



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 REVIEW

NOTICE

CONTRACT EXTENSION  
ADDENDUM #1

Stanton Publication Services  
5120 Cedar Lake Road  
Minneapolis MN 55416  
Contact: Nicole Baxter  
Phone: 800-752-3303  
E-mail: [nBaxter@Bookmobile.com](mailto:nBaxter@Bookmobile.com)  
Vendor #12533143  
Contract #16898

December 19, 2016

Buyer: Missy Schuetzle

Phone Number: 605-773-4277

1. The contract for furnishing the South Dakota Review annual contract to the State of South Dakota, resulting from IFB #497 has been extended for a period of one (1) year, beginning January 1, 2017 through December 31, 2017.
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 REVIEW

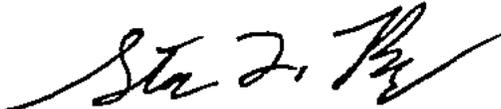
### NOTICE OF AWARDS

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 30, 2015

- 1. Contract Term:** This notice establishes contract(s) resulting from IFB #497 for a period of one (1) year, from January 1, 2016 through December 31, 2016 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.**



Steven L. Berg, Director  
Office of Procurement Management

**CONTRACTORS**

	<p><b>Stanton Publication Services</b> 5120 Cedar Lake Road Minneapolis, MN 55416</p> <p>Contact: Nicole Baxter Phone: 800-752-3303 E-mail: <a href="mailto:nBaxter@Bookmobile.com">nBaxter@Bookmobile.com</a></p> <p>Vendor #12533143 <u>Contract #16898</u></p>	

# SOUTH DAKOTA REVIEW

This will be an annual contract to print four issues (November 25<sup>th</sup>, February 25<sup>th</sup>, May 25<sup>th</sup>, and August 25<sup>th</sup>) of the South Dakota Review. These are “ideal” dates subject to scheduling adjustments. The contract shall be effective January 1, 2016 through December 31, 2016.

## **Item #1: South Dakota Review**

**Base Quantity:** 500 copies per issue. Vendors, please note- Put the “Total” bid price within Mercury Commerce (your total price for quantity of 500 catalogs). Do not put an “Each” price in Mercury Commerce.

Note: The South Dakota Review has plans to initiate an annual contest this year, with the hope to raise the annual subscription base. This may entail an increased number of copies in the print run.

**Number of pages:** 96 pages. (This does not include the 4-page cover). South Dakota Review will on occasion run special double issues, in which two regular issues are combined into one at approximately double or slightly less than the standard page number.

**Finished size:** 9” x 9”

### **Cover Format:**

**Paper for cover:** 10 point cast coated one-sided (C1S), a minimum of 10% post consumer content required.

**Cover ink colors:** 4 color process, plus color separation, and gloss lamination coating on outside covers.

**Bleeds on cover:** Yes, on all sides.

### **Inside Page Format:**

**Paper for inside:** 60 # natural text paper, a minimum of 30% post consumer content required.

**Inside ink colors:** Standard black ink.

**Bleeds on inside pages:** No.

**Folding/Perforations:** No.

**Binding:** Perfect Bound.

**Delivery of artwork:** Cover and content provided at same time due to perfect binding.

**Proof:** Both electronic text proofs as well as hard copy proofs will be required for both magazine cover and inside content. All proofs must be in hard paper copy. Digital proofs are not sufficient. The hard copy proof will be considered the official proof. If printer requires return of hard paper proof copy, two hard paper proofs must be sent to the South Dakota Review so that they can retain one for review.

**Dates:** Publication dates will be quarterly: November 25<sup>th</sup>, February 25<sup>th</sup>, May 25<sup>th</sup>, and August 25<sup>th</sup>) of the South Dakota Review. These are “ideal” dates subject to scheduling adjustments.

**Shipping Instructions:** Ship magazines via carrier which will deliver directly to University of South Dakota English Department (inside delivery required) in Dakota Hall, Vermillion, SD 57069. Printer is responsible for paying shipping/freight costs for these deliveries.

**Special Instructions:**

1. Printing and binding on all issues to be done in-house by printer. No outsourcing to other presses.
2. One person should be designated by the printer as being in charge of all transactions with South Dakota Review. A consistent, reliable contact person with a telephone number and e-mail address is absolutely required.
3. The printer will be required to clarify the policy on what is required of South Dakota Review in order to officially authorize the print run.
4. Printer's policies on additional charges for implementing corrections to proofs must be explicitly stated and clarified.

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".

Price per issue: \$ 1,666.32 per issue

Pricing for an additional 100 copies: \$318.59

Pricing for additional 8 page increments. \$96.48