



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 HISTORY JOURNAL

### 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: April 27, 2016

- 1. Contract Term:** This notice establishes contract(s) resulting from IFB #613 for a period of one (1) year, from May 1, 2016 through April 30, 2017 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 must be bid F.O.B. destination with all transportation and handling charges paid by the vendor. 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

United Graphics, LLC  
2916 Marshall Ave.  
Mattoon, IL 61938

Contact: Sean Bitting  
Phone: 217-235-7161  
E-mail: [s.bitting@ugllc.net](mailto:s.bitting@ugllc.net)

Vendor #12535977  
Contract #16949

## South Dakota History Journal – Annual Contract

**This will be an annual contract effective May 1, 2016 through April 30, 2017 to print four issues of the South Dakota History Journal as follows:**

Publisher: South Dakota State Historical Society

Pages: Averages 96 pages; must have capability to print in 4-page signatures

Quantity: 2,000

Trim Size: 6" x 9"

Number of issues: Four (quarterly)

Text Stock: 60# Matte Text

Cover Stock: 10 pt. C1S Cover, two-scored

Cover Colors: 4-color process

Cover Coating: Varnish (front and back outside covers)

Ink: Black (inside pages and inside front and back covers)

Binding: Perfect bound on 9" side

Text Copy: Final text files supplied on disk: generated by Mac OSX ver. 10.10.2, using InDesign CS6 and PhotoShop CS6. All art: live photo or line files in place in pages and on disk: PhotoShop TIFFs scanned from hard copy at 300 resolution.

Photos: 20-30 halftones per issue, all digitized as described above and placed in layout and on cover by purchaser; halftones and screens to be 150 line.

Proofs: Black-and-white digital proof, with photos, for all; Matchprint or Water Proof for cover. Printer will provide at no extra cost as many internal and cover proofs as needed to achieve complete accuracy.

Delivery: Purchaser requires a four-week turnaround on entire job from the time printer receives disk to time of mailing. All proofs must be delivered to purchaser by next business afternoon following completion. After final proof is approved and returned to printer, the printed journal must be immediately mailed to subscribers by the printer and remaining copies immediately delivered to purchaser.

Mailing: Purchaser will supply address list using Microsoft Excel database. Printer will bag each book in polybag with preprint cover sheet 1/1. Printer will perform mail services such as list processing, CASS certify, NCOA and outside inkjetting, and mail copies in accordance with USPS regulations to get the best postal rates possible. Cost of postage for this mailing will not be included in bid; printer will bill purchaser for actual cost of USPS Periodicals postage after mailing. Leftover copies will be delivered to purchaser immediately upon completion of mailing.

Additional information:

Quality of work must be uniformly excellent. No substitutions of materials will be accepted.

It will be the responsibility of the successful bidder to perform any conversion of computer media to interface with his/her computer system. The cost of conversion will be the responsibility of the bidder. Copy cannot be re-keyboarded by the bidder, since it has already been proofread.

All prices FOB.

All proofs, leftover copies, and invoices to be delivered to: Research and Publishing Program, South Dakota State Historical Society, 900 Governors Dr., Pierre, SD 57501-2217.

Questions: Contact Jeanne Ode 605-773-6008.

Base price per issue of 96 pages & cover, 2,000 copies:	\$3,096.00
Additional 8 pages:	\$243.00
Fewer 8 pages:	\$173.00
Additional 4 pages:	\$189.00
Fewer 4 pages:	\$215.00
Alterations cost per page affected:	\$25.00
Additional 100 copies:	\$120.00
Fewer 100 copies:	\$96.00

**All printing projects shall include the statement "Printed On Recycled Paper" if applicable.**