

Scope of Services: The Contractor shall deliver the following deliverables to the Department, as more particularly detailed in this section.

A. Benefits Guide for Active State Employees – 2009 Edition Black and White Cover

1) NAME OF PUBLICATION:

Benefits Guide for Active State Employees – 2009 Edition

2) QUANTITY:

One hundred eight-five thousand (185,000)

OVERRUNS:

No more than one percent (1%) overrun or underrun allowed.

4) NUMBER OF PAGES:

Sixty-four (64) pages total (sixty (60) text pages and four-page self cover), printed front and back.

5) SIZE: 8 ½” x 11”

6) PAPER:

Interior - 70 lb. white offset recycled; Cover – 80 lb. matte cover (Sample to be provided with response.)

7) DELIVERY:

Delivery shall be made by vendor to the Department within fifteen (15) working days after receipt by the vendor of the final approved proof copy. If you are unable to meet this specification, indicate on your response submission the earliest possible delivery schedule (i.e., how soon after receipt of the final approved proof copy from the Department you will be able to make delivery).

8) INK:

Black and white (1/1 black interior and 1/0 black cover).

9) BINDING:

Saddle stitched with two (2) wire stitches along 8 ½” side.

10) COMPOSITION:

Electronic copy provided in InDesign. A camera-ready printed version may be requested by the vendor.

11) PROOFS:

Proof copy to be available to the Kalos Group within five (5) working days of receipt of the electronic copy by the vendor. The Kalos Group must approve the final proof copy, in writing, before printing.

12) PACKING & SHIPPING:

Publications are to be banded in lots of 200 each (exact count) and boxed in 925 boxes (185,000/200) labeled as “P039 Active Guides” for active state employees and “P040 Retiree Guides” for retired state employees. Kalos Group must approve use of an alternate box size.

B. Benefits Guide for Active State Employees – 2009 Edition Color Cover

1) NAME OF PUBLICATION:

Benefits Guide for Active State Employees – 2009 Edition

2) QUANTITY:

One hundred eighty-five thousand (185,000)

3) OVERRUNS:

No more than one percent (1%) overrun or underrun allowed.

4) NUMBER OF PAGES:

Sixty-four (64) Pages total (sixty (60) text pages and four-page self cover), printed front and back.

5) SIZE: 8 ½” x 11”

6) PAPER:

Interior - 70 lb. white offset recycled; Cover – 80 lb. matte cover (Sample to be provided with response.)

7) DELIVERY:

Delivery shall be made by vendor to the Department within fifteen (15) working days after receipt by the vendor of the final approved proof copy. If you are unable to meet this specification, indicate on your response submission the earliest possible delivery schedule (i.e., how soon after receipt of the final approved proof copy from the Department you will be able to make delivery).

8) INK:

Color cover, black and white interior (1/1 black interior and 4/4 color cover)

9) BINDING:

Saddle stitched with two (2) wire stitches along 8 ½” side.

10) COMPOSITION:

Electronic copy provided in InDesign.

11) PROOFS:

Proof copy to be available to the KALOS GROUP within five (5) working days of receipt of the electronic copy by the vendor. KALOS GROUP must approve the final proof copy, in writing, before printing.

12) PACKING & SHIPPING:

Publications are to be banded in lots of 200 each (exact count) and boxed in 925 (185,000 / 200) labeled boxes. KALOS GROUP must approve use of an alternate box size.

Ship on or before August 22, 2008:

Boxes labeled as “P039 Active Guides”

C. Benefits Guide for Retirees – 2009 Edition Black and White Cover

1) NAME OF PUBLICATION:

Benefits Guide for Retirees – 2009 Edition

2) QUANTITY:

Forty-five thousand (45,000)

3) OVERRUNS:

No more than one percent (1%) overrun or underrun allowed.

4) NUMBER OF PAGES:

Forty-eight (48) Pages total (forty-four (44) text pages and four-page self cover), printed front and back.

5) SIZE: 8 ½” x 11”

6) PAPER:

Interior - 70 lb. white offset recycled; Cover – 80 lb. matte cover (Sample to be provided with response.)

7) DELIVERY:

Delivery shall be made by vendor to the Department within fifteen (15) working days after receipt by the vendor of the final approved proof copy. If you are unable to meet this specification, indicate on your response submission the earliest possible delivery schedule (i.e., how soon after receipt of the final approved proof copy from the Department you will be able to make delivery).

8) INK:

Black and white (1/1 black interior and 1/0 black cover)

9) BINDING:

Saddle stitched with two (2) wire stitches along 8 ½” side.

10) COMPOSITION:

Electronic copy provided in InDesign.

11) PROOFS:

Proof copy to be available to the KALOS GROUP within five (5) working days of receipt of the electronic copy by the vendor. KALOS GROUP must approve the final proof copy, in writing, before printing.

12) PACKING & SHIPPING:

Publications are to be banded in lots of 200 each (exact count) and boxed in 925 (185,000 / 200) labeled boxes. KALOS GROUP must approve use of an alternate box size.

Ship on or before August 22, 2008

Boxes labeled as “P040 Retiree Guides”

D. Benefits Guide for Retirees – 2009 Edition Color Cover

1) NAME OF PUBLICATION:

Benefits Guide for Retirees – 2009 Edition

2) QUANTITY:

Forty-five thousand (45,000)

3) OVERRUNS:

No more than one percent (1%) overrun or underrun allowed.

4) NUMBER OF PAGES:

Forty-eight (48) Pages total (forty-four (44) text pages and four-page self cover), printed front and back.

5) SIZE: 8 ½” x 11”

6) PAPER:

Interior - 70 lb. white offset recycled; Cover – 80 lb. matte cover (Sample to be provided with response.)

7) DELIVERY:

Delivery shall be made by vendor to the Department within 15 working days after receipt by the vendor of the final approved proof copy. If you are unable to meet this specification, indicate on your response submission the earliest possible delivery schedule (i.e., how soon after receipt of the final approved proof copy from the Department you will be able to make delivery).

8) INK:

Color cover, black and white interior (1/1 black interior and 4/4 color cover)

9) BINDING:

Saddle stitched with two (2) wire stitches along 8 ½” side.

10) COMPOSITION:

Electronic copy provided in InDesign.

11) PROOFS:

Proof copy to be available to the KALOS GROUP within five (5) working days of receipt of the electronic copy by the vendor. KALOS GROUP must approve the final proof copy, in writing, before printing.

12) PACKING & SHIPPING:

Publications are to be banded in lots of 200 each (exact count) and boxed in 225 (45,000 / 200) labeled boxes as “P040 Retiree Guide.” KALOS GROUP must approve use of an alternate box size. Ship on or before August 22, 2008:

Boxes labeled as “P040 Retiree Guides”

PRICE SHEET – ATTACHMENT A

Each section of this price sheet (Items A.-D.) must be completed or the response shall be deemed non-responsive and therefore rejected. Award will be made to the responsive, responsible respondent offering the **lowest total price** for the printing of 2009 Benefits Guide.

ITEM	DESCRIPTION	PRICE
A.	Benefits Guide for Active State Employees – 2009 Edition Black and White Cover	
B.	Benefits Guide for Active State Employees – 2009 Edition Color Cover	
C.	Benefits Guide for Retirees – 2009 Edition Black and White Cover	
D.	Benefits Guide for Retirees – 2009 Edition Color Cover	
GRAND TOTAL		