

**PITTSBURG SCHOOL DISTRICT
REQUEST FOR PROPOSAL (RFP)**

The Pittsburg School Board is requesting sealed RFPs for the printing of the 2023-2024 Annual School Report.

The specifications for the RFPs are as follows:

1. Report will be printed in booklets with a finished size of 8 ½" x 11". 15 – 20 pages of the report are to be printed on colored paper with the balance being on white paper (Bidder is to specify weight of paper). "Camera-ready" copy will indicate the pages that are to be colored. Cover is to be printed on white card-stock paper and may include colored pictures.
2. Report will not exceed one hundred ten (110) pages of "camera-ready" copy.
3. One hundred, fifty (150) copies of the completed report will be in the hands of the School Board no later than February 17, 2025. We will have "Camera-ready" copy to you on or about February 7, 2025.
4. Rate of RFP will be on a per-page basis with cover additional.
5. Sealed RFP'S will be in the hands of the Superintendent's Office no later than 12:00 noon November 22, 2024. (Colebrook and Pittsburg RFP's must be in separate envelopes)
6. The Pittsburg School Board reserves the right to reject any or all proposals and to accept that proposal which appears to be in the best interest of the District. The Board reserves the right to waive any informalities in, or reject, any or all proposals or any part of any proposal. Any proposal may be withdrawn prior to the scheduled time for the opening of proposals. Any proposal received after the time and date specified shall not be considered.

November 6, 2024

Mail bids to:

Pittsburg School District

21 Academy St

Colebrook NH 03576

Attn: Bridget Cross