



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



## USD DISTANCE EDUCATION CATALOGS

### 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: January 06, 2012

- 1. Contract Term:** This notice establishes contract(s) resulting from Solicitation # 25976 for a period of one (1) year, from January 1, 2012 through December 31, 2012 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

**Midstates Printing, Inc.**  
**PO Box 940**  
**Aberdeen, SD 57401**

**Contact: Mark Simon**  
**Phone: 605-226-2541**  
**Fax: 605-226-0060**  
**Email: [msimon@mqprint.com](mailto:msimon@mqprint.com)**

**Vendor Number: 12040671-02**  
**Contract #16261**

# USD Distance Education Catalogs

This will be an annual contract to print three issues (Summer, Fall and Spring) of the USD Distance Education Catalogs for the months of approximately February 2012, June 2012 and October 2012. The contract shall be effective January 1, 2012 through December 31, 2012.

## **Item #1: Summer 2012 Catalogs**

**Base Qty:** 40,000 catalogs.

**Number of pages:** 80 page Body plus 4 page Cover.

**Finished size:** 8.25" x 10.25".

**Cover Format:**

**Paper for cover:** 80 lb. gloss text.

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

**Bleeds on cover:** Yes.

**Inside Page Format:**

**Paper for inside:** 30 lb. newsprint.

**Inside ink colors:** Black.

**Bleeds on inside pages:** No.

**Folding/Perforations:** Folded 16.5" x 10.25".

**Binding:** Saddle Stitch.

**Format artwork provided:** Macintosh Adobe InDesign CS2.

**Delivery of artwork:** 3 weeks before delivery date.

**Proof:** Color proof and blueline proof required.

**Delivery date:** February 1, 2012.

**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.

Approx. 2,000 shipped to Continuing Education, USD Vermillion, SD.

Approx. 400 shipped to University Center, Sioux Falls, SD.

Approx. 400 shipped to Higher Education Center, Rapid City, SD.

Approx. 50 shipped to Capital University Center, Pierre, SD.

Approx. 50 shipped to Tri-State Graduate Center, Sioux City, IA.

<b><u>Price per Issue:</u></b>	<b><u>\$9,087</u></b>
<b><u>+/- 1,000 copies:</u></b>	<b><u>\$179.00 per M</u></b>
<b><u>+ 4 Page Increments:</u></b>	<b><u>\$10,032 per increment</u></b>
<b><u>- 4 Page Increments:</u></b>	<b><u>\$9,531 per increment</u></b>

**Item #2: Fall 2012 Catalogs**

**Base Quantity:** 30,000.

**Delivery date:** June 1, 2012.

All other specifications remain the same as item #1

<b><u>Price per Issue:</u></b>	<b><u>\$7,370</u></b>
<b><u>+/- 1,000 copies:</u></b>	<b><u>\$178.00 per M</u></b>
<b><u>+ 4 Page Increments:</u></b>	<b><u>\$8,173 per increment</u></b>
<b><u>- 4 Page Increments:</u></b>	<b><u>\$7,823 per increment</u></b>

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**Item #3: Spring 2013 Catalogs**

**Base Quantity:** 30,000.

**Delivery date:** October 1, 2012.

All other specifications remain the same as item #1

<b><u>Price per Issue:</u></b>	<b><u>\$7,370</u></b>
<b><u>+/- 1,000 copies:</u></b>	<b><u>\$178.00 per M</u></b>
<b><u>+ 4 Page Increments:</u></b>	<b><u>\$8,173 per increment</u></b>
<b><u>- 4 Page Increments:</u></b>	<b><u>\$7,823 per increment</u></b>

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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".