



STATE OF NEW HAMPSHIRE
BUREAU OF GRAPHIC SERVICES
PRINTING PROJECT REQUEST FOR BID

BID NUMBER: 1083-14

BID TITLE: OHRV Decals for 2015

CLIENT: NH Fish & Game Dept.

SUBMISSION DEADLINE: 11:00 a.m. EST Friday, March 7, 2014

SUBMIT BIDS BY FAX TO: (603) 271-1949

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INSTRUCTIONS FOR CORRECT BID SUBMISSION

In order to submit a bid that we can consider, you must fill out and return the “State of New Hampshire Bid Transmittal Letter” found on page 6 of this bid document, as well as the “Vendor’s Bid Proposal” page found after the specifications. In addition, you must meet the following requirements:

1) **BE AN AUTHORIZED VENDOR TO NH STATE GOVERNMENT** – For any particular bid, only vendors who have completed our vendor application and Alternate W-9 form by the date and closing time of the bid may have their bids considered. You can apply to become an authorized vendor online at: <https://admin.state.nh.us/purchasing/vendorregistration/welcome.aspx> . Contact us at (603) 271-3205 or write to Jill.Roy@nh.gov if you need assistance.

2) **BE REGISTERED OR BE PREPARED TO REGISTER WITH THE NH SECRETARY OF STATE** – This is a different registration than the one discussed in point #1 above. By law, a person or persons conducting business in New Hampshire under any name other than his or her own legal name must register with the NH Secretary of State. This registration is not a prerequisite to have your bid considered, but if it turns out you have a winning bid, then in order to receive the project award, you will have to complete this registration. There is an application fee for this. Moreover, for out-of-state vendors there may also be a cost to hire in-state representation and to furnish a certificate of good standing from the state department of your home state. The total cost may run as high as \$200. When you prepare your bid, you should be cognizant of this fact. Visit the Secretary of State’s website at <http://www.sos.nh.gov/corporate/index.html> for information and to download forms, or call their Corporate Division office at (603) 271-3246 to get more specifics about requirements and filing fees.

3) **SUBMIT YOUR BID ON TIME** – The date and time given for the submission deadline is a hard and fast cutoff. If your bid arrives one minute after that time, it will definitely be disqualified.

4) **PUT A PROPER SIGNATURE ON THE “STATE OF NEW HAMPSHIRE BID TRANSMITTAL LETTER”** – This form must be signed by an official of your company who has the authority to obligate the company in a binding contract, usually a senior officer of the company. The signature certifies that your company agrees to be contractually bound by all our terms and conditions and project specifications in the event that we award you the project. Note that notarization is not required of all bidders, but only of the winning bidder, after receipt of notification from us.

5) **SUBMIT YOUR BID ON OUR FORM** – Your bid proposal must be made on our “Vendor’s Bid Proposal” page. A house quote sheet will not be accepted in lieu of a properly executed bid.

6) **DO NOT STIPULATE TERMS AND CONDITIONS** – We are unable to accept a bid that stipulates any terms and conditions other than our own or that takes exception to any of ours.

7) **BID ON THE SPECIFICATIONS** – We can only award on a bid proposal that offers to meet or exceed the official specifications. Alternate bids will not have standing to be considered alongside compliant bids. We welcome suggestions of cost-saving alternate constructions, but we cannot accept any alternate proposal without first publishing an addendum or doing a re-bid to give all bidders the same opportunity.

ADDITIONAL INFORMATION ABOUT BIDS AND BID SUBMISSION

1. **HOW OUR BIDDING WORKS** – There is just one round of blind bidding. The lowest qualified bid from that round takes the order, assuming all things work out and an award is made. There is no second-round opportunity to sway the award decision by making an improved offer after first-round results are known.
2. **PREFERENCES** – In print procurements, the State of New Hampshire does not grant any preferential treatment to in-state, women-owned or minority-owned businesses, nor to companies regarded as “better” for any reason, or who have a favorable past performance record. Bid awards are simply made on the basis of lowest price.
3. **BROKERING/SUBCONTRACTING** – Brokering or subcontracting for print or bindery services is generally allowed on most State of New Hampshire print work and may be assumed to be allowed unless the bid specifications explicitly prohibit it.

In any case where the awarded bidder brokers or subcontracts on State of New Hampshire work, the awarded bidder shall be solely and entirely responsible to the State to meet all terms and conditions, specifications, deadlines and reasonable product quality expectations inherent in the contract, the same as if they were producing the job themselves. The contractor will also have to handle all communication, coordination, transportation, accountability and financial arrangements with their subcontractors; the State shall not have to interact with any subcontractor for any reason.

4. **APPROVED BID TRANSMISSION METHODS** – Fax is the recommended method of transmitting your bid to us. Bids may also be hand-delivered, or sent by US mail, UPS, FedEx or other common carrier. E-mailed bids will only be accepted in exceptional circumstances by prior arrangement on a one-time-only basis. A hard copy original is only required of the winning bidder, upon notification, so that we have “live” signatures and notarization on the bid transmittal letter.
5. **LATE BIDS** – All bids that arrive late will be disqualified, no matter the reason. This includes late bid arrivals caused by couriers stuck in traffic jams, lost mail, slow carriers, fax bids delayed by busy telephone lines (ours or yours) or other technical glitches outside our control. In the event of a discrepancy between our fax machine’s date and time stamp and yours, ours prevails. We will, of course, keep our fax machine set to the correct time.
6. **ATTENDING THE BID OPENING** – Bids will be opened and reviewed at the offices of NH Bureau of Graphic Services, 12 Hills Ave., Concord, NH, at the date and time given as the submission deadline. Interested parties may attend these openings; however, only the identities of the bidders will be made public at the bid openings. Bid amounts will not be disclosed. We are prohibited by NH State Law from revealing bid amounts before the award is made.

7. **TIED BIDS** – Tied bids will be decided by a coin toss or other random drawing process. Affected parties will be notified and will have an opportunity to appear in person to witness the drawing if they wish.
8. **CONFIRMATION OF PRICE** – Upon opening and reviewing all bids, we contact the apparent low bidder to request a confirmation of price. This is an opportunity for the low bidder to verify the accuracy of their print estimate, if they wish. There is no option to change the bid at this point; the bidder may only confirm or request to withdraw.
9. **CONTRACT AWARD** – After the price is confirmed, we contact the client agency for approval to award the contract. The agency may elect to award the order as originally bid, but it also has the option to cancel the order or request a re-bid with changed specs, as best suits their purposes and budget. If they choose to go ahead with the project as bid, we will issue a purchase order.

Our issuance of a State of NH purchase order establishes the contract and officially certifies to the recipient that they have been contracted and may begin chargeable work with full confidence of remuneration. If a vendor incurs costs by performing work or buying materials for a State of NH project before our purchase order has been issued to them, they do so at their own risk. In the event that the purchase order does not get issued for some reason, such costs will go uncompensated. The State of New Hampshire does not expect vendors to take this risk.

10. **RIGHT TO CANCEL A BID** – The State reserves the right to cancel a bid at any time. Neither initiating nor completing a RFB process obligates the State in any way to make a purchase.
11. **BID RESULTS** – A tabulation of the bidding will be posted at our website after the contract is awarded. Bid results will not be given over the telephone.

PUBLIC DISCLOSURE OF BID INFORMATION

A. Introduction

The State of New Hampshire has made it a priority through the Right-to-Know law (RSA 91-A), the TransparentNH initiative, and other statutes and practices to ensure that government activity is open and transparent. In general, these requirements allow for public review, disclosure and posting of government and public records. As such, the State is obligated to make public the information submitted in response to this RFB, any resulting contract, and information provided during the contractual relationship. The Right-to-Know law obligates the State to conduct an independent analysis of the confidentiality of the information submitted, regardless of whether it is marked confidential.

B. Disclosure of Information Submitted in Response to RFB

Information submitted in response to this request for bid (RFB) is subject to public disclosure under the Right-to-Know law **after a contract is actually awarded**. Notwithstanding the Right-to-Know law, no information concerning the contracting process, including but not limited to information related to bids, communications between the parties or contract negotiations, shall be available until a contract is actually awarded.

Confidential, commercial or financial information may be exempt from public disclosure under RSA 91-A:5, IV. If you believe any information submitted in response to this request for bid should be kept confidential, you must specifically identify that information where it appears in your submission in a manner that draws attention to the designation. You must also provide a letter to the person listed as the point of contact for this RFB, identifying the specific page number and section of the information you consider to be confidential, commercial or financial and providing your rationale for each designation. Marking or designating an entire bid, proposal, attachment or section as confidential shall neither be accepted nor honored by the State.

Pricing and other information that relates to your contractual obligations in your bid or proposal or any subsequently awarded contract shall be subject to public disclosure regardless of whether it is marked as confidential.

Notwithstanding a bidder's designations, the State is obligated by the Right-to-Know law to conduct an independent analysis of the confidentiality of the information submitted in a bid or proposal. If a request is made to the State by any person or entity to view or receive copies of any portion of your bid or proposal, the State shall first assess what information it is obligated to release. It will then notify you that a request has been made, indicate what, if any, information the State has assessed is confidential and will not be released, and specify the planned release date of the remaining portions of the proposal. To halt the release of information by the State, a bidder must obtain and provide to the State, prior to the date specified in the notice, a court order valid and enforceable in the State of New Hampshire, at its sole expense, enjoining the release of the requested information.

By submitting a bid or proposal, you acknowledge and agree that:

- The State may disclose any and all portions of the bid or proposal or related materials which are not marked as confidential and/or which have not been specifically explained in the letter to the person identified as the point of contact for this RFB or RFP;
- The State is not obligated to comply with your designations regarding confidentiality and must conduct an independent analysis to assess the confidentiality of the information submitted in your bid or proposal; and
- The State may, unless otherwise prohibited by court order, release the information on the date specified in the notice described above without any liability to you.

STATE OF NEW HAMPSHIRE BID TRANSMITTAL LETTER

Date: _____

Company Name: _____

Address: _____

To: Point of Contact: Daniel J. Ostroth

Telephone: (603)-271-3205

Fax: (603) 271-1949

RE: Bid Submission

Project Title: OHRV Decals for 2015

Bid Number: 1083-14

Bid Submission Deadline: 11:00 a.m. EST Friday, March 7, 2014

Dear Daniel Ostroth:

[Insert name of signor] _____, on behalf of _____ [insert name of entity submitting bid (collectively referred to as "Vendor") hereby submits an offer as contained in the written bid submitted herewith ("Bid") to the State of New Hampshire in response to BID #1083-14 for a printing contract to produce OHRV Decals for 2015 at the price(s) quoted herein in complete accordance with the bid.

Vendor attests to the fact that:

- 1. The Vendor has reviewed and agreed to be bound by the Bid.
2. The Vendor has not altered any of the language or other provisions contained in the Bid document.
3. The Bid is effective for a period of 45 calendar days from the Bid Opening date as indicated above.
4. The prices Vendor has quoted in the Bid were established without collusion with other vendors.
5. The Vendor has read and fully understands this Bid.
6. Further, in accordance with RSA 21-I:11-c, the undersigned Vendor certifies that neither the Vendor nor any of its subsidiaries, affiliates or principal officers (principal officers refers to individuals with management responsibility for the entity or association):
a. Has, within the past 2 years, been convicted of, or pleaded guilty to, a violation of RSA 356:2, RSA 356:4, or any state or federal law or county or municipal ordinance prohibiting specified bidding practices, or involving antitrust violations, which has not been annulled;
b. Has been prohibited, either permanently or temporarily, from participating in any public works project pursuant to RSA 638:20;
c. Has previously provided false, deceptive, or fraudulent information on a vendor code number application form, or any other document submitted to the state of New Hampshire, which information was not corrected as of the time of the filing a bid, proposal, or quotation;
d. Is currently debarred from performing work on any project of the federal government or the government of any state;
e. Has, within the past 2 years, failed to cure a default on any contract with the federal government or the government of any state;
f. Is presently subject to any order of the department of labor, the department of employment security, or any other state department, agency, board, or commission, finding that the applicant is not in compliance with the requirements of the laws or rules that the department, agency, board, or commission is charged with implementing;
g. Is presently subject to any sanction or penalty finally issued by the department of labor, the department of employment security, or any other state department, agency, board, or commission, which sanction or penalty has not been fully discharged or fulfilled;
h. Is currently serving a sentence or is subject to a continuing or unfulfilled penalty for any crime or violation noted in this section;
i. Has failed or neglected to advise the division of any conviction, plea of guilty, or finding relative to any crime or violation noted in this section, or of any debarment, within 30 days of such conviction, plea, finding, or debarment; or
j. Has been placed on the debarred parties list described in RSA 21-I:11-c within the past year.

Authorized Signor's Signature _____ Signor's Title _____

NOTARIZATION (Only the winning bidder is required to notarize, after receipt of notification. All others may leave blank.)

COUNTY: _____ STATE: _____ ZIP: _____

On the _____ day of _____, 2014, the above named, _____, personally appeared before me in his/her capacity as authorized representative of _____, known to me or satisfactorily proven, and took oath that the foregoing is true and accurate to the best of his/her knowledge and belief.

In witness thereof, I hereunto set my hand and official seal:

(Notary Public/Justice of the Peace)

My commission expires: _____ (Date)

Unless specifically amended or deleted by the Division of Plant and Property Management, the following General Terms and Conditions apply to this Bid and any resulting Purchase Order or Contract.

GENERAL CONDITIONS AND INSTRUCTIONS:

NATURE OF, AND ELIGIBILITY TO RESPOND. This bid invitation is submitted in accordance with Chapter 21-1, and rules promulgated thereunder, and constitutes a firm and binding offer. A bid may not be withdrawn unless permission is obtained from the Bureau of Graphic Services.

Bids may be issued only by the Bureau of Graphic Services and are not transferable.

SAMPLES AND DEMONSTRATIONS. When samples are required they must be submitted free of costs and will not be returned. Items left for demonstration or evaluation purposes shall be delivered and installed free of charge and shall be removed at no cost to the State. Demonstration units shall not be offered to the State as new equipment.

BIDS. Bids must be received at the Bureau of Graphic Services before the date and time specified for the opening. Bids must be submitted on this bid form or exact copies and must be typed or clearly printed in ink. Corrections must be initialed. Bids are to be made less Federal Excise Tax and no charge for handling unless required by law.

Bids will be made available to the public after the time of award. Bid results will be given by mail only if requested in writing and accompanied by a self-addressed, stamped business size envelope.

SPECIFICATIONS. Vendors must submit on items as specified. Proposed changes must be submitted in writing and received at the Bureau of Graphic Services at least five (5) working days prior to the bid opening. Vendors shall be notified in writing if any changes to the specifications are made.

AWARD. The award will be made to the responsible Vendor submitting a conforming bid meeting specifications at the lowest cost unless other criteria are noted in the bid. Unless otherwise noted, the award may be made by individual items.

If there is a discrepancy between the unit price and the extension, the unit price will prevail.

When identical low bids are received the award will be made in accordance with the Administrative Rules.

Discounts will not be considered in making award but may be offered on the Invoice for earlier payment and will be applicable on the date of completion of delivery or receipt of Invoice, whichever is later. On orders specifying split deliveries, discounts will apply on the basis of each delivery or receipt of Invoice, whichever is later.

PATENT INFRINGEMENT. Any responding vendor who has reason to believe that any other responding vendor will violate a patent should such responding vendor be awarded the contract shall set forth in writing, prior to the date and time of opening, the grounds for his belief and a detailed description of the patent.

ASSIGNMENT PROVISION. The responding vendor hereby agrees to assign all causes of action that it may acquire under the antitrust laws of New Hampshire and the United States as the result of conspiracies, combinations, or contracts in restraint of trade which materially affect the price of goods or services obtained by the state under this contract if so requested by the State of New Hampshire.

FEDERAL FUNDS. This Division of Plant and Property Management, under RSA 21-1:14, VIII shall assure the continuation or granting of federal funds or other assistance not otherwise provided for by law by following the Federal Procurement Standards.

STATE'S OPTIONS: The Bureau of Graphic Services reserves the right to reject or accept all or any part of any bid, to determine what constitutes a conforming bid, to award the bid solely as it deems to be in the best interest of the State, and to waive irregularities that it considers not material to the bid.

PUBLIC INFORMATION: The responding vendor hereby acknowledges that all information relating to this bid and any resulting order (Including but not limited to fees, contracts, agreements and prices) are subject to these laws of the State of New Hampshire regarding public information.

PERSONAL LIABILITY: The responding vendor agrees that in the preparation of this bid or the execution of any resulting contract or order, representatives of the State of New Hampshire shall incur no liability of any kind.

PROOF OF COMPLIANCE. The responding vendor may be required to supply proof of compliance with proposal specifications. When requested, the responding vendor must immediately supply the Bureau of Graphic Services with certified test results or certificates of compliance. Where none are available, the State may require independent laboratory testing. All costs for such testing certified test results or certificate of compliance shall be the responsibility of the responding vendor.

FORM OF CONTRACT. The terms and conditions set forth in any additional Terms and Conditions by the Bureau of Graphic Services are part of the bid and will apply to any contract awarded the responding vendor unless specific exceptions are taken and accepted and will prevail over any contrary provisions in Terms and Conditions submitted by the responding vendor.

CONTRACT TERMS AND CONDITIONS

1. The State of New Hampshire, acting through the Division of Plant and Property Management, engages the firm or individual ("the Vendor") to perform the services and/or sale of goods, described in the attached State documents, if any, and the Vendor's bid or quotation, both of which are incorporated herein by reference.
2. **COMPLIANCE BY VENDOR WITH LAWS AND REGULATIONS.** In connection with the performance of this agreement, the Vendor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which shall impose any obligation or duty upon the Vendor, including, but not limited to civil rights and equal opportunity laws.
3. **TERM.** The contract, and all obligations of the parties thereunder, shall become effective on a specified date and shall be completed in their entirety prior to a specified date. Any work undertaken by the Vendor prior to the effective date shall be at his sole risk and, in the event that the contract shall not become effective, the State shall be under no obligation to reimburse the Vendor for any such work.
4. **CONTRACT PRICE.** The contract price, a payment schedule and a maximum limitation of price shall be as specified by the bid invitation and the Vendor's bid. All payments shall be conditioned upon receipt, and approval by the State, of appropriate vouchers and upon satisfactory performance by the Vendor, as determined by the State. The payment by the State of the Contract Price shall constitute complete reimbursement to the Vendor for all expenses of any nature incurred by the Vendor in the performance by the Vendor and complete payment for the Services. The State shall have no other liability to the Vendor.
5. **DELIVERY.** If the vendor fails to furnish items and/or services in accordance with all requirements, including delivery, the state may re-purchase similar items from any other source without competitive bidding, and the original vendor may be liable to the state for any excess costs.
6. **INVOICING.** All invoices must be in triplicate showing Order Number, Unit and Extension Prices and discounts allowed. A separate invoice shall be submitted for each order. Unless otherwise noted on the invitation to bid or purchase order, payment will not be due until thirty (30) days after all services have been completed, or all items have been delivered, inspected and accepted or the invoice has been received at the agency business office, whichever is later.
7. **PERSONNEL.**
 - 7.1. The Vendor shall disclose in writing the names of all owners (5% or more), directors, officers, employees, agents or subcontractors who are also officials or employees of the State of New Hampshire. Any change in this information shall be reported in writing within fifteen (15) days of their occurrence.
 - 7.2. The person signing this agreement on behalf of the State, or his or her delegee ("Contracting Officer") shall be the State's representative for purposes of this agreement. In the event of any dispute concerning the interpretation of this agreement, the Contracting Officer's decision shall be final.
8. **EVENT OF DEFAULT; REMEDIES.**
 - 8.1. Any one or more of the following acts or omissions of the Vendor shall constitute an event of default hereunder ("Events of Default"):
 - 8.1.1. failure to deliver the goods or services satisfactorily or on schedule; or
 - 8.1.2. failure to submit any report required hereunder; or
 - 8.1.3. failure to perform any of the other covenants and conditions of this agreement.
 - 8.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
 - 8.2.1. give the Vendor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this agreement, effective two (2) days after giving the Vendor notice of termination; and
 - 8.2.2. give the Vendor a written notice specifying the Event of Default and suspending all payments to be made under this agreement and ordering that the portion of the Contract Price, which would otherwise accrue to the Vendor during the period from the date of such notice until such time as the State determines that the Vendor has cured the Event of Default, shall never be paid to the Vendor; and
 - 8.2.3. set off against any other obligation the State may owe to the Vendor any damages the State suffers by reason of any Event of Default; and
 - 8.2.4. treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
9. **WAIVER OF BREACH.** No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express failure of any Event of Default shall be deemed a waiver of any provision hereof. No such failure or waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Vendor.

10. VENDOR'S RELATION TO THE STATE. In the performance of this agreement the Vendor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Vendor nor any of its officers, employees, agents or members shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.

11. ASSIGNMENT AND SUBCONTRACTS. The Vendor shall not assign, or otherwise transfer any interest in this agreement without the prior written consent of the State. No work required by this contract shall be subcontracted without the prior written consent of the State. If a vendor is unable to complete delivery by the date specified, he must contact the using agency. However, the agency is not required to accept a delay to the original delivery date. All deliveries are subject to inspection and receiving procedure rules as established by the State of New Hampshire. Deliveries are not considered accepted until compliance with these rules has been established. State personnel signatures on shipping documents shall signify only the receipt of shipments. All deliveries shall be FOB Destination.

12. INDEMNIFICATION. The contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Vendor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.

12.1 PATENT PROTECTION. The seller agrees to indemnify and defend the State of New Hampshire from all claims and losses resulting from alleged and actual patent infringements and further agrees to hold the State of New Hampshire harmless from any liability arising under RSA 382-A:2-312(3). (Uniform Commercial Code).

13. TOXIC SUBSTANCES. In compliance with RSA 277-A known as the Workers Right to Know Act, the vendor shall provide Material Safety Data Sheets with the delivery of any and all products covered by said law.

14. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given below.

15. AMENDMENT. This agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto.

16. CONSTRUCTION OF AGREEMENT AND TERMS. This agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns.

17. ADDITIONAL PROVISIONS. The additional provisions (if any) have been set forth as Exhibit "A" hereto.

18. ENTIRE AGREEMENT. This agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.



NEW HAMPSHIRE BUREAU OF GRAPHIC SERVICES

REQUEST FOR BID FOR NH STATE PRINTING PROJECT #1083-14

Project Specifications

PROJECT TITLE: OHRV (Off-Highway Recreational Vehicle) Decals for 2015

CLIENT AGENCY: NH Fish & Game Dept.

BID SUBMISSION DEADLINE: 11:00 a.m. EST Friday, March 7, 2014.

QUANTITY & FORMAT: General: The decals called for in these specifications will all be of the retro-reflective type, with an embedded security legend. They are for use in the NH Fish & Game Department's registration program for snowmobiles, ATV's and other off-highway recreational vehicles.

For all three items below, the decals are to be produced in pairs. The two decals of each pair will be side-by-side on a single liner, separated by a kiss-cut through the face stock. Both members of a pair will have the same serial number.

For each item, no underrun is allowed. Overrun may not exceed 2% total on the order.

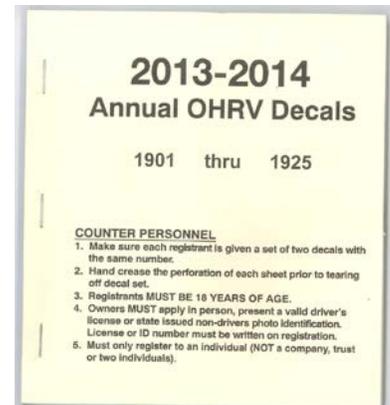
Printing on the face of each decal will be in two colors: PMS 193 (spot) and black. For items 1 and 2, there will be application instructions printed on the liner in black ink; the item 3 validation stickers will have no printing on the back. Depending on the printing method used, an overlamine coating or film may need to be applied to the face of the printed stickers in order to ensure that the required service longevity is met.

Item 1 – Regular Decals: 120,000 pairs of printed and numbered retro-reflective decals, bound in books of 25 leaves per book, with one pair per leaf, for a total of 4,800 books. Books will be 5-1/2" wide x 6" high, and bound by side stitching, with a manila tag top cover and a chipboard back cover. Interior book leaves will have a 1/2" perforated binding stub on the left side edge, and two 5" x 3" individual decals to the right of the stub perf, arranged one-above-the-other on a common liner with a kiss-cut between. Each pair will have a unique registration number in 84-point type, the same number on both pair-mates. See images below of a previous year's decal page and book cover, shown here at reduced size. This year's spot color will be red.



↑
Perforation

← Kiss-cut



Printing on the decals will be 2/1 as follows: Decal Face: a rectangle of solid PMS 193 (non-bleeding), size 2-1/4" wide x 3/4" high, on the lower center of the decal face, with black text and large black numerals. Decal Liner: application instructions to be printed in black ink, no bleeds.

Printing on the booklet front cover will be 1/0 in black ink.

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Item 2 – Rental Decals: 500 pairs of sequentially numbered decals, delivered in the form of loose 5" x 6" decal sheets. Each sheet will contain a matched pair of 5" x 3" decals, arranged one-above-the-other on a common liner with a kiss-cut through the face stock to separate them. Printing will be 2/1 in PMS 193 and black, the same image front and back as on the Regular Decals in Item 1 above. Serial numbers on these decals will have the prefix "R" and will run from R50001 to R50500.

Item 3 – Annual Validation Decals: 1,000 decal pairs, delivered in the form of individual stickers, size 5" wide x 3/4" high. As shown below, there will be a 1/2" wide staple tab on the left side, then two stickers to the right of that. Kiss cuts through the face stock will separate the three sections of the sticker.



This year's sticker color will be PMS 193 red and the expiration date will be 6/30/2015. The solid of PMS 193 can extend to cover part or all of the staple tab, as best suits the printer. No printing on the back.

Each decal pair will have a unique 7-digit registration number, the same number appearing on both members of the pair. Numerals shall be approximately 5/32" high and will run from 1500001 to approximately 1501000.

STOCK:

Decal stock, all items: white 3M Scotchlite Validation Security Sheeting product #5470ER or #VP5570 (if doing thermal transfer printing). No substitutions. The caliper of these products is approximately 11 points. Stock used must have the embedded directional security marks known by 3M as "Ensure Image". These marks may say "For Official Use Only" or may be a customized image, subject to NH Fish & Game approval.

Item 1 Front Book Cover: manila 125 lb. tag with 30% or more postconsumer waste content. If this level of PCW content is not available from any supplier, then please bid on the maximum PCW content available and make a note of it in the "Proposed Stock" section of the "Vendor's Bid Proposal" page.

Item 1 Back Book Cover: 20-point or thicker chipboard.

DESIGN:

None by vendor.

COMPOSING:

Vendor to set type as needed to create updated versions of the images that follow these specifications.

FILM:

By vendor as needed.

PROOFS:

Laser, PDF or fax proofs to Attn: Susan Perry, NH Fish & Game Dept., 11 Hazen Drive, Concord, NH 03301. Susan.Perry@wildlife.nh.gov. Fax (603) 271-5829. Phone (603) 271-6832.

PRINTING:

Item 1 Regular Decals and Item 2 Rental Decals: Print 2/1 with black plus PMS 193 on the decal face and black on the liner. No bleeds either side. The PMS 193 will appear as a 2-1/4" wide x 3/4" high rectangle at bottom center of each decal face, while all text and alphanumeric characters will appear as black.

Item 1 booklet cover: 1/0 in black ink with no bleeds.

Item 3 Annual Validation Decals: 2/0 with a solid background of PMS 193 plus black text and numbering. The PMS 193 background color must bleed from all edges of the stickers after they are removed from the liner. Ink coverage on the staple tab may be partial or total.

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PRINTING (cont'd): All decals must last for an installed service life of 1 year in outdoor conditions, so decal imaging must be sunfast and weatherproof and must remain in good, legible condition with no fading, chalking or other deterioration for a full 1-year period. Failure of product to exhibit this required service longevity will be treated as an "Event of Default" as described in section 8 of the terms and conditions found on page 8 of this bid document.

Some printing methods may need a protective overlamine film or coating such as 3M Scotchlite Roll Coating Clear Series 260 in order to meet the fade resistance and weather resistance requirements of this project. It will be the bidder's responsibility to determine if such overcoating is needed with their printing process to ensure longevity compliance and if it is, to include this process in their bid amount.

NUMBERING:

Item 1 – Regular Decals: Up to six-digit serial numbering in black 84-point type (approx. 1-1/4" high) to begin at 1 and run consecutively to approximately 120000. **Do not** print leading zeroes. Same serial number prints on both members of a pair.

Item 1 – Book Covers: Print the range of numbers contained in each book on the front cover, as shown in the image on the first page of specifications.

Item 2 – Rental Decal: Six-digit serial numbering with an "R" prefix in black 84-point type (approx. 1-1/4" high) to begin at R50001 and run consecutively to approximately R50500. Same serial number prints on both members of a pair.

Item 3 – Annual Validation Decals: Seven-digit serial numbering ascending from 1500001 to approximately 1501000. Numerals to be approximately 5/32" high. Same serial number prints in black on both members of a pair.

Skips or duplicates in the numbering sequence are not allowed on any of the items of this project. Any occurrence of skips, duplicates or other irregularities in numbering will be considered a serious breach and treated as an "Event of Default", as described in section 8 of the terms and conditions found on page 8 of this bid document.

On all items, pack finished product in numerical order with lowest numbers accessible first.

BINDING & FINISHING:

Item 1 – Regular Decals: Cut/trim decal pages as needed to 5-1/2" x 6" page size, with one matched decal pair per page.

Make a vertical perforation to create a 1/2" binding stub along the left side edge of each decal page. Use 10 ties-per-inch perforation tooling. Perforations must run all the way to the edges of the sheet.

Kiss-cut through the face stock to separate pair-mates.

Collate into booklets having a manila tag front cover, 25 decal pages in numerical order (lowest first), and a chipboard back cover.

Side-stitch using a minimum of two heavy duty staples, well-clinched.

Item 2 – Rental Decal: Cut/trim as needed to 5" x 6" loose sheets with one matched pair on each sheet.

Kiss-cut through the face stock to separate pair-mates.

Item 3 – Annual Validation Decals: Cut/trim as needed to individual pair sheets, size 5" x 3/4" with bleeds.

Kiss cut through the face stock to separate the two validation stickers from each other and from the 1/2" wide staple tab on the left side.

SPECIFICATIONS PAGE 4, PROJECT #1083-14: OHRV DECALS FOR 2014 / NH FISH & GAME DEPT.

PACKING:

Item 1 – Regular Decals: Pack books in cartons for easy access in numerical order, lowest numbers first. Clearly mark each carton on the outside with the range of numbers contained in that carton. Carton weight not to exceed 40 lbs. each.

Item 2 – Rental Decals: Package best way based on quantity. Numerical order required, with lowest numbers first.

Item 3 – Annual Validation Decals: Rubber band in lots of 50 in numerical order with lowest numbers on top. Pack in numerical order within carton.

DELIVERY:

These decals have substantial value and must not be lost or diverted. Delivery shall be made with security measures in effect to ensure no loss. Delivered materials should include the specified products, plus return of all project materials from which reproduction could be done, including electronic and/or hard copy originals, and negatives.

Delivery must be made on a weekday between the hours of 8:00 a.m. and 3:00 p.m. EDT without exception.

Deliver or ship FOB Destination to Attn: Susan Perry, NH Fish & Game Dept., 11 Hazen Drive, Concord, NH 03301.

Bid amount to include delivery or shipping.

SCHEDULE:

Delivery in full is required by April 11, 2014. On-time delivery is critical for collection of revenue. Ability to meet this delivery date will be a qualifying factor in the award of the project, except in the event that no competitively-priced bid offers to meet it.

Quoted turnaround will be taken as a firm delivery commitment. Failure to perform to this commitment (provided it is not due to client delay) will constitute an event of default according to the terms and conditions of the contract (see the contract pages accompanying these specifications, Article 8 under "Contract Terms and Conditions"), and will incur a \$200.00 per day late penalty, deductible from the invoice amount. This late penalty will accrue for each calendar day of lateness, beginning on the first day after project was quoted to be received and including weekend days and the day product is received late at NH Fish & Game.

SECURITY:

These decals will have significant use values. Vendor must take every precaution to protect them from damage, theft, unauthorized reproduction, fraudulent use of recovered spoilage or other losses. Vendor must ensure that only one decal pair is produced for each serial number and that all decals printed are delivered to NH Fish and Game Dept. Vendor shall guarantee that no samples or copies of the decals are withheld or distributed by the vendor or its agents or subcontractors, apart from securely stored retains kept by the company to document production. All misprinted, spoiled, mutilated, duplicate or rejected decals must be irrevocably destroyed on-site through shredding, burning or some other means that prevents recovery and use. Any negatives created for this project are to be delivered to NH Fish & Game Dept. with the decals. Any printing plates, serigraphic screens or other image carriers created for the production of these decals must be irrecoverably destroyed and disposed of upon completion of printing. Representatives of NH Fish & Game Dept. are to be granted full plant access if they request to view on-site security measures.

MAKE BID ON NEXT PAGE

NEW HAMPSHIRE BUREAU OF GRAPHIC SERVICES

REQUEST FOR BID

Project #1083-14: OHRV Decals for 2015 / NH Fish & Game Dept.

VENDOR'S BID PROPOSAL

Vendor: _____

Contact: _____ **Phone:** _____

OWNERSHIP OF MATERIALS: All price proposals shall be based upon subsequent State ownership of all master materials for the project, whether provided to or created by the vendor. These materials are to be returned to the client agency upon completion of project and prior to invoicing, unless arranged otherwise with that agency. In the case of storage by vendor, materials shall be returned to the agency at no charge whenever requested for purposes of reprinting elsewhere, or whenever they would otherwise be discarded under an archive cleanout. For these purposes, "master materials" shall include manuscripts, mockups, mechanicals, photos, art, disks, vendor-revised digital files, negatives, flats, foil stamping dies, engraving dies, embossing dies and custom cutting dies; they shall not include printing plates or commonly used standard cutting dies.

Proposed Pricing: Prices must be in U.S. dollars, less federal excise tax, and must include delivery. No underrun allowed on any item, and overrun may not exceed 2% total on the order.

Item 1 - Regular: Price per book of 25: _____ x 4,800 books = _____ Total

Item 2 - Rental: Price per pair: _____ x 500 pairs = _____ Total

Item 3 – Annual Validation: Price for 1,000 decal pairs: _____ Total

Total for all items: _____

On an exact reprint of Item 1 Regular Decals, done within 10 months after original P.O. issuance:

Minimum order of Decals: _____ Price per book of 25: _____

Lead time necessary for exact reprint: _____

Proposed Turnaround: Working days ARO to proof: _____ Working days from approved proof to delivery: _____

Able to meet April 11, 2014 delivery (Y/N)? _____

VENDOR'S BID PROPOSAL CONTINUES ON NEXT PAGE

VENDOR'S BID PROPOSAL PAGE 2, PROJECT #1083-14: OHRV DECALS FOR 2015 / NH FISH & GAME

Proposed Stock (please also indicate the PCW content of your offered book cover stock):

Additional Vendor Comments: _____

BID RESULTS WILL BE POSTED AT OUR WEBSITE AFTER A PURCHASE ORDER HAS BEEN ISSUED.