

**\*Due to the volatility within the paper market, vendors may provide a price for virgin and/or recycled paper, depending on availability. The agency will choose between virgin and recycled at the time of the bid opening.**

**TIMELINE:**

File supplied to printer: July 7

Hard copy proof delivered: July 11 (or sooner)

Final product delivered: July 31

**Project Contact Info:** allie.ellingson@state.sd.us

*Exact registration of printing and binding is critical. Printer is required to run a press check to verify registration. Successful bidder must guarantee accurate printing registration and alignment. There will be no tolerance for out of register in printing and binding. Excessive error will incur penalty or reprinting of atlas at the printer's expense.*

**Specifications:** Image size, 8" X 10- 1/2". Trim size, 8"x 10- 1/2", on 88 pages, self-cover. Saddle stitched with two wire staples. Stock, 45# white offset, 92 brightness. Printed 4-color throughout (CMYK). Game, Fish and Parks will provide a print ready press quality .pdf by approximately July 7, 2023. Printer must provide a color proof (with same specs as finished product) before printing to: Game, Fish and Parks, Attn: Allie Ellingson, 523 E Capitol Ave, Pierre, SD 57501.

**Timeline and Proof:** Camera-ready copy (PDF file) furnished by GFP during the week of July 7.

**Delivery:** Atlas delivered by July 31, 2023 or sooner to the locations listed below and to Game, Fish & Parks: 20641 SD HWY 1806, Ft. Pierre, SD 57532. Final products to be boxed (size: 11.25 x 8.75 x 10.5 – 12") in **quantities of 50** in uniform crush resistant cardboard cartons and labeled with contents and quantity. Each pallet should contain 70 boxes. Atlases shipped to Ft. Pierre are to be on pallets and secured with cellophane or plastic straps.

**Quantities and Locations:**

8,000 – Cabela's

601 Cabela Dr.

Mitchell, SD 57301

3,000 - Game, Fish and Parks

Outdoor Campus West

4130 Adventure Trail

Rapid City, SD 57702

4,000 - Game, Fish and Parks

4500 S. Oxbow Ave.

Sioux Falls, SD 57106

1,000 - Game, Fish and Parks

5850 E. Hwy 12

Aberdeen, SD 57401

2,500 – Game, Fish and Parks  
400 W. Kemp  
Watertown, SD 57201

3,000 – Scheels  
2101 W. 41<sup>st</sup> St.  
Sioux Falls, SD 57105

1,200 - Game, Fish and Parks  
1550 E. King  
Chamberlain, SD 57325

1,500 - Game, Fish and Parks  
895 3<sup>rd</sup> St. SW  
Huron, SD 57350

1,500 – Cabela's  
3231 E Mall Dr  
Rapid City, SD 57701

750 - Game, Fish and Parks  
909 Lakefront Dr.  
Mobridge, SD 57601

300 - Game, Fish and Parks  
603 E. 8<sup>th</sup> Ave  
Webster, SD 57274

500 – Scheels  
1225 Eglin St  
Rapid City, SD 57701

Remaining Supply – GFP Property Management (these pallets may contain more than 70 boxes)

20641 SD HWY 1806  
Ft. Pierre, SD 57532

**Penalties:**

**DELIVERY DATES:** Delivery dates when stated as "30, 60, or 90" days, or a specific date, shall mean calendar days, and shall normally begin with receipt of copy. When purchase order date is used as criteria for job start date for a specified delivery time, an allowance of 10 days from the date of the order is applicable. Penalty for late delivery is to be computed on the basis of delivery time specified on a purchase order or contract.

**PENALTIES:** The Office of Procurement Management Director will apply penalties for all printed matter.

A - The penalty for late delivery will be one half of one percent (.5%) of the bid price for each day after specified delivery date.

B - The penalty for poor workmanship shall be determined by the Office of Procurement Management Director based on evidence that a proof was approved, on comparison with other work of similar quality expectations and on compliance with the stated specification. A COPY

OF EACH COMPLETED JOB MUST BE SUBMITTED TO THE OFFICE OF PROCUREMENT MANAGEMENT FOR DETERMINATION OF WORKMANSHIP QUALITY.

**SPECIFICATIONS FOR PRINTING:** Changes in any of the specifications, as set forth herein, must be approved prior to implementation by the Office of Procurement Management Director. This applies to the solicitation and/or purchase orders that define the particular specifications. Examples of such are excessive increase or decrease in the number of pages, changes in stock, colors of inks to be used and/or others. Underruns will not exceed 2% per item ordered. Charges for overruns in excess of 2% per item will not be paid for by the State. Individual item specifications may stipulate different requirements for under and overruns. In these cases, the item specification takes precedence.

Delays in sending or receiving composition copy, proofs or late delivery shall be reported to the Office of Procurement Management as they occur. Penalties so justified will be applied when evidence in writing between the Agency and the Printer/vendor supports this action.

It shall be the responsibility of the vendor to notify the Office of Procurement Management if delivery is not on schedule as specified on the purchase order and the reasons why it is not.

**Recycled Paper Guidelines:**

Shall include the statement "Printed On Recycled Paper"

Shall include an inscription listing the publisher, number of copies published, and approximate cost per copy per SDCL 5-18D-15

The vendor must provide environmentally preferable paper products that meet one of the following criteria:

- (1) Green Seal certified as defined in ARSD 10:02:05:04;
- (2) Ecologo certified as defined in ARSD 10:02:05:05; or
- (3) Comply with the minimum requirements for recycled content as published in the United States Environmental Protection Agency Comprehensive Procurement Guidelines, Buy-Recycled Series, Paper Products, October 2007. The Comprehensive Guide can be viewed on OPM's website at <https://boa.sd.gov/central-services/procurement-management/default.aspx> under "Info for Vendor's"
- 4) or any other certification program or comparable data.