

**Tennessee Wildlife Resources Agency
Tennessee Wildlife Magazine and Calendar Printing**

Specifications

Quarterly Printing for the Tennessee Wildlife Resources Agency (TWRA), Tennessee Wildlife Magazine as well as yearly printing for a stand-alone calendar.

Magazine and Calendar Technical Requirements:

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

1. Frequency:
 - a. 150,000 Magazine and Calendar copies are to be printed per quarterly (Four (4) times per year), with the exception of the Calendar which will be printed once (1) yearly.
 - b. 3,200 copies of the Spring, Fall, and Winter issues and 25,000 copies of the calendar issue are to be additionally be printed quarterly and delivered the address listed below.
 - c. There will be Spring, Summer, Fall, and Winter Magazine Editions and a separate calendar that will be issued in December.
2. % OVERRUNS/UNDERRUNS accepted:
 - a. Exact Counts of Magazines requested are to be provided.
 - i. OVERRUNS will be accepted but not paid for by the State
3. Pages:
 - a. Each Magazine will include 36 pages of text plus four (4) cover pages.
 - b. 2020 Calendar will be 40 pages for the first year, and 30 pages for the subsequent years.
4. Trim Sizes:
 - a. 8-1/4" x 10-7/8"
5. Bleeds:
 - a. Bleeds as a result of printing that goes beyond the edge of the sheet and will be trimmed off are acceptable.
6. Binding:
 - a. Saddle stitch, two (2) wires
7. Paper Stock:
 - a. Text:
 - i. 70# white #4 web coated offset enamel
 - b. Cover:
 - i. 70# white #4 web coated offset enamel
8. Ink:
 - a. Text:
 - i. Four (4) color
 - b. Cover:

- i. Four (4) color
9. Approval of Final Proofs:
 - a. Approval of final proofs by the State is 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.

2020 Calendar Plan:

1. This Calendar will be released in June 2020 and will run for sixteen (16) months (June 2020 – December 2021).
2. In order for the State to realign the Winter Edition Calendar release and to start printing the calendar at the beginning of a new year, the 2020 calendar should be 40 pages.
3. After the 2020 Calendar run, the stand-alone calendar will come out in December of each year alongside the Winter Edition Magazine.

Delivery Instructions:

1. The contractor must deliver a finished product magazine and yearly calendar to the United States Postal Service (USPS) identified by TWRA within four (4) weeks after receiving the initial submission of materials for production from TWRA.
2. 150,000 quarterly copies packed meeting USPS regulations are to be delivered to a USPS location in Nashville, Tennessee.
3. Additionally, 3,200 copies of the Spring, Fall, and Winter issues and 25,000 copies of the calendar issue are to be packed quarterly (or yearly for the calendar), 100 copies per carton, and delivered to the TWRA Nashville Office located at:

**TWRA Nashville Office
5107 Edmondson Pike
Nashville, TN 37211**

4. Boxes are to be labeled with 3" x 5" sticker on the side of box that includes the date and contents of box.
 - a. NOTE: The above numbers are estimated and will vary depending upon the number of current subscribers.
5. All mail processing costs are to be included in the bid price.

*Reprints, if requested, will be shipped FOB Destination to 5107 Edmondson Pike, Nashville, TN 37211. There will be no addressing or bulk mailing cost associated with reprints if they are ordered.

Supplier Responsibilities:

1. Supplier will provide all services necessary, with no additional charges to print a calendar format including hole-punching for the calendar (one 1/8" hole, centered, opposite binding side).
2. Supplier will address magazines with inkjet at no additional cost to the State
3. Supplier will handle automated bulk mailing of the magazine per the delivery instructions above.
4. Supplier will be responsible for all mail file prep and send an estimate of postage cost to TWRA prior to addressing the Magazines.

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 and Calendar are and their addresses that need to be printed on the Magazines and Calendar to be mailed.