

# **TOWN OF WOODBURY**

1672 VT RT 14  
P.O. BOX 10  
WOODBURY, VERMONT 05681  
Email: [clerk@woodburyvt.org](mailto:clerk@woodburyvt.org)  
Phone: 802-456-7051  
Website: [woodburyvt.org](http://woodburyvt.org)



## **Town of Woodbury Request For Proposal 2025 Town Report Printing & Distribution**

The Town of Woodbury is soliciting bids from commercial printers ("Printers") for printing its 2025 Town Report.

Bids may be for one year only (2025), or optionally two years (2025 and 2026) or three years (2025, 2026 and 2027).

The Town prepares its report as a print-ready high-res PDF, sent electronically to the Printer per the Printer's time table. The Printer returns an electronic PDF proof to the Town for approval prior to printing.

The Town Report is:

- 8 1/2" x 11"
- 80 pages
- 550 copies

The front and back outside covers are color; the inside covers and inside pages are black & white. There are no bleeds.

- Cover pages: 80# coated white
- Inside pages: 20# white bond

Binding: Perfect bound, trimmed flush on three sides, except 8 copies plastic spiral bound.

The bid should include per-page(s) adjustment if there are fewer or more than 80 pages.

If there are other miscellaneous fees (e.g., for correcting a proof), they should be specified in the bid.

Mailing addresses to be printed by the Printer from a spreadsheet provided by the Town according to the Printer's specifications.

The Printer is responsible for delivering the reports to USPS for mailing, with the remainder of the reports shipped to the Town.

The bid should not include postage or shipping fees.

The bid template is on the following page.

Additional information may be obtained by contacting John Reid at [johnreid@fastmail.fm](mailto:johnreid@fastmail.fm) or (802) 456-1149.

Bids may be submitted by email, mail or in person. If by email, the subject should be "Bid for Town Report Printing" and the bidder should ensure that it receives an email from the Town acknowledging receipt. If by mail or in person, the envelope should be marked "Bid for Town Report Printing."

Bids must be received at the Town Office by noon on November 10, 2025. Bids will be reviewed at the Select Board meeting that evening; the meeting begins at 6 p.m. in the Woodbury Library Community Room.

The email address is: [clerk@woodburyvt.org](mailto:clerk@woodburyvt.org)

The mailing address is:  
Robin Durkee  
Town Clerk, Woodbury  
P.O. Box 10  
Woodbury, VT 05681

The physical address is: 1672 Route 14, Woodbury, VT 05681

The Town reserves the right to reject any or all bids, and to grant the bid that is deemed to be in the best interest of the Town.

\_\_\_\_/s/ \_\_\_\_\_ Chris Casey, Town of Woodbury Select Board Chair

(Duly Authorized Representative of the Town of Woodbury)

Town of Woodbury  
Town Office  
1672 Vermont Route 14, P.O. Box 10  
Woodbury Vermont 05681

**Town of Woodbury Request For Proposal  
2025 Town Report Printing & Distribution**

Bidder (Company): \_\_\_\_\_

Person Submitting Bid: \_\_\_\_\_

Bidder's Address: \_\_\_\_\_

Bidder's Email Address: \_\_\_\_\_

Bidder's Phone Number: \_\_\_\_\_

Bid amount for 2025 only: \$ \_\_\_\_\_

Optionally, bid amount for 2025 and 2026: \$ \_\_\_\_\_

Optionally, bid amount for 2025, 2026 and 2027: \$ \_\_\_\_\_

Per pages adjustment if fewer or more than 80 pages: \$ \_\_\_\_\_

\_\_\_\_\_

Bidder may attach quotation / proposed contract in its format, or specify any additional miscellaneous fees here:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Bidder: \_\_\_\_\_