



PMB 01231  
BUREAU OF ADMINISTRATION  
OFFICE OF PROCUREMENT MANAGEMENT  
523 EAST CAPITOL  
PIERRE, SD 57501-3182  
(605) 773-3405  
FAX (605) 773-4840



SOUTH DAKOTA CONSERVATION DIGEST MAGAZINE

NOTICE

CONTRACT EXTENSION  
ADDENDUM #1

Midstates Printing  
2217 6<sup>th</sup> Avenue SE  
Aberdeen, SD 57401  
Contact: Chad Hoffman  
Phone: 605-225-5287  
Email: [Chadh@midstatesgroup.com](mailto:Chadh@midstatesgroup.com)  
Vendor #12040671  
Contract #17361

October 26, 2020

Buyer: Missy Schuetzle

Phone Number: 605-773-4277

1. The contract for furnishing the South Dakota Conservation Digest Magazine annual contract to the State of South Dakota, resulting from IFB #1842 has been extended for a period of one (1) year, beginning November 1, 2020 through October 31, 2021.
2. All terms, conditions and specifications of this contract are firm for the extended period.

Sincerely,

Steven L. Berg, Director  
Office Procurement Management



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**SOUTH DAKOTA CONSERVATION DIGEST 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: October 29, 2019

- 1. Contract Term:** This notice establishes contract(s) resulting from IFB #1842 for a period of one (1) year, from November 1, 2019 through October 31, 2020 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 long, sweeping underline.

Steven L. Berg, Director  
Office of Procurement Management

**CONTRACTORS**

	<p><b>Midstates Printing</b> 2217 6<sup>th</sup> Avenue SE Aberdeen, SD 57401</p> <p><b>Contact: Chad Hoffman</b> Phone: 605-225-5287 E-mail: <a href="mailto:Chadh@midstatesgroup.com">Chadh@midstatesgroup.com</a></p> <p><b>Vendor #12040671</b> <b><u>Contract #17361</u></b></p>	

# SD Conservation Digest Magazine

## **Background:**

Game, Fish and Parks publishes the South Dakota Conservation Digest magazine.

**There are approximately four issues of this magazine produced each year. The total number depends on Game, Fish and Park's schedule.**

**Item #1:** Four regular issues of the standard portrait format at 9,000 copies each.

**Item #2:** One issue, the calendar is in landscape format with one hole drilled for hanging at 19,000 copies each.

**Item #3:** Four Kids edition issues in the standard portrait format at 13,000 copies each. These will be inserted into each of the regular issues, the remaining 4,000 will be boxed up according to specs and sent to the Ft. Pierre Office.

The four regular issues, are 40 pages plus an 8 page insert. The calendar issue is 28 pages. The magazine is one of the principle tools GFP uses to bring projects, plans and accomplishments to the general public. High quality production values are required.

## **Services to be Performed:**

The successful vendor will be required to provide excellent quality printing. Game, Fish and Parks will furnish the PDF file. The bid price includes a full color proof from cover to cover of each magazine issue. **Proof to be mailed/shipped within 24 hours of receipt of files.** There will be no additional charge for bleeds. The magazine contains a full-color, full-page insert in the center fold. **The final product should be printed and postmarked for delivery no later than 14 days (including weekends/holidays) from final approval of materials.** This is the case even if the artwork is delivered late; the vendor is still required to deliver no later than 14 days from the final approval of the artwork. Each issue the successful vendor will be responsible for inkjet addressing (no labels permitted), bundling, sorting and paperwork for delivery to printer's post office for each mailing. GFP will provide the mailing list by e-mail attachment or by upload to an FTP site. No overruns or overrun charges will be accepted. GFP will pay periodical rate for postage. **The successful vendor will be responsible for drop shipping the calendar issue various quantities to various GFP office locations across South Dakota (list provided below).** Balance of shipment to be trucked to 20641 SD Hwy 1806, Ft. Pierre, SD 57532. The Regular and Kids Digest will be sent to our Ft. Pierre office and also to our subscribers. A list of those names and addresses will be provided before printing.

- 200 Game, Fish and Parks  
5850 E. Hwy 12  
Aberdeen, SD 57401
- 100 Game, Fish and Parks  
895 3rd St. SW  
Huron, SD 57301
- 200 Game, Fish and  
Parks 909 Lake Front  
Drive Mobridge, SD  
57601
- 1,000 Game, Fish and  
Parks 4130  
Adventure Trail Rapid  
City, SD 57702
- 800 Game, Fish and Parks  
4500 S. Oxbow Ave.  
Sioux Falls, SD 57106

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

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

800 Custer State Park  
13329 US Hwy  
16A  
Custer, SD 57730

200  
USDA Forest  
Service 2014 N.  
Main  
100 Spearfish, SD 57783

Brown  
Associates  
24866 Rocky  
Road  
Custer SD, 57730

100 Game, Fish & Parks  
1550 E. King Ave  
Chamberlain, SD  
57325

**Ship all extras to  
Ft. Pierre**

**Warehouse:**  
Game, Fish &  
Parks 20641 SD  
Hwy 1806  
Ft. Pierre, SD 57532

**Materials:**

Stock for the magazine will be 60lb gloss text white, self cover, a minimum of 10% post consumer content required. Stock for the insert will be 50lb white offset, self cover. Jog head or foot. Low grade paper will not be accepted. Ink will be soybean ink. Trim size to be 8-3/8" X 10-3/4." The insert is a full-color 8-page 8" x 10". 4 regular issues of the standard portrait format. One issue, the calendar, is in landscape format with one hole drilled for hanging. Binding to be saddle stitch, 3 stitches required. Covers (outside front and back) varnished or aqueous coated. Excellent quality required. Packaged boxes cannot weigh more than 35 lbs and must only contain 80 copies per box. Kids Digest extra issues can have 400 per box. Packaged boxes of the calendar issue must only contain 100 copies.

Binding to be saddle stitch, 2 stitches required, an additional middle stitch on insert.

**Packaged boxes cannot weigh more than 35 lbs and must only contain 80 copies per box.**

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

**Quality Control:**

All work must be of an extremely high standard and will be reviewed on a page-by-page basis by representatives of Game, Fish and Parks. GFP can request a press proof at printer's expense. Substandard work by the vendor will be returned for revisions at the expense of the vendor. If there is an error at the fault of the vendor and it is too late to reprint the project, the vendor may be required to reduce the print costs for the next issue by 2%-15% depending on the severity of the error. The vendor and GFP shall discuss the problem to come up with a fair price reduction.

**Contract Provisions:**

This contract will run from November 1, 2019 through October 31, 2020. A total of four issues will be printed during the outlined contract date. An option to extend this contract for one year, as specified in Terms and Extensions of the South Dakota Vendors Manual, will be part of this contract. The vendor will be responsible for meeting all local, state and federal requirements for such contracts.

**Clarification Points:**

**Clarification #1:** The page count of the Kid's Edition is 8 pages. This information is found in the Materials section.

**Clarification #2:** The binding to be saddle stitched, 2 stitches required, an additional middle stitch on insert. This information is found in the Materials section.

**Clarification #3:** All but the extra 4,000 Kid's Edition will be inserted into the regular Digest. The remaining 4,000 will get shipped back to Ft. Pierre. The mailing list varies, the balance of the shipment to be trucked to 20641 SD Hwy 1806, Ft Pierre, SD 57532. This information is found under Services to be Performed.

**Pricing:**

Price for four regular issues:	<b><u>\$7135.00</u></b>
Price for four Kid's Editions:	<b><u>\$1,999.00</u></b>
Price for Calendar Issue:	<b><u>\$8699.00</u></b>