



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



SDRS OUTLOOK NEWSLETTER

NOTICE

CONTRACT EXTENSION – ADDENDUM #1

Forum Communications Printing  
1030 15<sup>th</sup> Avenue SE  
Detroit Lakes, MN 56501

December 8, 2015

Buyer: Missy Schuetzle

Contact: Lynn Eichhorst  
Phone: 605-940-2397

E-mail: [leichhorst@forumprinting.com](mailto:leichhorst@forumprinting.com)

Phone Number: 605-773-4277

Vendor #12027115-04

Contract #16695

1. The contract for furnishing the SDRS Outlook Newsletter annual contract to the State of South Dakota, resulting from IFB #132 has been extended for a period of one (1) year, beginning January 1, 2016 through December 31, 2016.
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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## SDRS OUTLOOK NEWSLETTER

### NOTICE OF AWARDS

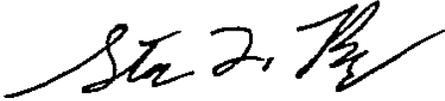
Buyer: Missy Schuetzle (007)  
Phone: 605-773-4277  
Fax: 605-773-4840  
Email: [Missy.Schuetzle@state.sd.us](mailto:Missy.Schuetzle@state.sd.us)

Date: December 22, 2014

- 1. Contract Term:** This notice establishes contract(s) resulting from IFB #132 for a period of one (1) year, from January 1, 2015 through December 31, 2015 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. Surety:** This contract(s) shall be in full force and effect upon the execution and delivery thereof and the furnishing and delivery by the Contractor, to the Office of Procurement Management, of a good and sufficient

Surety Bond in the sum required by the above-referenced solicitation, to be approved by the Office of Procurement Management.

9. STATE AGENCIES MUST INCLUDE ITEM NUMBERS AND A BRIEF DESCRIPTION WHEN ORDERING FROM THIS CONTRACT.
10. **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 large initial "S" and "B".

Steven L. Berg, Director  
Office of Procurement Management

## CONTRACTORS

Forum Communications Printing  
1030 15<sup>th</sup> Ave SE  
Detroit Lakes, MN 56501

Contact: Lynn Eichhorst  
Phone: 605-940-2397  
Email: [leichhorst@forumprinting.com](mailto:leichhorst@forumprinting.com)

Vendor Number: 12027115-22  
Contract #16695

# SDRS Outlook Newsletter

**Base Qty:** 45,000 per issue. This newsletter is printed up to 4 times per year.

This annual contract will be effective January 1, 2015 through December 31, 2015.

**Ink:** Full Color and full bleed.

**Text stock:** 70# white offset.

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**Base Qty: 45,000. Option #1:**

8-page newsletter.

11" x 17" flat size, printed front and back.

Folded to 8 pages, 8-1/2" x 11".

Tri-fold or half-fold, depending on newsletter layout.

Finished size: tri-fold 8-1/2" x 3-2/3"; half-fold 8-1/2" x 5-1/2".

**#1:** Price for 45,000 copies: \$5,080.17

**#2:** Price for each additional 1,000 copies: \$94.16

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**Base Qty: 45,000. Option #2:**

6-page newsletter.

11" x 25" flat size, printed front and back.

Folded to 6 pages, 8-3/8" x 11".

Tri-fold or half-fold, depending on newsletter layout.

Finished size: tri-fold 8-3/8" x 3-2/3"; half-fold 8-3/8" x 5-1/2".

**#3:** Price for 45,000 copies: \$5,073.58

**#4:** Price for each additional 1,000 copies: \$87.40

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**Base Qty: 45,000. Option #3:**

4-page newsletter.

11" x 17" flat size, printed front and back.

Folded to 4 pages, 8-1/2" x 11".

Tri-fold to finished size of 8-1/2" x 3-2/3".

**#5:** Price for 45,000 copies: \$3,746.05

**#6:** Price for each additional 1,000 copies: \$68.93

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**Base Qty: 45,000. Option #4:**

2-page newsletter.

8-1/2" x 11" flat size, printed front and back.

Tri-fold to finished size of 8-1/2" x 3-2/3".

**#7:** Price for 45,000 copies: \$3,159.98

**#8:** Price for each additional 1,000 copies: \$54.51

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Press-ready high-resolution PDFs of newsletter layouts provided via printer's FTP site. Excellent print quality required. Printer proofs required; two hard copies and one electronic proof (PDFs) delivered to designated personnel at SDRS. All work performed by the printer (any preflighting, migrating across platforms, proofs, etc.) must be included in the bid price. Due to date-sensitive information, publication must be mailed within 5 working days of final proof approval. Printer responsible for mailing services. SDRS will provide addresses in Zip-code order

in electronic format. Printer to fold, address, bar-code, tab and mail according to Postal Service automated guidelines. The newsletter will be mailed by bulk and postage will be reimbursed to the successful vendor as a separate item on invoice with copy of postal service billing attached. **Advance postage will not be paid**; the successful vendor will be reimbursed through regular state reimbursement procedures. Successful vendor to provide mailing list updating method (such as NCOALink Systems) for presort and automation rate mailing of newsletter as necessary to comply with United States Postal Service Move Update requirements. Printer will be reimbursed for providing the mailing list update service as a separate item on invoice with copy of billing attached. The successful vendor will be reimbursed through regular state reimbursement procedures. Any mailing list changes/updates to be delivered to designated personnel at SDRS. **50 copies of newsletter to be delivered to SDRS immediately following the general mailing.**

Questions:

SDRS

PO Box 1098

Pierre, SD 57501

605-773-3731

Agency Contact: Jessica Reitzel 605-773-3731

Shall include the statement "Printed On Recycled Paper" if applicable.

The vendor must provide environmentally preferable paper products that meet one of the following criteria:

Green Seal certified as defined in ARSD 10:02:05:04;

Ecologo certified as defined in ARSD 10:02:05:05; or

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 [www.state.sd.us/boa/opm](http://www.state.sd.us/boa/opm) under "Info for Vendor's".