

2024 STATE HIGHWAY MAP SPECIFICATIONS

The Department of Tourist Development (“TDTD”) is seeking a one-time purchase for State Highway Maps. It is the Supplier’s responsibility to understand and comply with all Specifications and deadlines. No additional funds will be paid for any errors made in the process. Per the Terms and Conditions, the pricing submitted shall be firm or the bid will be rejected. Subject to the Terms and Conditions, the print Supplier shall only be paid for services provided after issuance of a purchase order and delivery of maps.

The Supplier shall meet the following Specifications:

A. Quantity

- a. 1,400,000

B. Final Flat Size

- a. 38 ½" x 18", plus 1/8-inch bleed on all four sides with bleed on all sides.

C. Final Folded Size

- a. Accordion, 11 panels, ten folds, and one right angle fold.
- b. Finished size is 3 ½ inches x 9 inches.
- c. Paper stock #2 sheet or #3 sheet with best opacity available (minimum 90 opacity) of 50# offset recycled with no more than 1% mechanical pulp.
- d. Supplier shall use caution when creasing map as not to cause premature tearing.

D. Inks

- a. 4/color process on both sides of sheet, prepare press to accept bleeds for both sides.

E. Files

- a. Supplier shall provide digital print files.
- b. Contact Jaisie Shahan at 615-517-2507 for print inspection. Any contact about the bid should be the Solicitation Coordinator.

F. Proofs

- a. Proof must be available for inspection at:
Tennessee Department of Tourist Development
312 Rosa L. Parks Avenue, 13th Floor
Nashville, TN 37243
- b. Supplier shall provide composite color proofs and press proofs for review until a satisfactory proof is approved.
- c. Press proofs shall be printed on the specified paper stock to demonstrate accurate color.
- d. Proofs will be shared with the Tennessee Department of Transportation (TDOT) for final approval.

G. Packing

- a. Maps shall be bundled in sets of 25 using paper bands, no rubber bands.
- b. Package shall contain 250 maps in each box.
- c. Bundles shall be boxed in containers weighing no more than 30 pounds each.

H. Shipping

- a. The Contractor and shipper must schedule an appointment at least 24 hours before each delivery to the warehouse by contacting Pete Rosenboro at 615-416-1704.
- b. Each box shall be labeled as “2024 Official Highway Maps” with total count of maps inside and shipped to the following location:

Tennessee Department of Tourist Development
6500 Centennial Blvd
C/O Central Stores
Nashville, TN 37243-8020

- c. The Contractor shall load pallets facing the front of the truck to ensure unloading by a tow motor.
- d. Skids (or pallet, including product) shall not exceed 54 inches in height to fit on warehouse shelves.