

EXHIBIT A

DESCRIPTION OF GOODS & SERVICES

Quantities:

Client Agency is requesting 5240 printed copies of the 2019 & 2020 editions of the State Register and Manual (soft cover), 400 copies of the 2019 & 2020 editions (hard Cover) and 4,800 copies of 20-page color section, 2 wire Saddle Stitch, for the 2019 & 2020 editions.

Number of Pages:

Item 1: 2019 & 2020 total pages approximately 896 printed pages. (448 sheets front and back.) (Same format as previous editions - Sample copies of the book will be provided to all bidders upon request.)

Item 2: 2019 & 2020 color section - 20 pages.

Page Size:

4-15/16" x 7-1/16" trim size - same for all items.

Type Page:

23 x 36 1/2 picas including running heads and folios – same for all items.

Paper:

Item 1: White 50 lb. Finch Opaque or acceptable equivalent with same opacity. Any substitute must meet or exceed ANSI standards for acid free (alkaline) permanent paper. NOTE: 16-page color section that appears in book to be printed on same paper as item 2.

Item 2: White 50 lb. coated stock that meets or exceeds ANSI standards for acid free (alkaline) permanent paper.

Item 3: Eastern Fine Paper's 50 lb. Atlantic opaque ultra-white regular finish. (This is a recycled sheet that has brightness, opacity and archival quality.)

Binding:

Item 1: Both versions of the completed book are to be Smythe sewn. 5,240 books in soft cover in blue, stamped in gold (cover material - Lexotone or acceptable equivalent). 400 books in hard cover in blue, imprinted "Special Edition" in gold, with 200 of the 400 numbered from 1 to 131 (includes some duplicate numbers) (cover material Arrestox B or acceptable equivalent). All copies of book are also blind stamped on front and back covers. Previous year's dies must be made available for use, but remain the property of the State of Connecticut. Price must include the cost of replacement dies if necessary.

Item 2: 20-page color section is to be 2-wire saddle-stitched.

Illustrations:

Client Agency shall supply a Print Ready PDF to print quality standards, and images will be minimum 300dpi, for the 20-page color section and copy for all type used in this section. Contractor shall provide per page cost estimates for complete or partial changes and/or additions to the color section including type and color separations.

EXHIBIT A

DESCRIPTION OF GOODS & SERVICES

Press Work:

Black ink throughout, except for the process inks used to print color section. 10-section title pages include bleed to edge border (3 sides) with reverse type.

Copy:

Client Agency will provide a Print Ready PDF to print quality standards.

Proofs:

Contractor shall deliver 1st proofs (galleys) of each batch within fourteen (14) calendar days after receipt of print-ready PDF.

Contractor shall deliver 2nd proofs (page) of each batch within seven (7) calendar days after receipt.

Contractor shall deliver any additional group of page proofs (per batch) required within five (5) calendar days after receipt.

The Contractor shall provide statement of the number of author's errors with each batch of proofs returned.

Contractor shall submit F&Gs ("Folded & Gathered") for main text and color saddle stitch text, sample stamped cover for softbound and sample stamped case cover for hardbound books to the Secretary of the State within twenty one (21) calendar days of final approval of page proofs.

Delivery:

Contractor shall complete delivery within six (6) weeks after Contractor's receipt of approved F&Gs and sample covers according to the following instructions:

Hardbound Copies:

400 boxed with 200 numbered copies to the Secretary of the State's Publications Stock Room (inside delivery), located at 30 Trinity Street, Hartford, CT. Each carton shall bear the numbers of the copies contained therein. Pallets are NOT acceptable.

Softbound Copies:

To be delivered by the Contractor:

680 copies to 171 Town and City Clerks in the State (171 shipments ranging from 5 to 50 books, depending on the size of the town);

301 copies to the State Library located in Hartford;

2000 copies to be delivered to the State Board of Education located in Hartford;

250 copies to be delivered to the Commission on Official Legal Publications located in Enfield;

200 copies to be delivered to the office of the Office of Legislative Management located in Hartford;

60 copies to Probate Judges in the State (60 shipments of 1 book each);

Approximately 1392 copies to various locations in the State (95 shipments ranging from 1 to 200 books);

7 copies to various locations in Washington, DC (6 shipments of 1-2 books each)

AND

EXHIBIT A

DESCRIPTION OF GOODS & SERVICES

Balance of the order (approximately 350 copies) to be delivered by the Contractor to the Publications Stock Room (inside delivery) of the Secretary of the State, located at 30 Trinity Street, Hartford. Pallets not acceptable, Box truck only to the back loading dock.

The Client Agency shall provide spreadsheets for books that need to be directly shipped to various locations.

Delivery Date:

On or before October 2019 & 2020. Contractor shall not deliver any copies to any recipient until directed to do so by the Client Agency. Client Agency shall provide a spreadsheet for delivery of all books.

Over Run:

Not more than 5% of each item.

Note:

These editions shall be completely set and printed, according to specifications; first class workmanship in all respects. Contractor shall guarantee availability of full amount of paper required for delivery of job on scheduled delivery date.

EXHIBIT A

DESCRIPTION OF GOODS & SERVICES

Item 1		
	QUANTITY:	DATE REQUIRED:
2019 & 2020 State Register and Manual – Soft Cover	5240	October 2019 & October 2020
FINISHED SIZE:	4-15/16" x 7-1/16"	
NO. OF PAGES:	896 (approximate)	
MANUSCRIPT:	Print-ready PDF	
COVER PAPER STOCK:	Lexotone or acceptable equivalent	
INSIDE (TEXT) PAPER STOCK	White 50# Finch Opaque or acceptable equivalent with same opacity. Any substitute must meet or exceed ANSI standards for acid free (alkaline) permanent paper -samples of any alternative paper must be submitted with bid for evaluation.	
INK FOR COVER:	Blind stamped in front and back covers in Gold	
INK FOR TEXT:	Black	
BLEEDS:	10-Section title pages include bleed to edge border (3 sides) with reverse type	
BINDING:	Smyth sewn	
PERFORATE:		
PROOFS:	<p>1st proofs (galleys) of each batch must be delivered within 14 calendar days after receipt of print-ready PDF.</p> <p>2nd proofs (page) of each batch must be delivered within 7 calendar days after receipt.</p> <p>Any additional group of page proofs (per batch) required must be delivered within 5 calendar days after receipt.</p> <p>A statement of the number of author's errors must be provided with each batch of proofs returned.</p> <p>Contractor shall submit the F&Gs for main inside text and sample stamped cover to the Secretary of the State within 21 calendar days of the Client Agency's final approval of page proofs.</p>	
PACKAGING:	20/box	
DELIVER TO:	<p>To be delivered by the Contractor:</p> <p>680 copies to 171 Town and City Clerks in the State (171 shipments ranging from 5 to 50 books, depending on the size of the town);</p> <p>301 copies to the State Library located in Hartford;</p> <p>2000 copies to be delivered to the State Board of Education located in Hartford;</p> <p>250 copies to be delivered to the Commission on Official Legal Publications located in Enfield;</p> <p>200 copies to be delivered to the office of the Office of Legislative Management located in Hartford;</p>	

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AGENCY CONTACT:	Kristin Karr - 860-509-6009

EXHIBIT A

DESCRIPTION OF GOODS & SERVICES

Item 2		QUANTITY:	DATE REQUIRED:
2019 & 2020 State Register and Manual – Hard Cover		400	October 2019 & October 2020
FINISHED SIZE:	4-15/16" x 7-1/16"		
NO. OF PAGES:	896 (approximate)		
MANUSCRIPT:	Print-ready PDF		
COVER MATERIAL:	Arrestox B or acceptable equivalent in blue.		
INSIDE (TEXT) PAPER STOCK	White 50# Finch Opaque or acceptable equivalent with same opacity. Any substitute must meet or exceed ANSI standards for acid free (alkaline) permanent paper -samples of any alternative paper must be submitted with bid for evaluation.		
INK FOR COVER:	Blind stamped in front and back covers in Gold, imprinted "Special Edition" in gold, with 200 of the 400 numbered from 1 to 131 (includes some duplicate numbers) in gold - Numbering sequence will be provided.		
INK FOR TEXT:	Black		
BLEEDS:	10-Section title pages include bleed to edge border (3 sides) with reverse type		
BINDING:	Smyth sewn		
PERFORATE:			
PROOFS:	<p>1st proofs (galleys) of each batch must be delivered within 14 calendar days after receipt of print-ready PDF.</p> <p>2nd proofs (page) of each batch must be delivered within 7 calendar days after receipt.</p> <p>Any additional group of page proofs (per batch) required must be delivered within 5 calendar days after receipt.</p> <p>A statement of the number of author's errors must be provided with each batch of proofs returned.</p> <p>Contractor shall submit the F&Gs for main inside text and sample stamped case cover to the Secretary of the State within 21 calendar days of the Client Agency's final approval of page proofs.</p>		
PACKAGING:	20/box		
DELIVER TO:	Inside delivery to the agency stock room of the Secretary of the State located at 30 Trinity Street, Hartford. Pallets not acceptable, Box truck only to the back loading dock. No skids.		
AGENCY CONTACT:	Kristin Karr - 860-509-6009		

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DESCRIPTION OF GOODS & SERVICES

Item 3

	QUANTITY:	DATE REQUIRED:
2019 & 2020 State Register and Manual - Sites, Seals, & Symbols Color section	4800	October 2019 & October 2020

FINISHED SIZE:	4-15/16" x 7-1/16"
NO. OF PAGES:	20
MANUSCRIPT:	Print-ready PDF, images minimum 300dpi
COVER STOCK:	
INSIDE (TEXT) PAPER STOCK	White 50 lb. coated stock that meets or exceeds ANSI standards for acid free (alkaline) permanent paper – submitted with bid.
INK FOR COVER:	
INK FOR TEXT:	Process inks
BLEEDS:	
BINDING:	2-wire saddle-stitched.
PERFORATE:	
PROOFS:	<p>1st proofs (galleys) of each batch must be delivered within 14 calendar days after receipt of print-ready PDF.</p> <p>2nd proofs (page) of each batch must be delivered within 7 calendar days after receipt.</p> <p>Any additional group of page proofs (per batch) required must be delivered within 5 calendar days after receipt.</p> <p>A statement of the number of author's errors must be provided with each batch of proofs returned.</p> <p>The Contactor shall submit the F&Gs to the Secretary of the State within 21 calendar days of the Client Agency's final approval of page proofs.</p>
PACKAGING:	boxed
DELIVER TO:	Inside delivery to the agency stock room of the Secretary of the State located at 30 Trinity Street, Hartford. Pallets not acceptable, Box truck only to the back loading dock. No skids.
AGENCY CONTACT:	Kristin Karr - 860-509-6009