

ITB 32801-13891
Printing and Distribution Services; TWRA
Specifications

This solicitation is for the procurement of Printing Services for Wildlife Magazines and Calendars. This will be a single-award procurement resulting in one contract with a term of three (3) years.

A. General Information

- 1.
2. Contract shall be for the printing and distribution of specified items; four (4) publications per year; three (3) magazines and one (1) calendar.
3. TWRA may sell advertisements to offset the cost of the printing and mailing.
4. Contractor shall have a minimum of three (3) years of magazine publication experience.
5. Contractor shall not be a broker. The Contractor shall own and utilize their own printing equipment.

B. Samples

Contractor shall submit samples of comparable previously published works (such as magazine-style publications) Samples shall be sent to

Attn: Kyle Villagomez, Sourcing Account Specialist
Central Procurement Office
Tennessee Tower, 3rd Floor
312 Rosa L. Parks Ave., Nashville, TN 37243
Re: ITB 32801-13891

- a. Samples shall be received by the ITB response deadline.
- b. Samples – Bidders may contact Chelsey Sexton at 615-748-0206 or Chelsey.A.Sexton@tn.gov to obtain samples.

C. Printing Frequencies

1. Bidding shall be based on estimated increments. Ranges shall include between 195,000 and 250,000 individuals.

2. Each printing and mailing shall be based on the following schedule:
 - April – Spring Wildlife Magazine
 - July – Summer Wildlife Magazine
 - October – Fall Wildlife Magazine
 - December – Winter Wildlife Magazine
3. Due to the contract start date, the printing and mailing schedule shall begin with the Winter (December) printing and mailing.
4. Printing and mailings to individuals shall be completed by the end of the month, as detailed in the chart below, repeating annually through the term of the contract.

Season	Month	Completion Deadline
Spring	April	April 30
Summer	July	July 31
Fall	October	October 31
Winter	December	December 31

These dates will remain firm throughout the term of the contract.

5. Annual Calendar order. 200 Summer Wildlife Calendar per site for a total of 800 Wildlife Calendar shall be shipped FOB to the four (4) regional offices by July 31st. 2,000 Summer Wildlife Calendar shall be shipped FOB to Region 5 office only by July 31st. Total shall be 2,800 wildlife calendars per year. See “Ship to Addresses.” Each case shipped shall contain 100 copies.
6. Annual Magazine Order.
 - a. Three (3) times per year (April, October, December). 200 Wildlife Magazines per site for a total of 800 wildlife magazines shall be shipped FOB to the four (4) regional offices by end of month that it is printed (April, October, and December).
 - b. 500 Wildlife Magazines shall be shipped FOB to the HQ/Regional 5 office by end of month that it is printed (April, October, and December).
 - c. Total shall be 3,900 wildlife magazines per year.
 - d. Refer to Section C. Regional Office Delivery Locations.

D. Regional Office Delivery Locations

1. TWRA Region 1

200 Lowell Thomas Dr
Jackson, TN 38301
Phone- 731/423-5725
Contact: Abigail Coffman

2. TWRA Region 3

464 Industrial Blvd
Crossville, TN 38555
Phone- 931/484-9571
Contact: Deborah Hood

3. TWRA Region 4

3030 Wildlife Way
Morristown, TN 37814
Phone- 423/587-7037
Contact: Becky Hensley

4. TWRA Region 2

Ellington Agricultural Center
5105 Edmondson Pike
Nashville, TN 37211
Phone- 615/781-6622
Contact: Stacey Saxton

5. TWRA HQ/Region 5

Ellington Agricultural Center
5107 Edmondson Pike
Nashville, TN 37211
Phone- 615/781-6511
Contact: Jason Harmon

E. Magazine and Calendar Technical Requirements

Supplier shall comply with the following technical specifications unless otherwise approved in writing by the State.

1. Percent Overruns/Underruns accepted:

- a. Exact Counts of Magazines requested shall be provided.
 - i. Overruns shall be accepted but not paid for by the State
2. Pages:
 - a. Each Magazine shall include 36 pages of text plus four (4) cover pages.
 - b. Magazine/Calendar shall be 32 pages including front and back cover and shall run (12) months (August to July).
3. Trim Sizes: 8.5" x 11"
4. Bleeds: *A Bleed is a part of the printing that goes beyond the edge of the sheet and shall be trimmed off.*

The bleed is on the side of the document and allows for a small amount of movement of the paper within the printer and design inconsistencies.
5. Binding:
 - a. Saddle stitch, two (2) wires
6. Paper Stock:
 - a. Text:
 - i. 70-80# white #3 web coated offset enamel (use best available)
 - b. Cover:
 - i. 80-100# white #3 web coated offset enamel (use best available)
7. Ink:
 - a. Text:
 - i. Four (4) color
 - b. Cover:
 - i. Four (4) color
8. Approval of Final Proofs:
 - a. Approval of the final proofs by the State shall be required and signifies that all copy content and information provided by the State has been accurately

prepared by the Supplier to produce the publication in finished form as specified by the State.

- b. Online proofing via Kodak Insite or similar online process (i.e. Ziflow, Vera, GoProof).

F. Delivery Instructions

1. All processing costs shall be included in the bid price, which is the cost it takes to complete the publication from PDF to the recipients' mailboxes.
2. The bid price shall be based on cost per calendar or magazine.
 - a. Cost per item shall be inclusive and contain (but not limited to) the following.
 - b. Creation of the calendar or magazine, such as design, layout, proofs, file preparation, and alterations.
 - c. Printing cost, such as labels, ink, plates, etc.
 - d. Finishing cost, such as staples and hole punching
 - e. Mailing cost, such as postage and taxes, shrink wrap, pallets, etc.
3. Individual Printing and Mailings
 - a. TWRA shall pay postage using a Pitney Bowes account.
 - b. *Reprints, if requested, shall be shipped FOB Destination to 5107 Edmondson Pike, Nashville, TN 37211. There shall be no addressing or bulk mailing cost associated with reprints if ordered.
 - c. The contractor shall deliver a finished product magazine and calendar to the United States Postal Service (USPS) within timelines specified previously after receiving the initial submission of materials for production from TWRA.
4. Print and Mail to TWRA Regional Offices
 - a. Each carton/case shipped shall contain 100 copies.
 - b. Each carton shall be labeled with a 3" x 5" sticker on the side of box that includes the date and contents of box.

- c. Packaging: Bulk Pack & Shrink Wrap Skid
- d. Shipping to TWRA Offices shall be FOB destination.

G. Supplier Responsibilities

1. Supplier shall provide all complete services necessary to print magazines and calendar which shall include hole-punching for the calendar (one 1/8" hole, centered, opposite binding side).
2. The Supplier shall address printings with inkjet.
3. Supplier shall handle automated bulk mailing of the magazine and calendar per the delivery instructions above.
4. Supplier shall be responsible for all mail file prep and postage rate for addressing the individual mailings.
5. Supplier shall be responsible for design and layout improvements per issue. The improvements shall be to make the issue publication ready.
6. Supplier shall provide a printed proof of select pages or whole magazine when requested by the State.

H. Invoicing

1. Invoicing shall occur after each issue is complete, printed and mailed to the customers.
2. Invoices shall include the applicable contract line-item identification number as well as the applicable quantities mailed.

I. The State's Responsibilities

1. Starting with the first edition of the contract period, the State will meet with a customer representative as well as a qualified production coordinator or staff artist from the selected Supplier to coordinate production details of the magazine for the coming year.
2. On remaining editions, a qualified production coordinator or staff artist from the vendor may be requested to meet with the State to discuss design or layout of a particular issue or to resolve production and printing problems.

3. The State will furnish single page PDF electronic files of the Magazine Editions and Calendar with any additional supporting documentation to the Supplier.
4. The State will provide one mail file of who the recipients of the Magazine Editions and Calendar are and their addresses that need to be printed on the Magazine Editions and Calendar to be mailed.