



PMB 01231  
BUREAU OF ADMINISTRATION  
OFFICE OF PROCUREMENT MANAGEMENT  
523 EAST CAPITOL  
PIERRE, SD 57501-3182  
(605) 773-3405  
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## BHSU ALUMNI MAGAZINE – ANNUAL CONTRACT

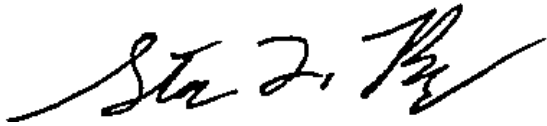
### NOTICE OF AWARDS

Buyer: Missy Schuetzle (007)  
Phone: 605-773-4277  
Fax: 605-773-4840  
Email: [Missy.Schuetzle@state.sd.us](mailto:Missy.Schuetzle@state.sd.us)

Date: January 31, 2017

- 1. Contract Term:** This notice establishes contract(s) resulting from IFB # 858 for a period of one (1) year, from February 1, 2017 through January 31, 2018 inclusive. The Solicitation and the vendor's response, along with the South Dakota Vendor's Manual are made part of the vendor's contract by this reference.
- 2. Extension:** The State may, at its own discretion, extend a contract for an additional two (2) months past the original contract expiration date. Further extensions may be for a period of one year. Notice shall be given by the State to the vendor at least 60 days prior to the termination of the contract, and the vendor shall agree to such extension within 30 days thereafter, before such extension period shall become effective.
- 3. Pricing:** All prices quoted in the referenced proposal are firm for the term of this contract. Price decreases are acceptable on invoice(s) presented for payment. If the open market price of a specific contract item is under the vendor's price, the State reserves the right to purchase the lower priced product.
- 4. Delivery:** The contractor shall furnish and deliver all of the awarded items of supplies, equipment, and commodities enumerated in the schedules and specifications, at the price and according to the terms and conditions, and of the kind, quality, and amounts and at the times specified in the schedules and specifications. The supplies, equipment and commodities shall be delivered to the Director of the Office of Procurement Management or to such State Department or State agency as he shall direct and such delivery shall be made without cost to the State.
- 5.** In the event of the inability or failure of the contractor to furnish and deliver any item or items enumerated in the schedules and specifications at the time and in accordance with the terms and conditions therein provided, the Director of the Office of Procurement Management may contract for or purchase such supplies, equipment, and commodities in the open market and the contractor shall make good the excess over the price named in the schedule and specifications and the cost of such supplies, equipment, and commodities in the open market provided however, that the foregoing provisions shall not apply where other penalties for any default in the performance of the conditions of this contract are provided for in the schedules and specifications.
- 6.** All orders shall be shipped F.O.B. destination. Deliveries shall be made at such time, place and in such quantities as shown on the Purchase Order. All items in common usage are to be shipped within 30 days from the date of purchase order. An additional 10 days will be allowed for back-ordered items when notification is given, in writing, to the ordering agency that the items are not available for immediate delivery.
- 7.** All delivery tickets, invoices and statements shall show the purchase order number, brand or trade name and State Item Number when applicable as shown in this contract. Invoices must be submitted in duplicate to the State Agency ordering the merchandise. DO NOT SUBMIT STATEMENTS OR INVOICES TO THE OFFICE OF PROCUREMENT MANAGEMENT AS IT ONLY DELAYS PAYMENT.

8. Unless otherwise indicated, payment for items on the contract(s) may be made with the South Dakota Purchasing Card (Citibank Master Card). State agencies may use the Purchasing Card when making purchases of \$1000.00 or less per transaction.

A handwritten signature in black ink, appearing to read "Steven L. Berg". The signature is fluid and cursive, with a prominent initial "S" and a checkmark-like flourish at the end.

Steven L. Berg, Director  
Office of Procurement Management

## CONTRACTORS

**Virtual Sprint**  
**2001 Parkes Drive**  
**Broadview, IL 60155**

**Contact: Jon Lewin**  
**Phone: 312-718-2844**  
**Email: [jon@virtualsprint.com](mailto:jon@virtualsprint.com)**

**Vendor Number: 12386895**  
**Contract #17036**

**BHSU Alumni Magazine – Annual Contract**

This will be an annual contract to print two issues (Spring 2017 and Fall 2017) of the BHSU Alumni Magazine. The contract shall be effective February 1, 2017 through January 31, 2018.

Contact: Kimberly Talcott  
605.642.6883 | [Kimberly.Talcott@BHSU.edu](mailto:Kimberly.Talcott@BHSU.edu)

**Quantity:** Base quantity of 17,000 copies per issue.

**Number of pages:** 20 (4 cover pages and 16 inside pages)

**Finished size:** 8.5" x 11"

**Paper:** 80# satin cover on the outside cover, 60# matte text inside (Paper samples may be required to be overnighted to the University for inspection/acceptance prior to award being given)

**Colors:** 4-color process + aqueous coating

**Folding:** 17.5" x 11.5" trimmed and folded to 8.5" x 11" finished size

**Binding:** Saddle stitched and stapled

**Coating:** Gloss aqueous spot coat on cover to exclude mailing area; gloss aqueous coat on inside pages

**Bleeds:** Full Bleed on all sides

Artwork provided via FTP or alternate site—Adobe PDF or InDesign CC file, packaged to include all fonts & images

**Proof:** Digital color and imposition required prior to printing.

**Postage:** For mailers. Advance postage will not be paid. The successful vendor will be reimbursed through regular state reimbursement procedure. The postage costs will not be taken into the awarding process since these costs are reimbursable.

**NCOA Database:** Vendor will provide, at no additional charge, address "move updates" for last 48 months based on the mailing list provided by BHSU. The move updates list must include the three unique identifier codes (provided by BHSU) associated with each addressee.

**Estimated dates:**

- Artwork provided to printer by Feb. 15, 2017 for Spring issue, estimated date of July 7, 2017 for Fall issue
- Proof received from printer by Feb. 20, 2017 reviewed and returned to printer by Feb. 22, 2017 for Spring issue, estimated dates of July 12 and 14, 2017 for Fall issue
- BHSU will provide mailing database to printer no later than Feb. 22, 2017 for Spring issue, estimated date of July 14, 2017 for Fall issue
- Deliver Date: Printer will produce, label, bundle, and deliver magazines to U.S. Post Office, in accordance with postal regulations for standard mail non-profit class mailings, within 3 weeks of receipt of returned proof (March 15, 2017 for Spring issue and estimated date of Aug. 4, 2017 for Fall issue). Extra copies will be delivered to Black Hills State University, University Advancement, 1200 University St Unit 9506, Spearfish, SD 57799-9506.

**Pricing:**

**\*Base Bid: 20 (4 cover pages and 16 inside pages):** \$5,451.00

**Cost of additional copies in increments of 500:** \$150.00

**Cost of additional copies in increments of 1000:** \$220.00

**\*Number of pages: 24 (4 cover pages and 20 inside pages):** \$6,627.00

**Cost of additional copies in increments of 500:** \$150.00

**Cost of additional copies in increments of 1000:** \$250.00

**\*Number of pages: 28 (4 cover pages and 24 inside pages):** \$6,725.00

**Cost of additional copies in increments of 500:** \$150.00

**Cost of additional copies in increments of 1000:** \$280.00

**\*Cost of changes after proofs:** \$75.00