

Bid specifications for the 2015-2016 Tennessee Blue Book

Bids are requested for the pre-press, printing, binding, and delivery of copies of the 2015-2016 Tennessee Blue Book. Smythe sewn, hardbound, round back, trim size 5 ½" X 8 ½". Vendor will bid on the reproduction of approximately 800 total pages 4-color available throughout. The estimated budget for this order of Tennessee Blue Books is \$250,000.00. Bidding vendors are to enter a unit price on the bid response section of the sourcing event. A purchase order will be issued to a qualified bidder for the most books at the lowest price, given the budget. Bid prices must include, in addition to pre-press, printing, and binding, the following:

- All transportation costs for proofs and material approvals;
- All delivery charges for freight, all shipments as specified;
- All packaging materials including individual boxes as specified;
- Five hours of possible corrections to copy.

Subcontracting:

Any plans for the subcontracting to binders, photoengravers, typesetters, graphic artists, or any other process must be itemized and submitted in writing with the initial bid, and must be approved in advance by the State.

Measurements:

Trim size of the book shall be 5 ½" X 8 ½" with the following margins:

- Outside margin (margin items exist) -- 3 Picas
- Gutter margin -- 3 Picas
- Bottom margin (below page number) -- 3 Picas
- True Bottom margin-- 4p6
- Top margin (above running head) -- 2p6
- True Top margin -- 4p6

There are pages, both 4-color and black, with full bleed.

Paper and Ink:

The book shall be printed on 60 LB gloss text, number 2, or equivalent, samples of which must be submitted for approval by the Secretary of State (Contact: Cody Ryan York) within ten (10) days after bid award.

Recycled paper shall not be used in production of the Tennessee Blue Book.

Cover stock:

Covers shall consist of 80-point board in 10-point Fibermark Skivertex or equivalent, and all shall be finished with a linen weave finish, in #5517 blue vellin. All shall have headband in blue and white. All

shall be stamped on the front and spine. Stamping and artwork of the spine and cover are available at the pre-bid conference. Material samples must be submitted for approval by the Secretary of State within ten (10) days after bid award. Stamping of the book shall be in imitation silver. Color of stamping will be determined by samples submitted by the successful bidder.

Proof and Final Approval:

The first stage of proofing will be a digital, web-based PDF proofing process that is to include preflight checks for minimum resolution, font embedding, and proper color profile. This proof will show issues to be addressed - with an option to upload a new book in its entirety or to make single page edits as needed. The second stage will consist of a black and white printed composite proof for the entire book and a separate fully functional cover. The final stage of proofing will be a full mock-up of a finished book minus the cover. All of these must be approved before press plates are made. All books must be Smythe sewn. All cover stock must be submitted to the Secretary of State for approval within ten (10) days after bid award. The composed book including digitized images and text will be transmitted to the vendor in electronic format via web based digital transfer, the means by which will be provided by the vendor. Technical aspects of the production process should be discussed with Cody York at (615) 741-2650.

A press check is required. The company will coordinate with the Division of Publications to ensure that a Secretary of State employee may be present to conduct a press proof of all signatures included in the Blue Book.

Transfer of Materials:

The vendor contractor shall be responsible for the transfer of all materials and proofs, to produce this job, to and from their plant. The transfer of materials and proofs shall not exceed forty-eight (48) hours. The vendor contractor shall incur all costs involved in the transfer of the above materials and proofs.

Shipping requirements:

DELIVERY OF BOOKS IS REQUIRED ON OR BEFORE JANUARY 5, 2016.

The vendor shall deliver up to three (3) morning shipments (prior to 8:00 a.m. CST, unless with prior written permission from Secretary of State) to two (2) addresses in downtown Nashville with quantities, times, and addresses to be specified by the Secretary of State before delivery.

The addresses are as follows:

1 Legislative Plaza
Nashville, TN 37243-0219

-and-

312 Rosa L. Parks Avenue
William R. Snodgrass Tennessee Tower
Nashville, TN 37243-1102

Deliveries:

Packaging and Delivery:

Books, not in individual cartons, are to be packaged in cartons of ten (10) books each and not to exceed fifty (50) pounds when filled. Cartons rated for a minimum of two hundred forty (240) pounds bursting strength shall be used. Books are to be delivered on pallets with top and bottom boards to the Secretary of State, located at two separate addresses in the Nashville area. Deliveries must be made no later than January 5, 2016. Deliveries to the Tennessee Tower will be made in a truck not to exceed 13 ft. 8 in. in height. Vendor is responsible for delivering each pallet to the rear of each truck for removal by a fork lift.

Individual Cartons:

Skagg 150# cartons, test brown kraft or equal, shall be used to individually box 2,000 of the hard cover books. Sample of the carton to be submitted to the Secretary of State for approval fourteen (14) days prior to use. Each box shall be printed or labeled with information provided by the Secretary of State for a return address in the upper left hand corner of the carton. The 2,000 individual cartons shall not be boxed in cases but individually packaged on pallets with top and bottom boards, delivered to the Secretary of State.

Artwork and Digital Records:

All artwork and digital copy for this publication and/or form shall remain the property of the State of Tennessee, and shall be returned to the agency upon completion of the contract.

Quantity:

Notwithstanding any custom of trade or industry standard to the contrary, Vendor agrees to provide the exact amount of books identified in the purchase order. No over or under runs of books will be accepted.