

TIMELINE

File Supplied to Printer: July 28

Hard Copy Proof Delivered: August 2

Final Product Delivered: August 17

Project Contact Info: Allie Ellingson at allie.ellingson@state.sd.us

***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.**

Specifications: Trim size 5.25" x 8.375", full bleeds throughout, 4-color process in close registration throughout. 112 body pages, plus 8-page cover. 3-knife trim. Binding, Saddle-stitched with 2 wire staples. Cover pages, 80# text stock, coated offset, white (p. 1-4 and 117-120). Inside stock: 45# white offset (p. 5-116). **(Paper stock must conform to State of South Dakota recycled paper stock guidelines listed below).** Please make note of this on your bid.

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.

The vendor may offer lower cost alternative paper products that do not meet one of the listed requirements, as long as all other specification requirements are met. The State may consider the alternative products for award if it is apparent that no product is available that meets any of the stated requirements or if the environmentally preferable paper product does not exceed the price of the alternate product by more than five percent.

Timeline and Proof: Camera-ready copy (PDF file) furnished by GFP by approximately July 29. Hard-copy proof on correct stock to be provided to Allie Ellingson within 3 working days of receipt by overnight delivery. Proof to be returned to printer same day by overnight delivery. Final product to be direct shipped by August 16 to the locations listed below.

Delivery: Handbook seams should alternate directions for easy handling. There should be 10 seams going one direction, then 10 going the opposite direction, single banded per 10 handbooks. Handbooks must be boxed in uniform-sized cartons. **100 Handbooks per box** with a total of 10,000 on each pallet. Boxes (size: 17.5 x 11.75 x 5.25) labeled with contents and quantity. **Boxes must be taped in a professional manner.** Use quality-constructed pallets capable of being moved by a forklift. No Friday deliveries and larger truck loads deliveries, before/or by 3:00 pm (that has more than 3 pallets on).

Quantities and locations:

1 Pallet (10,000) + 8,000 – Cabela's
601 Cabela Dr.
Mitchell, SD 57301

2023 Game, Fish and Parks' Hunting Handbook

Quantity = 140,000

2,500 – Cabela's
3231 E Mall Dr.
Rapid City, SD 57701

2,500 – Scheels
2101 W 41st St #25A
Sioux Falls, SD 57105

1,000 – Scheels
1225 Eglin St.
Rapid City, SD 57701

7,000 – Game, Fish and Parks
4500 S. Oxbow Ave.
Sioux Falls, SD 57106

5,000 – Game, Fish and Parks
4130 Adventure Trail
Rapid City, SD 57702

3,500 – Game, Fish and Parks
400 W. Kemp
Watertown, SD 57201

2,500 – Game, Fish and Parks
1550 E. King
Chamberlain, SD 57325

3,000 – Game, Fish and Parks
895 3rd St. SW
Huron, SD 57350

2,500 - Game, Fish and Parks
5850 E. Hwy. 12
Aberdeen, SD 57401

1,000 – Game, Fish and Parks
909 Lakefront Dr.
Mobridge, SD 57601

600 – Game, Fish and Parks
603 E. 8th Ave
Webster, SD 57274

Remaining Supply – GFP Property Management

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.