



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



ADDENDUM #1

TO

USD DISTANCE COURSE LISTING CATALOGS – NOTICE OF AWARDS

Forum Communications Printing
1030 15th Ave SE
Detroit Lakes, MN 56501
Contact: Joan Moses
Phone: 218-844-1525
E-mail: jmoses@forumprinting.com
Vendor #12027115-22
CONTRACT #16903

Date: September 20, 2016

Buyer: Missy Schuetzle

Phone: 605-773-4277

The additional pricing for additional/fewer pages shall be based on 8 page increments rather than 4 page increments. The pricing remains the same.

Sincerely,

Steven L. Berg, Director
Office of Procurement Management



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USD DISTANCE COURSE LISTING CATALOGS

NOTICE OF AWARDS

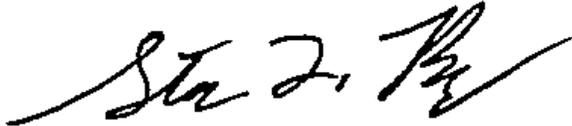
Buyer: Missy Schuetzle (007)
Phone: 605-773-4277
Fax: 605-773-4840
Email: Missy.Schuetzle@state.sd.us

Date: January 8, 2016

- 1. Contract Term:** This notice establishes contract(s) resulting from IFB # 503 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.**

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

Steven L. Berg, Director
Office of Procurement Management

CONTRACTORS

**Forum Communications Printing
1030 15th Ave SE
Detroit Lakes, MN 56501**

**Contact: Joan Moses
Phone: 218-844-1525
Email: jmoses@forumprinting.com**

**Vendor Number: 12027115-22
Contract #16903**

USD Distance Education Catalogs

This will be an annual contract to print three issues (Summer 2016, Fall 2016 and Spring 2017) of the USD Distance Course Listing Catalogs for the months of approximately March, May and September. The contract shall be January 1, 2016 through December 31, 2016.

Item #1: Summer 2016 Catalogs with Course Listing

Base Qty: 30,000 catalogs.

Number of pages: 96 page Body plus 4 page Cover.

Finished size: 8.25" x 10.75".

Cover Format:

Paper for cover: 80 lb. gloss text, a minimum of 10% post consumer content required.

Cover ink colors: 4 color front and back and inside covers.

Bleeds on cover: Yes.

Inside Page Format:

Paper for inside: 30 lb. newsprint, a minimum of 20% post consumer content required.

Inside ink colors: Black.

Bleeds on inside pages: No.

Folding/Perforations: Folded 16.5" x 10.75".

Binding: Saddle Stitch.

Format artwork provided: Macintosh Adobe InDesign CS6.

Delivery of artwork: 3 weeks before delivery date.

Proof: Color proof and Blueline proof required.

Delivery date: March 1, 2016

Mailing instructions: Vendor to inkjet labels or names from provided lists and mail via USPS standard rates for non-profit organization. List processing/duplication/mail preparation required. Mailing lists will be provided.

Approx. 2,000 shipped to USD Continuing Education, 414 East Clark Street, Mckusick-Technology Building, Vermillion, SD.

Contact: Brandy Durham 605-658-6138.

<u>Price per Issue:</u>	<u>\$7,135.28</u>
+/- 1,000 copies:	<u>\$7,274.27/\$7,003.11</u>
+ 4 Page Increments: +8 Page Increments:	<u>\$7,728.87</u>
- 4 Page Increments: -8 Page Increments:	<u>\$6,941.21</u>

Item #6: Fall 2016 Catalogs with Course Listing

Base Qty: 30,000 catalogs.

Number of pages: 96 page Body plus 4 page Cover.

Finished size: 8.25" x 10.75".

Cover Format:

Paper for cover: 80 lb. glossy text, a minimum of 10% post consumer content required.

Cover ink colors: 4 color front and back and inside covers.

Bleeds on cover: Yes.

Inside Page Format:

Paper for inside: 30 lb. newsprint, a minimum of 20% post consumer content required.

Inside ink colors: Black.

Bleeds on inside pages: No.

Folding/Perforations: Folded 16.5" x 10.75".

Binding: Saddle Stitch.

Format artwork provided: Macintosh Adobe InDesign CS6.

Delivery of artwork: 3 weeks before delivery date.

Proof: Color proof and Blueline proof required.

Delivery date: May 1, 2016.

Mailing instructions: Vendor to inkjet labels or names from provided lists and mail via USPS standard rates for non-profit organization. List processing/duplication/mail preparation required. Mailing lists will be provided.

Approx. 2,000 shipped to USD Continuing Education, 414 East Clark Street, Mckusick-Technology Building, Vermillion, SD.

Contact: Brandy Durham 605-658-6138.

<u>Price per Issue:</u>	<u>\$7,135.28</u>
+/- 1,000 copies:	<u>\$7,274.27/\$7,003.11</u>
+4 Page Increments: +8 Page Increments:	<u>\$7,728.87</u>
-4 Page Increments: -8 Page Increments:	<u>\$6,941.21</u>

Item #11: Spring 2017 Catalogs with Course Listing

Base Qty: 30,000 catalogs.

Number of pages: 96 page Body plus 4 page Cover.

Finished size: 8.25" x 10.75".

Cover Format:

Paper for cover: 80 lb. glossy text, a minimum of 10% post consumer content required.

Cover ink colors: 4 color front and back and inside covers.

Bleeds on cover: Yes.

Inside Page Format:

Paper for inside: 30 lb. newsprint, a minimum of 20% post consumer content required.

Inside ink colors: Black.

Bleeds on inside pages: No.

Folding/Perforations: Folded 16.5" x 10.75".

Binding: Saddle Stitch.

Format artwork provided: Macintosh Adobe InDesign CS6.

Delivery of artwork: 3 weeks before delivery date.

Proof: Color proof and Blueline proof required.

Delivery date: September 1, 2016.

Mailing instructions: Vendor to inkjet labels or names from provided lists and mail via USPS standard rates for non-profit organization. List processing/duplication/mail preparation required. Mailing lists will be provided.

Approx. 2,000 shipped to USD Continuing Education, 414 East Clark Street, Mckusick-Technology Building, Vermillion, SD.

Contact: Brandy Durham 605-658-6138.

<u>Price per Issue:</u>	<u>\$7,135.28</u>
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- 4 Page Increments: -8 Page Increments:	<u>\$6,941.21</u>

Please provide a bid using recycled paper.

Shall include the statement "Printed On Recycled Paper".

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 under "Info for Vendor's".

Within vendor response notes, vendors may provide the manufacturer and brand of paper they are bidding as well as if their paper is Green Seal certified, Ecologo certified or complies with the minimum requirements for recycled content as published in the US EPA Comprehensive Procurement Guidelines for Paper Products dated October 2007.