



**Request for Proposal  
Town of Chesapeake Beach 2017 Calendar**

Please provide pricing for printing and mailing of the Town of Chesapeake Beach 2017 Calendar. All proposals must be submitted in writing no later than 4:30 PM on October 14, 2016. Please email all proposals to Town Treasurer Laurie Smith at [lsmith@chesapeakebeachmd.gov](mailto:lsmith@chesapeakebeachmd.gov) and copy to Connie S. O'Dell, [codell@chesapeakebeachmd.gov](mailto:codell@chesapeakebeachmd.gov). Follow up with an original, signed, hard copy mailed to Town of Chesapeake Beach, Attn: Laurie Smith/Connie O'Dell, PO Box 400, Chesapeake Beach, MD 20732.

**Scope of Work:**

- FSC Certified Project
- Quantity: 8,000 – Alternate Quantity: 9,000
- Pages: 24 Pages and Cover
- Size: 9 x 12
- Proof: Digital Folded and Stitched
- Bleeds: Text & Cover
- Cover: 100# Chorus Art Gloss 4/C/P two sided
- Text: 80# Chorus Art Gloss 4/C/P two sided
- Binding: Saddle Stitch on the 12 inch side
- Drill one hole in calendar for hanging
- Package: Bundle into 9 postal routes, balance even carton and deliver to Prince Frederick Post Office. Receive paperwork, reroute to Chesapeake Beach Post Office. Balance to be delivered to Town of Chesapeake Beach, 8200 Bayside Road, Chesapeake Beach, MD.
- Schedule: 10 to 12 Working Days – Finished job due in Town Hall no later than Wednesday, December 14, 2016 at 4:30 PM. Calendar Committee to deliver draft to printer by November 29, 2016
- Proof Address: Printing Company Representative to deliver and pick up proof to Town Representative at Chesapeake Beach Town Hall
- Delivery: Prince Frederick Post Office and Chesapeake Beach Town Hall

Cost for Printing (8,000): \$ \_\_\_\_\_

Cost for Printing (9,000): \$ \_\_\_\_\_

Cost for Delivering & Mailing: \$ \_\_\_\_\_

Total Proposal Price: \$ \_\_\_\_\_

Please provide payment terms within the proposal and attach a copy of your Federal Form (W-9), your business license and references.