BHSU PRINT PROJECTS

NOTICE OF AWARDS

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

Date: August 30, 2021

1. **Contract Term:** This notice establishes contract(s) resulting from IFB #2480 for a period of one (1) year, from August 25, 2021 through August 24, 2022 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. The State may renew this contract for up to four (4) additional one (1) year periods. 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:** 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 and must be presented as a percentage of increase, which will be used to adjust vendor pricing to the State. 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. **Restriction of Boycott Israel:**

For contractors, vendors, suppliers, or subcontractors with five (5) or more employees who enter into a contract with the State of South Dakota that involves the expenditure of one hundred thousand dollars ($100,000) or more, by submitting a response to this solicitation or agreeing to contract with the State, the bidder certifies and agrees that the following information is correct:

The bidder in preparing its response in considering bids submitted from qualified, potential vendors, suppliers, and subcontractors, or in the solicitation, selection, or commercial treatment of any vendor, supplier, or subcontractor, has not refused to transact business activities, has not terminated business activities, and has not taken other similar actions intended to limit its commercial relations, related to the subject matter of the bid, with a person or entity on the basis of Israeli national origin, or residence or incorporation in Israel or its territories, with the specific intent to accomplish a boycott or divestment of Israel in a discriminatory manner. It is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to reject the bid submitted by the bidder on this project and terminate any contract awarded based on the bid. The successful bidder further agrees to provide immediate written notice to the contracting executive branch agency if during the term of the contract it no longer complies with this certification and agrees such noncompliance may be grounds for contract termination.

6. 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.

7. 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.
8. 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.**

9. 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.

Steven L. Berg, Director
Office of Procurement Management
Contractor

Toppan Merrill LLC
300 11th Avenue E
Sartell, MN 56377

Contact: John Fuchs
Phone: 320-249-6968
E-mail: johnfuchs@toppanmerrill.com

Vendor #12668062
Contract #17608
This will be an annual contract effective August 25, 2021 through August 24, 2022, to print various print projects for Black Hills State University.

Due to the current volatility, allocation process and lack of availability in the paper market, vendors may utilize virgin paper in order to meet the paper requirements listed below.

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 and must be presented as a percentage of increase, which will be used to adjust vendor pricing to the State. Price decreases are acceptable on invoice(s) presented for payment.

All folds must run with the grain of the paper (When Applicable)

All delivery boxes must be labeled with name of piece and quantity per box.

BHSU Contact: Kristen Kilmer 605.642.6445 | Kristen.Kilmer@BHSU.edu

1) Application Guide
Quantity: 30,000
Number of pages: One double-sided cover spread (4 pages); three double-sided inside booklet spreads (12 pages)
Colors: 4 color CMYK (4/4)
Flat size: 18” x 12”
Finished size: 8.5” x 11”
Paper: 100# Silk Cover, 100# Silk Text
Bindery: 18” x 12” trimmed and folded to 8.5” x 11” outside cover; inside pages trimmed and saddle-stitched into cover.
Coating: Soft Touch (velvet feel) spot coat on cover to exclude mailing area; satin coat on inside pages.
Bleeds: Full bleed
Artwork: Adobe InDesign CC file with Adobe Fonts, packaged to include all images and non-Adobe Fonts.
Proof: Required prior to printing – hard copy color and imposition.
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.

Indicia: 25,000 to be printed with vendor’s indicia and shipped from their location per the schedule listed in the Delivery Dates section below. 5,000 to be printed with no indicia and delivered to BHSU Office of Admissions.

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 unique identifier code(s) (provided by BHSU) associated with each addressee.

Delivery Dates:
- Artwork provided to printer three weeks prior to first delivery date.
- BHSU will provide first mailing database to printer with final artwork.
- Deliver Date for first run: September 20, 2021. Printer will produce, label, bundle, and deliver 9,000 to U.S. Post Office, in accordance with postal regulations for standard mail non-profit class mailings, within 2 weeks of receipt of returned proof. A quantity of 5,000 will be delivered to Black Hills State University, Office of Admissions, 1200 University St. Unit 9502, Spearfish, SD 57799-9502.
- The remaining 16,000 pieces will be printed throughout the contract with batch quantities and dates to be determined.
- New Proofs are NOT required after the September 20, 2021 printing.

Base Bid Pricing for Application Guide:
- Price for 9,000: $4,907
- Price for 5,000: $2,407
- Price per M: $546 For the remaining balance of 16,000

Option 1: Cost of additional copies in increments of 1,000: $2,619
Option 2: Cost of 24 pages instead of 16 [one double-sided cover spread (4 pages); 5 double-sided inside booklet spreads (20 pages)]: $18,573
Option 3: Cost of 20 pages instead of 16 [one double-sided cover spread (4 pages); 4 double-sided inside booklet spreads (16 pages)]: $15,248
Option 4: Cost of satin aqueous coating on cover instead of Soft Touch coating: $14,439.

2) Influencer Piece
- Quantity: 20,000
- Colors: 4 color CMYK; (4/4)
- Number of pages: One double-sided spread
- Finished size: 5.375” x 8”
Folding/Perforations: 16.5” x 8.5” trimmed and folded to a three-panel publication with panels 1 & 2 – 5.375” x 8” and panel 3 – 5.25” x 8” (see attached diagram)

Paper: 80# Gloss Cover

Coating: Spot satin aqueous coating to exclude mailing location

Bleeds: Full bleed

Artwork: Adobe InDesign CC file with Adobe Fonts, packaged to include all images and non-Adobe Fonts.

Proof: Required prior to printing – hard copy color and imposition.

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.

Indicia: 18,000 to be printed with vendor’s indicia and shipped from their location per the schedule listed in the Delivery Dates section below. 2,000 to be printed with no indicia and delivered to BHSU Office of Admissions.

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 unique identifier code(s) (provided by BHSU) associated with each addressee.

Delivery dates:
- Artwork provided to printer three weeks prior to first delivery date.
- BHSU will provide first mailing database to printer with final artwork.
- Deliver Date for first run: September 20, 2021. Printer will produce, label, bundle, and deliver 9,000 to U.S. Post Office, in accordance with postal regulations for standard mail non-profit class mailings, within 2 weeks of receipt of returned proof. A quantity of 2,000 will be delivered to Black Hills State University, Office of Admissions, 1200 University St. Unit 9502, Spearfish, SD 57799-9502.
- The remaining 9,000 pieces will be printed throughout the contract with batch quantities and dates to be determined.
- USPO will want this piece clip sealed on three edges.

**Base Bid Pricing for Influencer Piece:**

<table>
<thead>
<tr>
<th>Price for 9,000:</th>
<th>$1,782</th>
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</thead>
<tbody>
<tr>
<td>Price for 2,000:</td>
<td>$313</td>
</tr>
<tr>
<td>Price per M:</td>
<td>$198   For the remaining balance of 9,000</td>
</tr>
</tbody>
</table>

Option 1: Cost of additional copies in increments of 1,000: $1,007
Option 2: Cost of 11.25” x 8.5” piece trimmed and folded to a two-panel publication with a finished size of 5.375” x 8” instead of the 3-panel 16.5” x 8.5” base specs: $2,557
3) 9”x12” Windowed Envelopes – Accepted Students
Quantity: 2,000
Colors: 4 color CMYK (4/0)
Finished size: 9” x 12” Windowed Envelope (the window is open, not a poly window)
Window Size: 4” x 1.375”
Window Location: 3” from top, ¾” from left (of finished size)
Paper: 28# White Wove
Bleeds: Full bleed
Finishing: Peel and Seal strip on envelope flap (See attached diagram)
Artwork: Adobe InDesign CC file with Adobe Fonts, packaged to include all images and
non-Adobe Fonts.
Proof: Required prior to printing – hard copy color and imposition.

Delivery dates:
• Printer to get artwork 3 weeks prior to delivery date.
• Deliver by September 20, 2021, to Black Hills State University, Office of
  Admissions, 1200 University St Unit 9502, Spearfish, SD 57799-9502

Base Bid Pricing for 9”x12” Windowed Envelopes-Accepted Students:
Price for 2,000: $1,434

Option 1: Cost of additional copies in increments of 500: $920

4) Travel Piece
Quantity: 3,000
Colors: 4 color CMYK; (4/4)
Number of pages: One double-sided sheet
Flat Size: 9”x 9.15”
Finished size: 8.5” x 8.65” die cut in the shape of the BHSU Logo (See attached
diagram)
Coating: Satin aqueous coating Paper: 120# Gloss Cover Bleeds: Full bleed
Artwork: Adobe InDesign CC file with Adobe Fonts, packaged to include all images and
non-Adobe Fonts.
Proof: Required prior to printing – hard copy color and imposition.

Delivery dates:
• Printer to get artwork 3 weeks prior to delivery date.
• Deliver by September 20, 2021, to Black Hills State University, Office of
  Admissions, 1200 University St Unit 9502, Spearfish, SD 57799-9502

Base Bid Pricing for Travel Piece:
Price for 3,000: $1,138

Option 1: Cost of additional copies in increments of 1,000: $556
5) Sticker Sheet:
Quantity: 4,000
Colors: 4 color CMYK; (4/0)
Number of pages: One single-sided adhesive vinyl sticker sheet
Finished size: 8.5" x 11"
Folding/Perforations: 8.5" x 11" sticker sheet with custom kiss cut stickers as noted on diagram
Coating: Protective matte laminate coating
Artwork: Adobe InDesign CC file with Adobe Fonts, packaged to include all images and non-Adobe Fonts.
Proof: Required prior to printing - hard copy color and imposition.

Delivery dates:
- Printer to get artwork 3 weeks prior to delivery date.
- Deliver by September 20, 2021, to Black Hills State University, Office of Admissions, 1200 University St Unit 9502, Spearfish, SD 57799-9502

Base Bid Pricing for Sticker Sheet:
Price for 4,000: $2,763

Option 1: Cost of additional copies in increments of 1,000: $835