

## 1.1 **Printing Specifications – 2024 Vacation Guide**

- 1.2 This will be an annual contract effective 10/15/2023 through 10/14/2024 to print all issues of the SD Vacation Guide.
- 1.3 The State shall have the option, at the State's sole discretion, to extend the contract(s) resulting from this Solicitation for an additional two (2) months past the original contract expiration date.
- 1.4 Price increases will not be considered until the contract has been in effect for 90 days. Written requests for price escalation must be supported by dated manufacturer's printed price sheets or similar documentary evidence must support written requests for price escalation. This evidence must be presented to the Office of Procurement Management, and if approved, the new pricing will become effective immediately after date of approval. Price increases will be allowed for the actual cost of the price increase from the manufacturer to the supplier only. Price decreases are acceptable on invoice(s) presented for payment.
- 1.5 **Quantity:** Total of **260,000** plus 1% max.
- 1.6 **Size:** 8 x 10.125, trim size.
- 1.7 **Configuration:** Fold-out back cover, plus **244** text pages for body (*see binding and packaging below*).
- 1.8 **Cover (Folded):** 100 lb. Gloss Text weight (Grade 3 Groundwood, Brightness 86-90, Gloss 68-72, Opacity 93-96%). Spine copy will be included in design files. An extension map page (7.75 x 10.125 trimmed dimensions after folding) that folds on long edge of back portion of cover. Four color process on both sides; edges bleed, same as remainder of cover. Back cover will be .125"-.25" narrower than body copy pages to prevent getting trimmed off in bindery.
- 1.9 **Body:** 244-pages, **36#**. Brightness 76-80, Gloss 48-54, Opacity 87-90.  
An example of the 2023 guide or photos of back cover fold can be sent out per request.  
The current guide is also available to view digitally at:  
<https://www.travelsouthdakota.com/request-free-vacation-guide>
- 1.10 **Materials:** Buyer's team, project agency and four regional South Dakota tourism associations will provide the high-resolution PDF files to printer from **Nov. 27** with small number of pages no later than **Dec. 7, 2023**. Print vendor to provide instructions for uploading individual pages to their proofing system.  
- Awarded print vendor to provide color accurate hard proofs on cover and five spreads TBD by buyer. One set of color accurate proofs to be produced along with one non-color critical set showing front and back cover, map fold and one spread with live area and trim marks. Overnighted to the Dept. of Tourism (57501).
- 1.11 **Binding:** Perfect binding.
- 1.12 **Packaging Pt. 1:** **130,760** guides in uniform bundles of **15** books each, then shrink wrapped (.75-1 Mil) and poly banded on outside of wrap with **.375 inch wide strapping (two plastic bands**, one each direction, 250 lbs. breaking strength min.). Packed on skids with corner hard board bracing and pallet wrapped on uniform skids with 2,190 guides per skid (vertical and horizontal banding as necessary).
- 1.13 **Packaging Pt. 2:** **129,240** guides packed loose with corner hard board bracing, cardboard sheets and pallet wrapped on uniform skids with 2,190 guides per skid (vertical and horizontal banding as necessary).

- 1.14 Packaging Pt. 3: 3,820 guides** are to be in cartons **without** shrink wrapping or banding. 15 guides per tightly packed carton. Guides must be packed so they don't shift inside cartons. Cartons should have a bursting weight of 200 lbs. per square inch for a box 12"x10"x10". Minimum combined weight of facings should be 80 lbs. per square inch. Print or label ea. box w/ '2024 SD Vacation Guides'. (This amount to be subtracted from Packaging Pt. 2 if vendor is not Midstates Group.)
- 1.15 Shipping & Delivery Schedules** (Include itemized delivery costs on final invoice). Buyer (SD Dept. of Tourism) will work with print vendor on final delivery dates and quantities. Some smaller deliveries for travel shows have specific arrival dates in January and February that must be met on time. Majority of deliveries have a window of several days. Quantities subject to change.
- 1.16 700** (15 count/carton)  
Contact: Leira Janklow (ph. 605-209-6113???)  
*On label –*  
FOR: Black Hills & Badlands Tourism Association  
Booth #TBD  
TO: Kansas City Travel Show – Name TBD  
XXXX Convention Center c/o XXXX Exposition Services  
Street XXXX  
Kansas City, MO/KS  
**Delivery: Only 1/23-24/2024 – TBD**
- 1.17 800** qty. (15 count/carton)  
*Details on Shipping TBD*  
Travel & Adventure Show Chicago, IL.  
South Dakota Dept. of Tourism  
**Delivery between 01/11-12/2024**
- 1.18 129,240**  
Midstates Group  
4820 Capital Ave NE  
Aberdeen SD **57401**  
Contact: Taylor Wensmann | 605-216-7395  
**Guides on skids packed 40" max. height (no banding or cartons).**  
**Delivery between 01/15-19/2024.**
- A portion of the loose guides will be shrink wrapped/banded or boxed for misc. bulk shipments in spring.*  
**44,500 min.** packed in bundles of 15 with shrink wrapping and banding for welcome centers.  
**2,350 min.** (157 cartons/15 per box). [For international offices and additional vendor shows]
- 1.19 780** qty. (15 count/carton)  
*Details on Shipping TBD*  
Travel & Adventure Show  
Los Angeles, Calif.  
**Delivery between 02/1-2/2024**
- 1.20 26,280** (11 pallets/shrink wrapped and banded)  
BH&B Warehouse (Black Hills & Badlands Tourism Association)  
1851 Discovery Circle; Rapid City, SD **57701**  
Deliveries 9-4 MT, Mon. - Fri.  
Contact: Leira Janklow | 605-355-3700

**Liftgate truck necessary for this location.**

(Please inform 12 hrs. in advance of delivery date and time.)

**Approximate delivery: 01/22-25/2024**

- 1.21 8,760** (four pallets/shrink wrapped and banded)  
For internal use: *(2,190 for SD Dept. of Tourism & 6,570 for Missouri River Tourism)*  
Mattheis Plumbing – (Garage door facing Sioux Ave./Highway 14 c/o Department of Tourism)  
750 East Sioux Ave., Pierre, SD **57501**  
Deliveries: Mon. - Fri., 8 a.m. to 4 p.m. Central Time  
Contact: Thad Friedeman | 605-220-3251  
**Liftgate truck necessary for this location.**  
**Approx. delivery: 01/22-26/2024**
- 1.22 30,660** (14 pallets/shrink wrapped and banded)  
BH&B and Dept. of Tourism  
Certified Folder  
7601 Black Hawk Road, Unit #4  
Black Hawk, SD **57718**  
Dean Sargent | 605-786-0215 (Notify 24 hours prior)  
**Approx. delivery: 01/22-25/2024**  
**50-100% delivery at this time**
- 1.23 8,760** (3.5 pallets/shrink wrapped and banded)  
Classroom Connection (Glacial Lakes Region)  
323 1st Ave., NE, Watertown, SD **57201**  
Contact: Kay Solberg | 605-886-3040 or Rosie Smith | 605-881-1717  
Deliveries Mon. - Fri., 9 a.m. to 4 p.m. Central Time  
**Approx. delivery: 01/29-30/2024** | (Morning delivery preferred, please call ahead).
- 1.24 6,570** (three pallets/shrink wrapped and banded)  
(fbo Southeast Tourism)  
Parker Transfer – c/o Southeast SD Tourism  
1700 N. F Avenue, Sioux Falls, SD **57104**  
Contact: Rich or Wanda | 605-336-3118  
**Approx. delivery: 02/5-8/2024** | Please call ahead of delivery.
- 1.25 2,190** (one pallet/shrink wrapped and banded)  
Southeast Tourism  
82 Mickelson Drive, Yankton, SD **57078**  
Contact: Kasi Haberman | 605-653-0862  
**Approx. delivery: 02/5-8/2024** | Please call ahead of delivery. Liftgate truck & pallet jack delivery.
- 1.26 4,380** (two pallets/shrink wrapped and banded)  
**Mitchell CVB**  
601 N. Main St., Mitchell, SD **57301**  
Contact: Ben Wagner | 605-996-5567  
**Approx. delivery: 02/5-8/2024** | Please call a minimum of 45 min. ahead of delivery.  
Liftgate truck needed for this location.
- 1.27 15,330** (seven pallets/shrink wrapped and banded)  
Certified Folder Display Services, Inc.

12386 N Dumont Way Suite 400  
Littleton, CO **80125**  
Jeffry Yeley II, JeffryY@certifiedfolder.com – (303) 663-4070  
**Approx. delivery: 02/19-22/2024**

- 2.0 **540** qty. (15 count/carton)  
[Small pallet is the best for moving once to convention center.]  
National Pheasant Fest & Quail Classic  
c/o South Dakota Dept. of Tourism  
Sioux Falls Convention Center  
1201 West Ave, Sioux Falls, SD 57104  
Booth #1700  
**Delivery between 02/28-29/2024**
- 2.1 **2,190** (one pallet/shrink wrapped and banded)  
Certified Folder Display  
1312 East Corporate DR, Suite C  
Arlington, TX **76006**  
Jeff Yeley – Regional VP, (817) 829-7006  
**Special Note:** Call for delivery warehouse – Hours 9 a.m.-3 p.m.  
**Approx. delivery: 02/26-03/02/2024**
- 2.2 **8,760** (four pallets/shrink wrapped and banded)  
Certified Folder Display  
2407 South 200<sup>th</sup> ST  
SeaTac, WA **98198**  
Derek Gibbs, derekg@certifiedfolder.com – 206-870-2470  
**Approx. delivery: 02/26-03/02/2024**
- 2.3 **2,190** (one pallet/shrink wrapped and banded)  
Certified Folder Display  
3610 E. Southern Ave. Suite 4  
Phoenix, AZ 85040  
Contact: David Whitten – District Sales Manager, 800-799-7373  
**Special Note:** Call prior to delivery  
**Approx. delivery: 02/26-03/02/2024**
- 2.4 **2,190** (one pallet/shrink wrapped and banded)  
Certified Folder Display  
5508 Business Park  
San Antonio, TX 78218  
Contact: Joseph Trevino – District Sales Manager, 210-559-1667  
**Approx. delivery: 02/26-03/02/2024**
- 2.5 **1,000** (shrink wrapped and banded)  
Nebraska warehouse  
Nebraska Inventory Center  
Restrictions: 1, 2, 3, 4  
CTM Media Group/ Metro Self Storage #I-107 3939  
South 84th Street, Omaha. NE **68124** Attn: Cathy  
Vigneri 402-393-1457

**Approx. delivery: 02/26-03/02/2024**

Mon–Thu 9am–5pm, Fri 9am–3pm, Sat-Sun – closed

Lift Gate and Pallet Jack Needed for Delivery of Pallets

**2.6 7,000 (shrink wrapped and banded)**

Minneapolis Warehouse

Minneapolis Inventory Center

Restrictions: 2, 4

CTM Media Group

200 West 88th Street, Suite 900

Bloomington, MN **55420** Please call 24 hrs. prior to delivery. 952-232-5518

Attn: Shannon Guay 734-947-3090

**Approx. delivery: 02/19-23/2024**

Hours: Mon-Fri 9am-4pm Cannot receive by mail.

Shipper must help unload.

**2.7 4,500 (shrink wrapped and banded)**

Iowa Warehouse

Iowa Inventory Center

Restrictions: 1, 2, 3, 4

CTM Media Group/Storage Mart #1516

1900 Southwest Hackley Avenue; Des Moines, IA **50315**

Attn: Michelle Jackson 515-287-0082

**Approx. delivery: 02/19-23/2024**

Hours: Tue- closed, Mon-Wed-Thurs-Fri 9:30am-6pm, Sat 9:30-4pm

Lift Gate and Pallet Jack Needed for Delivery of Pallets

Distribution Center Restrictions for CTM Media Group (1.27-1.29)

1 = No loading bay facilities

2 = Shipper must unload

3 = Straight body lift-gate delivery trucks only

4 = Cannot receive by mail