



**INVITATION FOR BID - Printing**

State of North Dakota  
 OMB/Central Services Division

**Purchasing Agency:**  
 ND STATE PROCUREMENT  
 14TH FLOOR CAPITOL TOWER  
 BISMARCK ND 58505-0310  
 701-328-2683

<b>Bid Number:</b> 110.7-08-019	<b>Bid Title:</b> Bills, Resolutions & Journals	
<b>Date Issued:</b> September 2, 2008	<b>Procurement Officer:</b> Susan J. Fugere	
<b>Deadline for Questions:</b>	<b>Telephone:</b> 701-328-2767	<b>Fax:</b> 701-328-1615
<b>Bid Opening Date and Time:</b> September 18, 2008 – 2:00 PM CT	<b>E-mail:</b> sjfugere@nd.gov	
<b>Term Contract Number:</b> 063	<b>Term of Contract:</b> 12/01/2008 through 11/30/2010	

You are invited to participate in this Invitation for Bid. Please submit your bid response in conformance with the instructions specified herein. By submitting a bid response, the bidder agrees and promises to sell, furnish, and deliver to the State all commodities and services contained in this Invitation for Bid for which a contract is awarded by the State. The bidder shall fully perform the contract in accordance with the all specifications, terms and conditions, and requirements contained in the Invitation for Bid and shall comply with all applicable provisions of the North Dakota Century Code Chapters § 54-44.4, 46-02, 44-08 and North Dakota Administrative Code Chapter 4-12, made a part of the Invitation for Bid and contract by reference.

Written acceptance of the bidder's bid response by the State, by issuance of a purchase order or contract, constitutes a binding contract made and entered into by and between the State of North Dakota, acting through the Purchasing Agency named above, and the bidder named below:

<b>Bidder Company Name:</b>			
<b>Street Address:</b>			
<b>P.O. Box:</b>	<b>City</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Toll Free Telephone:</b>	<b>Telephone:</b>	<b>Fax:</b>	
<b>Federal I.D. or Social Security No.:</b>		<b>E-Mail:</b>	
<b>Type or Print Name of Person Signing:</b>		<b>Title:</b>	
<b>Authorized Signature:</b>			
<b>Acceptance (For State Use Only)</b> Bid response accepted and contract awarded.			
By _____		Title _____	
Signature _____		Date _____	

## Mailing Instructions

Mail a completed and signed Invitation for Bid response in a sealed envelope to the address listed below. Bid responses received after the date and time specified on the cover sheet of this Invitation for Bid will be rejected. Address the envelope containing your response in the following manner:

**BID # - 110.7-08-019 – Term Contract 063**  
BID OPENING DATE – 09/18/2008 – 2:00 P.M. CT  
STATE PROCUREMENT OFFICE  
14<sup>th</sup> FLOOR CAPITOL TOWER  
600 E BOULEVARD AVE DEPT 012  
BISMARCK ND 58505-0310

**Bidder Checklist.** Have you remembered to:

- Review all instructions, terms and conditions, and specifications to ensure your bid response complies?
- Prepare your price in the specified unit of measure, F.O.B. Destination, Freight Prepaid to the delivery location listed on the cover sheet?
- Indicate whether you can meet the delivery date indicated on the cover sheet?
- Sign your bid response on the cover sheet?
- Initial all changes and corrections?
- Submit any required samples or enclosures, if applicable?
- Mark the envelope as indicated above?

## Bidder's Instructions

1. **Addition of Terms and Conditions.** Additional terms and conditions submitted with a bid response are of no effect unless accepted in writing by the Purchasing Agency. Bids with any additional terms and conditions may be rejected as non-responsive.
2. **Assistance to Bidders with a Disability.** Bidders with a disability that need an accommodation must contact the Procurement Officer prior to the deadline for receipt of bids so that reasonable accommodation can be made.
3. **Bid Held Firm.** Bids are not awarded at the bid opening. Bid responses will be firm for 30 days, unless otherwise specified by the Procurement Officer in writing.
4. **Bid Opening.** All bids received by the time and date of the bid opening will be publicly opened by the Purchasing Agency at the location indicated on the cover sheet of this solicitation. Interested parties are invited to attend the bid opening. After the bid opening, all bids received are subject to North Dakota open records laws.
5. **Corrections.** The bidder's authorized representative must initial any corrections (i.e. erasers, whiteouts, correction tape, etc.) made to the bid response. Those bid responses with corrections and alterations that are not initialed are subject to confirmation by the Procurement Officer.
6. **Facsimile Bids.** Bid responses faxed to the Purchasing Agency will be rejected. Bids may be faxed to a third party who will put it in a sealed envelope and deliver it to the Purchasing Agency before the date and time specified in the solicitation.
7. **Late Bids.** It is the bidder's responsibility to ensure that a bid response is received by the Purchasing Agency prior to the date and time specified for the opening. Late bid responses will be rejected regardless of the degree of lateness or the reason, unless the delay is due to the error of the purchasing agency and discovered before the selection of the successful bidder.
8. **Minor Informalities.** The State reserves the right to waive minor informalities in bid responses in accordance with N.D.A.C. § 4-12-10. Minor informalities are insignificant omissions or nonjudgmental mistakes that are matters of

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form rather than substance, evident from the bid document, with a negligible effect on price, quantity, quality, delivery, or contractual conditions that can be waived or corrected without prejudice to other bidders.

9. **Packaging.** All commodities and equipment are to be delivered and packaged strongly and securely according to accepted commercial practices.
10. **Prices, Currency.** All prices must be in United States currency.
11. **Pricing, Unit and Total Prices.** The unit price is to be according to the unit of measurement specified in the solicitation. In the event of mathematical differences between the unit price and extended total, the unit price will prevail.
12. **Protests.** An interested party may protest the solicitation within seven days before the bid opening or protest the Notice of Intent to Award or the award within seven days after receiving notice in accordance with N.D.C.C. § 54-44.4-12 and N.D.A.C. § 4-12-14. Seven calendar days after award or issuance of the Notice of Intent to Award it will be assumed that all interested parties knew or should have known all the facts surrounding the award.
13. **Questions and Clarifications.** All questions and requests for clarification must be addressed to the Procurement Officer and received by the deadline specified on the cover sheet or no later than seven days before the opening date. The requirements of this solicitation can only be altered by written amendment of the solicitation. Verbal communications from whatever source are of no effect.
14. **Rejection.** The State reserves the right to reject any and all bids in whole or in part. Bid responses will be rejected if:
  - the bid response is not legible.
  - the bid response is not completed as requested.
  - the bid response is faxed to the Purchasing Agency.
  - the bid response is not responsive to the specifications or other requirements of the solicitation.
  - the bid response is received after the time and date specified.
  - the bidder was required to be registered as an approved bidder by the deadline for receipt of bids, and failed to do so.
  - the bidder is determined to be not responsible, in accordance with N.D.A.C. § 4-12-11-04.
15. **Signature.** The bidder or the bidder's duly authorized agent or representative must provide their printed name, title and sign the bid response.
16. **Specifications, Brand Name or Equivalent.** Unless otherwise indicated in the detailed specifications of this solicitation, the use of a specific brand name or make/model is for illustrative purposes only, and the State will consider equivalent products. If a commodity or service put forth by a bidder is rejected as not being equivalent, the Procurement Officer will notify the bidder of the rejection.
17. **Specifications, Compliance.** All bid responses must comply with the specifications contained in the Invitation for Bid, and the successful bidder will be held responsible. Failure to meet specifications is grounds for rejection of the bid response. Bidders who desire to submit commodities or services that deviate from these specifications or have any objections to the specifications stated herein must contact the Procurement Officer by the deadline for questions or at least seven days before the opening, so the Procurement Officer can determine whether the specifications need to be amended.
18. **Withdrawal or changes to a bid response prior to the bid opening date and time.** Before the bid opening date and time, the bidder or the bidder's authorized representative may withdraw or change a bid response by making a written request to the Procurement Officer.
19. **Withdrawals after the bid opening date and time.** After the opening, no changes may be made to the bid response. The bidder may make a written request to withdraw the bid response, subject to approval by the Purchasing Agency. Bidders repeatedly withdrawing bids after the opening date may be removed from the State bidders list.

## GENERAL CONTRACT TERMS AND CONDITIONS

1. **Affirmative Action.** The contractor will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees without regard to race, color, religion, sex, national origin or physical handicap.
2. **Applicable Law and Venue.** This contract is governed by and construed in accordance with the laws of the State of North Dakota. Any action to enforce this contract must be brought in the District Court of Burleigh County, North Dakota.
3. **Assignments and Subcontracts.** The contractor may not assign or otherwise transfer or delegate any right or duty without the State's express written consent. However, the contractor may enter into subcontracts provided that any such subcontractor acknowledges the binding nature of this contract and incorporates this contract, including any attachments. The contractor is solely responsible for the performance of any subcontractor. The contractor shall not have the authority to contract for or incur obligations on behalf of the State.
4. **Binding Contract.** Written acceptance of a bid response by the Purchasing Agency in the form of a purchase order, notification of award, or contract. Any oral agreement or arrangement between a Bidder and the Purchasing Agency will have no force or effect unless reduced to writing.
5. **Compliance with Laws.** The contractor must, in performance of work under this contract, fully comply with all applicable federal, state, or local laws, rules and regulations, including Title VI of the Civil Rights Act of 1964. Any subletting or subcontracting by the contractor subjects subcontractors to the same provision.
6. **Compliance with Public Records Law.** The contractor understands that, except for disclosures prohibited under North Dakota open records laws related to confidentiality, N.D.C.C. § 44-04-18, the State must disclose to the public upon request any records it receives from contractor. The contractor further understands that any records which are obtained or generated by the contractor under this contract, except for records that are confidential under N.D.C.C. § 44-04-18, may, under certain circumstances, be open to the public upon request under the North Dakota open records law. The contractor agrees to contact the State immediately upon receiving a request for information under the open records law and to comply with the State's instructions on how to respond to the request. Bid responses are exempt records until the time and date of the bid opening.
7. **Confidentiality.** The contractor agrees not to use or disclose any information it receives from the State under this contract that the State has previously identified as confidential or exempt from mandatory public disclosure except as necessary to carry out the purposes of this contract or as authorized in advance by the State. The State agrees not to disclose any information it receives from the contractor that has previously been identified as confidential and which the State determines in its sole discretion is protected from mandatory public disclosure under a specific exception to the North Dakota open records law, N.D.C.C. § 44-04-18. The duty of the State and the contractor to maintain confidentiality of information under this section continues beyond the term of this contract, or any extensions or renewals of it.
8. **Contract Amendment.** After a binding contract has been entered into, no changes (i.e. substitution of product or a price adjustment) may be made, unless prior written approval has been obtained from the Purchasing Agency.
9. **Inspection and investigations.** The State reserves the right to conduct inspections and investigations related to the bidder and offered commodities or services, including but not limited to the firm, its facility, personnel, qualifications, and the commodities and/or services offered to make determinations regarding compliance with the bid requirements and responsibility of the bidder.
10. **Material and Workmanship.** All material and workmanship shall be subject to inspection and testing by the State either at the point of manufacturer, place of storage, or upon receipt.

11. **Payment Terms.** Payment will normally be made within thirty days after delivery and acceptance of commodities or services under this contract and receipt of a correct invoice. All invoices and payment inquiries must be directed to the Purchasing Agency.
12. **Taxes.** The State does not pay sales tax or federal excise tax. The state sales tax exemption number is E-2001. The federal tax-free transaction number is 45-70-0010K. The Purchasing Agency will furnish a tax exempt certificate upon request.

### SPECIAL TERMS AND CONDITIONS

1. **Approved Bidder Registration.** The Bidder must comply with the following registration requirements to become an approved bidder as set forth in N.D.C.C. § 54-44.4-09 and this solicitation:
  - **Bidders Must Be Approved By Time Set For Bid Opening.** Bids will only be accepted from those bidders who have become approved bidders prior to the opening date and time. Bids submitted by Bidders that failed to become registered will be rejected. Visit State Procurement Online (SPO) at [www.nd.gov/spo](http://www.nd.gov/spo) to check whether your company is currently an Approved Bidder on the State's bidder list. Bidder registration information and forms are available on the website. Contact the ND State Procurement Office at 701-328-2683 or [infospo@nd.gov/spo](mailto:infospo@nd.gov/spo) for assistance.

Placement on the State Bidders List does not guarantee a bidder will receive notice of every formal solicitation. Bidders must maintain current information by submitting a Notice of Change form to the State Procurement Office (Fax 701-328-1615). Visit the website for forms: <http://www.nd.gov/spo/vendor/registry/>

2. **Award.** Award will be made to the responsible bidder with the lowest priced bid that is responsive to the specifications and all other requirements stated herein. Award will be made as follows:
  - All or none.
3. **Award – North Dakota Printing Preference.** N.D.C.C. § 46-02-15 requires that if practicable, all state, county, and other political subdivision public printing, binding, and blank book manufacturing, blanks and printed stationery must be awarded to a resident North Dakota bidder as defined in N.D.C.C. § 44-08-02. Also See N.D.A.C. § 4-12-16-01.

Bids offering printing or binding services by nonresident (out-of-state) printers WILL be accepted.

If bids are considered from nonresident (out-of-state) bidders, the Procurement Officer will apply reciprocal preference, if applicable, in accordance with N.D.C.C. § 44-08-01. Visit the State Procurement Office website for guidelines on North Dakota preference laws: <http://www.nd.gov/spo/legal/guidelines/>.

4. **Award – Tie Bid Preference.** After applying any reciprocal preference, if a tie occurs between two or more bidders with equal bid prices or offerors with identical evaluation scores:
  - Preference must first be given to bids submitted by North Dakota vendors (ref. N.D.C.C. § 44-08-01.1).
  - If a tie remains, preference must be given to approved vendors on the State Bidders List [ref. N.D.C.C. § 54-44.4-09(4)].
  - If a tie still remains, award shall be made in accordance with N.D.A.C. § 4-12-11-05.
5. **Bid Results.** After an award decision is made, bid results will be posted on the State Procurement Office website: <http://nd.gov/spo/>.

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6. **Contract Period.** The contract issued as a result of this solicitation will be for the period from 12/01/2008 through 11/30/2010 inclusive, with the option to extend for an additional **24 Months** or renew the contract for maximum of **one** additional period, upon mutual agreement, as set forth in a written amendment to the contract.
7. **Contract Estimated Volume.** The volume of this contract is estimated at **\$91,000**. Estimates are not to be considered as either a minimum or maximum, but rather an estimate based upon past and anticipated usage. The contractor or contractors will be required to furnish actual requirements upon receipt of an order. This contract will not include items of a similar nature, which must be bought for emergency use.
8. **Contract Volume Reports.** The contractor must maintain records of sales under the contract and furnish volume of sales information to the Purchasing Agency. The contractor must furnish reports listing all purchases made by all government entities using this contract. The report must be furnished within **seven** days after request by the Procurement Officer. The report format will be determined by mutual agreement between the contractor and the Procurement Officer.
9. **Contract Termination**

**a. Termination without Cause.** This contract may be terminated by mutual consent of both parties, or by either party upon 30 days' written notice.

**b. Termination for Lack of Funding or Authority.** The State may terminate this contract effective upon delivery of written notice to the contractor, or on any later date stated in the notice, under any of the following conditions:

- 1) If funding from federal, state, or other sources is not obtained and continued at levels sufficient to allow for purchase of the services or supplies in the indicated quantities or term. The contract may be modified by agreement of the parties in writing to accommodate a reduction in funds.
- 2) If federal or state laws or rules are modified or interpreted in a way that the services are no longer allowable or appropriate for purchase under this contract or are no longer eligible for the funding proposed for payments authorized by this contract.
- 3) If any license, permit or certificate required by law or rule, or by the terms of this contract, is for any reason denied, revoked, suspended or not renewed.

Termination of this contract under this subsection is without prejudice to any obligations or liabilities of either party already accrued prior to termination.

**c. Termination for Cause.** The State by written notice of default to the contractor may terminate the whole or any part of this contract:

- 1) If the contractor fails to provide services required by this contract within the time specified or any extension agreed to by the State; or
- 2) If the contractor fails to perform any of the other provisions of this contract, or so fails to pursue the work as to endanger performance of this contract in accordance with its terms.
- 3) The rights and remedies of the State provided in the above clause related to defaults by the contractor are not exclusive and are in addition to any other rights and remedies provided by law or under this contract.

**d. Termination, Deliveries.** If the contract is terminated for any reason, the contractor is responsible for delivery of all commodities and services ordered prior to the termination, unless those orders had been canceled by the Purchasing Agency or Entity

10. **Delivery.** The contractor must deliver commodities and services by the required time. If after receiving the order, the contractor learns that the delivery requirements cannot be met, the contractor must immediately notify the Purchasing Agency in writing of the delay and the approximate date delivery may be expected.

- Delivery is required as specified in the **Detailed Specifications**.

11. **Freight and F.O.B. Point.** Delivery and passage of title under this contract shall be as follows.

- Delivery will be F.O.B. Destination to Bismarck, North Dakota. The freight is included in the price of the products. Title will pass to Purchasing Agency upon delivery to the specified destination.

14. **Negatives, artboards or electronic media.** When agencies furnish negatives, artboards or electronic media to a bidder, the bidder must return them before payment will be made. If changes are made to any of the negatives, artboards or disks, the new, updated negatives, artboards or electronic media must be returned to the agency before payment will be made. Electronic media must be returned in the same platform as furnished and must have the ability to be changed by the agency, if desired. All charges for these changes must be included in the bid price. The State of North Dakota shall retain all rights and privileges.

15. **Paper, Recycled.** N.D.C.C. § 54-44.4-08 requires that at least twenty percent of the total volume of paper and paper products purchased for state agencies and institutions contain at least twenty-five recycled material.

16. **Pricing.** Pricing under this contract shall be as follows:

**Firm Fixed.** The total bid price is to include all discounts and deductions, and is to be less federal and state taxes, for which exemption certificates will be furnished upon request. Pricing shall be firm for the period of the contract.

17. **Purchasing Cards.** The Purchasing Agency may place orders by issuance of a purchase order or may elect to place an order and make payment using a purchasing card. The contractor will accept a purchasing card without passing the processing fees for the purchase card back to the Purchasing Agency.

18. **Service Representative.** The contractor must provide a dedicated service representative to provide support for this contract. The contractor shall provide the name and contact information for the service provider. During the contract period, the contractor shall notify the Procurement Officer in the event the contractor's service representative changes.

<b>Name Of Service Representative:</b>	
<b>Address Of Service Rep:</b>	
<b>City &amp; State &amp; Zip Code</b>	
<b>Phone Number:</b>	
<b>Toll Free Number:</b>	
<b>Fax Number:</b>	
<b>E-Mail Address:</b>	

19. **Soybean-based Ink.** N.D.C.C. § 54-44.4-07 requires that where practicable, specifications for purchasing newsprint printing services should specify the use of soybean-based ink. The North Dakota Soybean Council and the Agriculture Commissioner shall assist the Office of Management and Budget in locating suppliers of soybean-based inks and collecting data on the purchase of soybean-based inks.

**BID RESPONSE**

ITEM NO.	QTY	UNIT	DETAILED SPECIFICATIONS	PRICE
<b>GROUP 01 - JOURNALS</b>				
1.	<p><b>DAILY JOURNALS 4 PAGES</b></p> <ul style="list-style-type: none"> <li>a) White 20 lb. recycled bond Grade 4.</li> <li>b) 5.5"x8.5" finished pages size.</li> <li>c) Black ink, 2 sides.</li> <li>d) Saddle-stitched, 2 staples.</li> <li>e) Two (2) 5/16" holes.</li> <li>f) Electronic file (PDF) furnished.</li> </ul> <p>Twenty seven (27) copies of the daily journals of the House and Senate are to be set aside for use as permanent journals and are not to be stapled and drilled, but are to be separately packaged.</p> <p>One hundred forty-three (143) copies of the daily journals of the House and Senate must be delivered to the Journal Room before 8:00 a.m. of the legislative day following the legislative day for which that journal was prepared.</p>			
	BRAND_____		GRADE_____	
	RECYCLED CONTENT OF PAPER_____%		POST-CONSUMER_____	% PRE-CONSUMER_____%
170	EACH	<b>DAILY JOURNALS 4 PAGES</b>		\$
2.	<p><b>DAILY JOURNALS EACH ADDITIONAL 4 PAGES</b></p> <p>Same as item #1</p>			
170	EACH	<b>DAILY JOURNALS EACH ADDITIONAL 4 PAGES</b>		\$
3.	<p><b>DAILY JOURNALS PRICE FOR EACH ADDITIONAL 20 COPIES</b></p> <p>Same as item#1</p>			
1	EACH	<b>DAILY JOURNALS PRICE FOR EACH ADDITIONAL 20 COPIES</b>		\$
4.	<p><b>PERMANENT JOURNAL INDEXES 390 PAGES</b></p> <p>After the conclusion of the 2009 regular Legislative Session and any reconvened or special Legislative Session, the contractor will be provided with a complete set of camera-ready, permanent journal index masters. Last session the index was approximately three hundred ninety (390) pages. The contractor will print permanent journal indexes according to the following specifications:</p> <ul style="list-style-type: none"> <li>a) Two hundred twenty seven (227) copies of permanent journal indexes.</li> <li>b) 5.5"x8.5" finished page size.</li> <li>c) White 20 lb.-recycled bond Grade 4.</li> <li>d) Black ink, printed two (2) sides.</li> <li>e) Two hundred (200) indexes are to be "perfect bound", individually packaged, and delivered to the Legislative Council</li> <li>f) The remaining twenty seven (27) journal indexes are to be individually packaged and delivered to the binder - unbound.</li> <li>g) After binding, the twenty seven (27) journal indexes are to be individually wrapped for mailing.</li> </ul>			



ITEM NO.	QTY	UNIT	DETAILED SPECIFICATIONS	PRICE
	BRAND _____		GRADE _____	
	RECYCLED CONTENT _____%		POST-CONSUMER _____%	PRE-CONSUMER _____%
	227	EACH	<b>PERMANENT JOURNAL INDEXES 390 PAGES</b>	\$
5.	<b>PERMANENT JOURNAL INDEXES +/- 2 PAGES</b> SAME AS ITEM #4			
	1	EACH	<b>PERMANENT JOURNAL INDEXES +/- 2 PAGES</b>	\$
6.	<b>BINDING OF PERMANENT HOUSE DAILY JOURNALS</b> After the conclusion of the Legislative Session, the bindery contractor will be furnished twenty seven (27) sets each of the House and Senate daily journals and indexes. Each set of permanent journals must be wrapped for mailing. The contractor will bind these twenty seven (27) sets as follows: Morocco Leather imprinted with gold foil on spine.			
	2	SET	<b>BINDING OF PERMANENT HOUSE DAILY JOURNALS</b> (Morocco Leather)	\$
7.	<b>BINDING OF PERMANENT SENATE DAILY JOURNALS</b> After the conclusion of the Legislative Session, the bindery contractor will be furnished twenty seven (27) sets each of the House and Senate daily journals and indexes. Each set of permanent journals must be wrapped for mailing. The contractor will bind these twenty seven (27) sets as follows: Two (2) each bound in Morocco Leather imprinted with gold foil on spine.			
	2	SET	<b>BINDING OF PERMANENT SENATE DAILY JOURNALS</b> (Morocco Leather)	\$
8.	<b>BINDING OF PERMANENT HOUSE DAILY JOURNALS</b> After the conclusion of the Legislative Session, the bindery contractor will be furnished twenty seven (27) sets each of the House and Senate daily journals and indexes. Each set of permanent journals must be wrapped for mailing. The contractor will bind these twenty seven (27) sets as follows: Twenty five (25) sets bound in Buckram covers imprinted with black foil on spine.			
	25	SET	<b>BINDING OF PERMANENT HOUSE DAILY JOURNALS</b> (Buckram covers)	\$
9.	<b>BINDING OF PERMANENT SENATE DAILY JOURNALS</b> After the conclusion of the Legislative Session, the bindery contractor will be furnished twenty seven (27) sets each of the House and Senate daily journals and indexes. Each set of permanent journals must be wrapped for mailing. The contractor will bind these twenty seven (27) sets as follows: Buckram cover imprinted with black foil on spine.			
	25	SET	<b>BINDING OF PERMANENT SENATE DAILY JOURNALS</b> (Buckram covers)	\$
10.	<b>BINDING OF COMBINED INDEXES</b> After the conclusion of the Legislative Session, the bindery contractor will be furnished twenty seven (27) sets each of the House and Senate daily journals and indexes. Each set of permanent journals must be wrapped for mailing. The contractor will bind these twenty seven (27) sets as follows: Two (2) sets bound in Morocco Leather imprinted with gold foil on spine.			
	2	SET	<b>BINDING OF COMBINED INDEXES</b> (Morocco Leather)	\$

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ITEM NO.	QTY	UNIT	DETAILED SPECIFICATIONS	PRICE
11.	<b>BINDING OF COMBINED INDEXES</b> After the conclusion of the Legislative Session, the bindery contractor will be furnished twenty seven (27) sets each of the House and Senate daily journals and indexes. Each set of permanent journals must be wrapped for mailing. The contractor will bind these twenty seven (27) sets as follows: Twenty five (25) sets bound in Buckram covers imprinted with black foil on spine.			
	25	SET	<b>BINDING OF COMBINED INDEXES</b> (Buckram covers)	\$
<b>GROUP 02 - BILLS AND RESOLUTIONS</b>				
12.	<b>BILLS 1 PAGE</b> One hundred ninety (190) copies of each bill and each resolution introduced in each house of the Legislative Assembly shall be printed. Additional copies may be ordered by the bill and journal room supervisor (see Legislative Joint Rule 603). Approximately one half of the measures will be engrossed. <ul style="list-style-type: none"> <li>a) Paper. No. 2 - 50 lb. white offset recycled paper or equivalent as determined by the Grade Finder.</li> <li>b) Ink. Black.</li> <li>c) Overall size. Overall size on 1 or 2 pages is 8.5"x11". Overall size on 3 pages or more is 17"x11".</li> <li>d) Size of finished product. 8.5"x11".</li> <li>e) Bindery. 5/16" 3 holes, 2 staples.</li> <li>f) Electronic file (PDF) furnished</li> <li>g) Bid prices are to contain all costs to furnish completed product.</li> </ul> All bills and resolutions are to be delivered to the bill room no later than 12:00 Noon on the next legislative day following the day of introduction or engrossment.			
	BRAND _____		GRADE _____	
	RECYCLED CONTENT OF PAPER _____%		POST-CONSUMER____%	PRE-CONSUMER____%
	190	EACH	<b>BILLS 1 PAGE</b>	\$
13.	<b>ENGROSSED BILLS 1 PAGE</b> Same as item #12			
	190	EACH	<b>ENGROSSED BILLS 1 PAGE</b>	\$
14.	<b>BILLS 2 PAGES</b> Same as item #12			
	190	EACH	<b>BILLS 2 PAGES</b>	\$
15.	<b>ENGROSSED BILLS 2 PAGES</b> Same as item #12			
	190	EACH	<b>ENGROSSED BILLS 2 PAGES</b>	\$

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ITEM NO.	QTY	UNIT	DETAILED SPECIFICATIONS	PRICE
16.	<b>BILLS 3 PAGES</b> Same as item #12			
	190	EACH	<b>BILLS 3 PAGES</b>	\$
17.	<b>ENGROSSED BILLS 3 PAGES</b> Same as item #12			
	190	EACH	<b>ENGROSSED BILLS 3 PAGES</b>	\$
18.	<b>BILLS 4 PAGES</b> Same as item #12			
	190	EACH	<b>BILLS 4 PAGES</b>	\$
19.	<b>ENGROSSED BILLS 4 PAGES</b> Same as item #12			
	190	EACH	<b>ENGROSSED BILLS 4 PAGES</b>	\$
20.	<b>BILLS 5 PAGES</b> Same as item #12			
	190	EACH	<b>BILLS 5 PAGES</b>	\$
21.	<b>ENGROSSED BILLS 5 PAGES</b> Same as item #12			
	190	EACH	<b>ENGROSSED BILLS 5 PAGES</b>	\$
22.	<b>BILLS 6 PAGES</b> Same as item #12			
	190	EACH	<b>BILLS 6 PAGES</b>	\$
23.	<b>ENGROSSED BILLS 6 PAGES</b> Same as item #12			
	190	EACH	<b>ENGROSSED BILLS 6 PAGES</b>	\$
24.	<b>BILLS 7 PAGES</b> Same as item #12			
	190	EACH	<b>BILLS 7 PAGES</b>	\$

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25.	<b>ENGROSSED BILLS 7 PAGES</b> Same as item #12		
	190	EACH	<b>ENGROSSED BILLS 7 PAGES</b>
26.	<b>BILLS 8 PAGES</b> Same as item #12		
	190	EACH	<b>BILLS 8 PAGES</b>
27.	<b>ENGROSSED BILLS 8 PAGES</b> Same as item #12		
	190	EACH	<b>ENGROSSED BILLS 8 PAGES</b>
28.	<b>BILLS PRICE PER ADDITIONAL PAGE 1 PAGE</b> Same as item #12		
	190	EACH	<b>BILLS PRICE PER ADDITIONAL PAGE 1 PAGE</b>
29.	<b>ENGROSSED BILLS PRICE PER ADDITIONAL PAGE 1 PAGE</b> Same as item #12		
	190	EACH	<b>ENGROSSED BILLS PRICE PER ADDITIONAL PAGE 1 PAGE</b>
30.	<b>BILLS PRICE PER ADDITIONAL PAGE 2 PAGES</b> Same as item #12		
	190	EACH	<b>BILLS PRICE PER ADDITIONAL PAGE 2 PAGES</b>
31.	<b>ENGROSSED BILLS PRICE PER ADDITIONAL PAGE 2 PAGES</b> Same as item #12		
	190	EACH	<b>ENGROSSED BILLS PRICE PER ADDITIONAL PAGE 2 PAGES</b>
32.	<b>BILLS PRICE PER ADDITIONAL PAGE 3 PAGES</b> Same as item #12		
	190	EACH	<b>BILLS PRICE PER ADDITIONAL PAGE 3 PAGES</b>

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33.	<b>ENGROSSED BILLS PRICE PER ADDITIONAL PAGE 3 PAGES</b> Same as item #12		
	190	EACH	<b>ENGROSSED BILLS PRICE PER ADDITIONAL PAGE 3 PAGES</b>
34.	<b>BILLS PRICE PER ADDITIONAL PAGE 4 PAGES</b> Same as item #12		
	190	EACH	<b>BILLS PRICE PER ADDITIONAL PAGE 4 PAGES</b>
35.	<b>ENGROSSED BILLS PRICE PER ADDITIONAL PAGE 4 PAGES</b> Same as item #12		
	190	EACH	<b>ENGROSSED BILLS PRICE PER ADDITIONAL PAGE 4 PAGES</b>

<b>Bidders proposed delivery time:</b>	<b>ARO</b>
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**BIDDER NAME:** \_\_\_\_\_