per the specifications detailed below. Bids will be accepted until Noon on February 18, 2025, at which time they will be publicly opened and read aloud. The Board of Selectmen will award the bid at its meeting that evening.
2. By submitting a bid according to these specifications and or upon an invitation to bid, the bidder specifically agrees that the Town of Turner shall have the right to accept or reject any bids for any reason whatsoever and to accept alternatives to the specifications whenever the Board of Selectmen, in their sole discretion, deem it in the best interest of the Town of Turner to do so.

### Specifications

- A. Quantity is **2,300 booklets** containing either 52 or 56 pages plus cover, 8 ½ by 11 inch (finished size). Bidders shall provide prices for both page quantities. The contents shall be produced on standard 20 pound white bond paper, and the cover on 65 pound cover stock, saddle stitched or perfect bound (please specify your selection).
- B. Camera-ready material will be provided. The front cover will contain one or more photographs (color, no bleed). Additional black and white photos will be interspersed within the report. Materials will be provided in electronic format (either PDF or Microsoft Word) to the selected printer on or about March 7 or as otherwise agreed.
- C. Outside back cover will be printed with POSTAL CUSTOMER, BULK RATE.
- D. Completed copies are to be delivered and packaged by the number of addresses on the mail carrier routes and PO Boxes for Turner’s 04282 zip code. Total of packaged postal booklets is approximately 2,300, and the remaining copies shall be delivered to Town Office.
- E. Completed copies shall be **delivered** to the Turner Town Office and Turner Post Office no later than the morning of Thursday, **March 27**.
- F. All bids shall be clearly marked “Town Report Bid” and mailed to 11 Turner Center Road, Turner, ME 04282, or emailed to [kurt.schaub@turnermaine.com](mailto:kurt.schaub@turnermaine.com).

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