

## **SDSU Quick Turnaround Print – Annual Contract**

### **IFB #23IFB9350**

Contract Date effective January 1, 2024 through December 30, 2024.

The purpose of this contract is to handle overflow print projects the SDSU Printing Services is not able to accommodate.

Vendors will need to fill in their pricing on the attached Excel Spreadsheet. Once Excel Spreadsheet is completed, then attach it on the E-Procurement system.

Contract will be awarded on lowest total price of all Volume Color Printing prices. Finishing Services, Lamination and Spiral Coil Binding prices will not be considered for awarding purposes only.

This Contract will be awarded to one vendor. Vendors shall bid all or none.

#### **Time Delivery Requirements: (CRITICAL)**

Job requests received by the contract vendor between 8:00 a.m.-12:00 p.m. will be required to provide delivery to SDSU Campus no later than the next business day by 12:00 p.m.

Job requests received by the contract vendor between 1:00 p.m.-5:00 p.m. will be required to provide delivery to SDSU Campus no later than the next business day by 5:00 p.m.

Example: Contract vendor receives job ticket 10:00 a.m. Monday morning. Delivery will be required to SDSU Campus by Tuesday, 12:00 p.m.

**\*\*Contract vendor will have the option to decline a print job if they are not able to meet the delivery requirements.**

Please note within vendor "Response Notes" if you are available to do business on weekends and holidays. This will not be taken into account for awarding purposes.

Many of these print jobs are for specific events, therefore non-delivery of print project may result in non-payment from SDSU since the print project would no longer be needed since event has since passed.

Late production deliveries could invalidate the bid award.

No "proof" approvals are necessary.

Once bid is awarded, vendor will assign one dedicated liaison to communicate and work with SDSU Printing Services.

Vendor will be asked to sign a confidentiality notice.

The awarded vendor must have production facilities (not be print brokers) and awarded vendor cannot subcontract projects out to other vendors.

Low vendor may be required to submit print samples of work from presses they intend to use during the printing of these projects (offset, digital presses) within 2 working days.

PMS colors can be printed as 4 color process. *Please note the screen mix of PMS 287 Blue (a school color) can easily print as a reddish purple hue due to the amount of magenta in the mix--we prefer it to print to the blue'r hue.*

Shipments for all projects are directed to:

South Dakota State University  
F&S Customer Service Center  
1451 Stadium Road  
Brookings, SD 57007  
Attn: Printing Services

Recycled Paper Requirements:

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.

SDSU Contact: (Robert Carlson 605-688-4270 or [robert.carlson@sdstate.edu](mailto:robert.carlson@sdstate.edu))  
Yeager Hall, Room #100A  
Brookings, SD 57007  
605.688.5111