

NOTICE OF AWARD  
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STATE OF ILLINOIS  
DEPARTMENT OF  
CENTRAL MANAGEMENT SERVICES

T NUMBER: TX097  
PAGE NO.: 00001

DISTRIBUTE TO: 416PRT : BUREAU OF STRATEGIC SOURCING

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NOTICE OF AWARD

CONTRACT TITLE: PRT SECA BOOKLETS POSTERS AND FLYERS

CONTRACT NO: 4018277

OPTIONS AVAILABLE: 03           JOINT PURCHASING: NO

VENDOR NAME AND ADDRESS           VENDOR NUMBER:  
R R DONNELLEY & SONS CO  
SPRINGFIELD OFFICE  
220 APPOMATTOX DRIVE  
SUITE 300  
SPRINGFIELD, IL 62711-8188

CONTACT THE FOLLOWING IN THE EVENT OF QUESTIONS PERTAINING TO THIS CONTRACT:

BUYER NAME AND PHONE  
JACK ECK  
(217) 782-7360

SOLICITATION: 228291           BID OPEN DATE: 06/14/16

CONTRACT NO: 4018277  
A10118 : BID FIRM TIME (120 DAYS):

VENDOR'S BID MUST REMAIN FIRM FOR 120 DAYS FROM THE BID OPENING.

CONTRACT NO: 4018277  
A10128 : VENDOR PAYMENT PROGRAM:

DUE TO UNPRECEDENTED ECONOMIC RECESSION, ILLINOIS HAS EXPERIENCED LOWER THAN EXPECTED REVENUES WHICH HAS LED TO A DELAYED PAYMENT CYCLE. IN MANY CASES, VENDORS AND SERVICE PROVIDERS ARE WAITING SEVERAL MONTHS TO RECEIVE PAYMENT FOR GOODS AND SERVICES PROVIDED TO THE STATE. THE STATE OF ILLINOIS VENDOR PAYMENT PROGRAM IS INTENDED TO PROVIDE RELIEF TO THOSE VENDORS AND SERVICE PROVIDERS.

FOR MORE INFORMATION PLEASE SEE OUR WEBSITE AT [PAYMENTS.ILLINOIS.GOV](http://PAYMENTS.ILLINOIS.GOV).

CONTRACT NO: 4018277  
P416A1 : SCOPE:

THE STATE OF ILLINOIS, DEPARTMENT OF CENTRAL MANAGEMENT SERVICES, BUREAU OF STRATEGIC SOURCING, IS SOLICITING BIDS FROM QUALIFIED VENDORS FOR THE PROCUREMENT OF BOOKLETS, POSTERS AND FLYERS FOR THE STATE AND UNIVERSITY EMPLOYEES COMBINED APPEAL (SECA) PROGRAM.

CONTRACT NO: 4018277  
P416B1 : PERIOD OF CONTRACT

CONTRACT(S) RESULTING FROM THIS INVITATION FOR BID WILL COMMENCE UPON DATE OF EXECUTION AND WILL EXPIRE THREE YEARS FROM DATE OF EXECUTION.

UPON MUTUAL AGREEMENT, THE PARTIES, MAY RENEW THE RESULTING CONTRACT FOR A TOTAL OF THREE (3) YEARS IN ONE OF THE FOLLOWING MANNERS:

- A) ONE RENEWAL FOR THE ENTIRE RENEWAL ALLOWANCE,
- B) INDIVIDUAL ONE-YEAR RENEWALS UP TO AND INCLUDING THE ENTIRE RENEWAL ALLOWANCE, OR
- C) ANY COMBINATION OF FULL OR PARTIAL-YEAR RENEWALS UP TO AND INCLUDING THE ENTIRE RENEWAL ALLOWANCE.

CONTRACT NO: 4018277

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P416C3 : SPECIFICATIONS

LINE #1, #4 & #5 SHALL HAVE PRINTED THEREON "PRINTED BY AUTHORITY OF THE STATE OF ILLINOIS", THE DATE OF EACH PUBLICATION, THE NUMBER OF COPIES PRINTED AND THE PRINTING ORDER NUMBER (PRTXXXXXXX).

CONTRACT NO: 4018277  
P416F3 : ORDERS/PROOFS

THE SUCCESSFUL VENDOR SHALL RECEIVE A CONTRACT RELEASE ORDER (CRO) FROM THE DEPARTMENT OF CENTRAL MANAGEMENT SERVICES AFTER THE AWARD HAS BEEN PUBLISHED.

THEREAFTER, FOR EACH YEAR THE CONTRACT IS ACTIVE, THE VENDOR WILL RECEIVE ONE CRO AND PRINT READY PDF TEXT FILES FOR LINE #1, #4 & #5 BY JUNE 15. THE SUCCESSFUL VENDOR WILL BE GUARANTEED A MINIMUM OF 6,500 BOOKLETS, 800 POSTERS & 10,000 FLYERS EACH YEAR.

NOTE: QUANTITIES LISTED IN THE FROM/TO SECTION OF THE PRICE SHEET REPRESENT 3 YEAR APPROXIMATE TOTALS.

ONCE THE VENDOR RECEIVES THE CRO, A HIGH QUALITY DIGITAL PROOF WILL BE REQUIRED WITHIN SEVEN(7) BUSINESS DAYS THAT SHOWS ALL COMPOSITION AND COLOR. THIS PROOF SHALL BE SENT VIA E-MAIL TO THE FOLLOWING:

TINA SCOTT  
SECA EXECUTIVE COORDINATOR  
CENTRAL MANAGEMENT SERVICES  
401 S. SPRING STREET, STRATTON BLDG. RM 711  
SPRINGFIELD IL 62706  
PHONE: 217-782-7379  
E-MAIL: TINA.SCOTT@ILLINOIS.GOV

CMS WILL HAVE 5 DAYS TO APPROVE THE PROOF. ONCE THE PROOF HAS BEEN APPROVED, THE VENDOR WILL BE ALLOWED 30 DAYS TO PRINT AND DELIVER.

VENDOR SHALL NOT PROCEED WITHOUT OBTAINING A SIGNED APPROVAL OF THE PROOF OR WITHOUT WRITTEN AGENCY AUTHORIZATION IN AN E-MAIL.

CONTRACT NO: 4018277  
P416G3 : PACKAGING/DELIVERY

ALL ITEMS SHALL BE PACKAGED ACCORDING TO INDUSTRY STANDARDS. DAMAGE INCURRED AND NOTICED UPON RECEIPT OR AFTER OPENING SHALL BE THE VENDOR'S RESPONSIBILITY TO CORRECT AT NO CHARGE TO THE STATE.

DELIVERY IS TO BE INCLUDED IN THE BID PRICE AND PREPAID BY THE VENDOR. LINE #1, #4 & #5 ARE TO BE DELIVERED BY AUGUST 1 TO THE FOLLOWING ADDRESS:

ATTN: TINA SCOTT  
SECA EXECUTIVE COORDINATOR  
CENTRAL MANAGEMENT SERVICES  
401 S. SPRING STREET, STRATTON BLDG, RM.711  
SPRINGFIELD IL 62706  
PHONE: 217-782-7379  
E-MAIL: TINA.SCOTT@ILLINOIS.GOV

CONTRACT NO: 4018277  
P416K1 : ECONOMIC ADJUSTMENT CLAUSE

THE PRICES IN THIS CONTRACT MUST REMAIN FIRM FOR NINETY (90) DAYS AFTER THE EXECUTION DATE OF THE CONTRACT. THEREAFTER, REQUESTED ADJUSTMENTS WILL BE LIMITED TO ONCE DURING ANY GIVEN TWELVE (12) MONTH PERIOD.

ALL ADJUSTMENT REQUESTS SHALL BE MADE IN WRITING. VENDOR SHALL NOT BE

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ENTITLED TO APPLY AN UPWARD PRICE ADJUSTMENT WITHOUT FIRST OBTAINING  
APPROVAL OF SUCH REQUEST FROM THE BUREAU OF STRATEGIC SOURCING  
(BOSS).

IN THE EVENT A DOWNWARD ADJUSTMENT IS WARRANTED, THE STATE RESERVES  
THE RIGHT TO ADJUST ONCE DURING ANY GIVEN TWELVE (12) MONTH PERIOD FOR  
THIS DECREASE. IT WILL BE THE RESPONSIBILITY OF THE VENDOR TO NOTIFY  
BOSS, OF ANY SUCH DECREASE.

MAXIMUM ALLOWABLE ADJUSTMENTS SHALL BE GOVERNED BY THE U.S. BUREAU OF  
LABOR STATISTICS PRODUCER PRICE INDEX (PPI) ITEM NUMBERS:  
0947 FOR COMMERCIAL PRINTING (LINE #1, #4 & #5)

THE BASE PPI PUBLISHED INDEX WILL BE DETERMINED BY THE MONTH OF THE  
BID OPENING DATE. IF THE BID OPENING DATE OCCURS IN MAY, THEN THE  
BASE PPI WILL BE MAY'S PUBLISHED INDEX.

THE PUBLISHED PPI INDEX AT THE TIME OF REQUESTED ADJUSTMENT WILL BE  
DETERMINED BY THE MONTH AND DAY THE ADJUSTMENT WAS SUBMITTED TO BOSS  
REGARDLESS OF WHETHER IT IS A PRELIMINARY OR FINAL INDEX PUBLICATION.  
NO FURTHER ADJUSTMENTS WILL BE MADE ONCE THE MAXIMUM ALLOWABLE  
ADJUSTMENT HAS BEEN CALCULATED FOR THE GIVEN 12 MONTHS.

THE MAXIMUM ALLOWABLE ADJUSTMENT SHALL BE CALCULATED AS FOLLOWS:

MAXIMUM ALLOWABLE PRICE = A / B \* C

A = BID PRICE

B = BASE PPI INDEX (DEFINED BY TIME OF BID OPENING)

C = PUBLISHED PPI INDEX AT TIME OF REQUESTED ADJUSTMENT

THE U.S. BUREAU OF LABOR STATISTICS WEB SITE CAN BE LOCATED AT  
[HTTP://WWW.BLS.GOV/PPI/](http://www.bls.gov/ppi/).

SHOULD THE REFERENCED PRODUCER PRICE INDEX (PPI) BECOME DISCONTINUED  
DURING THE CONTRACT, IT WILL BE REPLACED BY AN APPROPRIATE ALTERNATIVE  
PPI CHOSEN BY CMS AND ALL ADJUSTMENTS WILL BE CALCULATED BASED ON THE  
SAME METHODOLOGY AS OUTLINED ABOVE, BUT WITH DATA FROM THE NEW  
REPLACEMENT INDEX.

REQUESTED ADJUSTMENTS SHALL INCLUDE THE CONTRACT NUMBER, COMMODITY  
NUMBER, LINE NUMBER, BID PRICE AND REQUESTED PRICE ADJUSTMENT.

IN ALL CASES THE CONTRACTOR MUST FILE A CLAIM FOR SUCH ADJUSTMENT  
PRIOR TO THE DELIVERY OF THE GOODS. IN ANY EVENT, THE CLAIM FOR SUCH  
ADJUSTMENT WILL NOT APPLY TO RELEASE ORDERS EXECUTED PRIOR TO THE DATE  
THE BUREAU OF STRATEGIC SOURCING RECEIVED THE ECONOMIC ADJUSTMENT  
REQUEST.

IF THE CONTRACTOR HAS UNRESOLVED COMPLAINTS FILED AGAINST HIM FOR NON-  
DELIVERY OR POOR QUALITY, HIS REQUEST MAY BE DENIED UNTIL SUCH TIME AS  
ALL PAST COMPLAINTS ARE RESOLVED.

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VENDOR NAME AND ADDRESS

R R DONNELLEY & SONS CO  
SPRINGFIELD OFFICE  
220 APPOMATTOX DRIVE  
SUITE 300  
SPRINGFIELD, IL 62711-8188  
PRIME VENDOR: N  
CONTRACT BEGIN DATE: 07/15/16

CONTRACT NO: 4018277  
PYMT TERMS: NONE  
DELIVERY: 30 DAYS ARO  
VENDOR NO:  
BUSINESS CLASS CODE:>NNLVN  
LEGAL STATUS: CORPORATION  
CONTRACT END DATE: 07/14/19

CONTACT NAME: R.R. DONNELLEY & SONS CO.  
CONTACT PHONE: (217) 546-6350  
CONTACT E-MAIL: BRAD.GOETZ@RRD.COM

CONTACT FAX: (217) 787-9652

CONTRACT ITEMS/SERVICES  
BY LINE ITEM

T NUMBER: TX097  
PAGE NO.: 00005

LINE#	DESCRIPTION/MFGR/BRAND	QUANTITY FROM/TO	UNIT	DISCOUNT	UNIT PRICE
00001	<p>COMMODITY CODE: XR11-416-0040 BOOKLET, "STATE AND UNIVERSITY EMPLOYEES COMBINED APPEAL" SECA</p> <p>STOCK FOR COVER: 80LB WHITE OFFSET, COATED GLOSS, FRONT AND BACK, #2 OR BETTER.</p> <p>STOCK FOR INSIDE: 50LB WHITE OFFSET, UNCOATED, #2 OR BETTER</p> <p>FINISH SIZE: 8-3/8" X 10-3/4" BOOKLET BINDING: SADDLE-STITCH, T3S INK ON COVER: 4/4 COLOR, NO BLEEDS. INK ON INSIDE: 1/1 BLACK, NO BLEEDS AND MEDIUM COVERAGE. NO. OF PAGES: 130 INCLUDING SELF COVER.</p> <p>NO UNDERRUNS/OVERRUNS LIMITED TO 2%.</p> <p>VENDOR: R R DONNELLEY &amp; SONS CO : SPRINGFIELD OFFICE CONTRACT NO: 4018277 BRAND: COVER: 80# STERLING MODEL: BODY: 50# HUSKY</p>	20400.000	EACH	N/A	\$ 3.03000
00002	<p>COMMODITY CODE: XR11-416-0041 ADDITIONAL COST FOR THE NUMBER OF PAGES OVER 130 BOOKLET PAGES.</p> <p>STATE UNIT PRICE AS: PRICE/PAGE</p> <p>VENDOR: R R DONNELLEY &amp; SONS CO : SPRINGFIELD OFFICE CONTRACT NO: 4018277</p>	1.000	EACH	N/A	\$ .24000
00004	<p>COMMODITY CODE: XR11-416-0043 POSTER, "STATE AND UNIVERSITY EMPLOYEES COMBINED APPEAL" SECA</p> <p>FINISH SIZE: 11" X 17" STOCK: 80LB WHITE COATED GLOSS, #2 OR BETTER. INK: 4/1 COLOR</p> <p>NO OVERRUNS/UNDERRUNS LIMITED TO 2%.</p> <p>VENDOR: R R DONNELLEY &amp; SONS CO : SPRINGFIELD OFFICE CONTRACT NO: 4018277 BRAND: 80# STERLING</p>	3000.000	EACH	N/A	\$ 2.27000
00005	<p>COMMODITY CODE: XR11-416-0044 FLYERS, "STATE AND UNIVERSITY EMPLOYEE COMBINED APPEAL" SECA</p> <p>SIZE: 8.5" X 11" STOCK: 60LB WHITE RECYCLED OFFSET, #2 OR BETTER. INK: 1/1 BLACK</p> <p>NO OVERRUNS/UNDERRUNS LIMITED TO 2%.</p> <p>VENDOR: R R DONNELLEY &amp; SONS CO : SPRINGFIELD OFFICE CONTRACT NO: 4018277 BRAND: 60# EARTHCHOICE</p>	30000.000	EACH	N/A	\$ .15000