

**TWRA Printing and Distribution of Wildlife Magazines and Calendars  
Specifications  
For Tennessee Wildlife Resources Agency (TWRA)  
ITB 32801-12815**

Scope: This is a three (3) year Contract for the printing and distribution of wildlife magazines and calendars. Contact shall include four (4) publications per year for TWRA: three (3) magazines and one (1) magazine/calendar. Contract shall include both distribution to individuals and cases to specified delivery locations as detailed below.

**A. General Information**

1. Contract shall be for the printing and distribution of items specified. The selling of advertisements to offset the cost of the printing and mailing shall not be included in this contract.
2. Contractor shall have a minimum of two (2) years of magazine publication experience.
3. Contractor shall submit samples of comparable previously published works.
  - a. Samples shall be delivered or sent by mail to:  
State of Tennessee Department of General Services, Central Procurement Office  
312 Rosa L Parks Avenue, William R. Snodgrass Tennessee Tower, 3rd Floor Nashville, TN  
37243-1102 Attn: Parker Birt
  - b. Samples shall be received by the ITB response deadline.
4. Samples – Bidders may contact Don Crawford at 615-293-5746 or [Don.Crawford@tn.gov](mailto:Don.Crawford@tn.gov) to obtain samples.

**B. Annual Frequencies**

The below numbers shall be estimated and shall vary depending upon the number of current subscribers.

1. Bidding shall be based on potential increments that shall be printed and mailed. Ranges shall include between 225,000 and 300,000 individuals.
2. Each printing and mailing shall be based on the following schedule:
  - April – Spring Wildlife Magazine
  - August – Summer Calendar/Wildlife Magazine
  - October – Fall Wildlife Magazine
  - December – Winter Wildlife Magazine
3. The first publication to be printed and distributed from this Contract shall be the August 2023 edition of the Calendar/Summer Wildlife Magazine.
4. Printing and distribution to individuals shall be completed by the last day of each scheduled month and shall be repeated annually through the duration of this Contract.
5. Annual order. 5,000 Summer Calendar/Wildlife Magazine per site for a total of 25,000 Calendar/Wildlife Magazine shall be shipped FOB to the five (5) regional offices by August 30<sup>th</sup>. See “Ship to Addresses.” Each case shipped shall contain 100 copies.

6. Annual order. Three (3) times per year (April, October, December). 1,000 Wildlife Magazines per site for a total of 5,000 wildlife magazines shall be shipped FOB to the five (5) regional offices by end of month that it is printed (April, October, and December). Total shall be 15,000 wildlife magazines per year. See "Ship to Addresses." Each carton shipped shall contain 100 copies.

**C. Ship to Addresses:**

1. TWRA Region 1  
200 Lowell Thomas Dr  
Jackson, TN 38301  
Phone- 731/423-5725  
Contact: Abigail Coffman
2. TWRA Region 3  
464 Industrial Blvd  
Crossville, TN 38555  
Phone- 931/484-9571  
Contact: Deborah Hood
3. TWRA Region 4  
3030 Wildlife Way  
Morristown, TN 37814  
Phone- 423/587-7037  
Contact: Becky Hensley
4. TWRA Region 2 & 5  
Ellington Agricultural Center  
5107 Edmondson Pike  
Nashville, TN 37211  
Phone- 615/293-5746  
Contact: Don Crawford

**D. Magazine and Calendar Technical Requirements:**

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

1. % OVERRUNS/UNDERRUNS ACCEPTED:
  - a. Exact Counts of Magazines requested shall be provided.
    - i. OVERRUNS shall be accepted but not paid for by the State
2. PAGES:
  - a. Each Magazine shall include 36 pages of text plus four (4) cover pages.
  - b. Magazine/Calendar shall be 32 pages including front and back cover and shall run (12) months (August to July).

3. Trim Sizes: 8" x 10 1/2"
4. Bleeds: (A Bleed is a part of the printing that goes beyond the edge of the sheet and shall be trimmed off.) The bleed is on the side of the document and allows for a small amount of movement of the paper within the printer and design inconsistencies.
5. Binding:
  - a. Saddle stitch, two (2) wires
6. Paper Stock:
  - a. Text:
    - i. 70# white #3 web coated offset enamel (or equivalent)
  - b. Cover:
    - i. 70# white #3 web coated offset enamel (or equivalent)
7. Ink:
  - a. Text:
    - i. Four (4) color
  - b. Cover:
    - i. Four (4) color
8. Approval of Final Proofs:
  - a. Approval of final proofs by the State shall be 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.
  - b. Online proofing via Kodak Insite or similar online process.

**E. Delivery Instructions:**

1. Individual Printing and Mailings
  - a. All individual mail processing costs shall be included in the bid price.
  - b. TWRA shall pay postage using a Pitney Bowes account.  
\*Reprints, if requested, shall be shipped FOB Destination to 5107 Edmondson Pike, Nashville, TN 37211. There shall be no addressing or bulk mailing cost associated with reprints if ordered.
  - c. The contractor shall deliver a finished product magazine and calendar to the United States Postal Service (USPS) within timelines specified previously after receiving the initial submission of materials for production from TWRA.
2. Print and Mail to TWRA Regional Offices
  - a. Bidding shall be based on cost per item.
  - b. Each carton/case shipped shall contain 100 copies.
  - c. Each carton shall be labeled with a 3" x 5" sticker on the side of box that includes the date and contents of box.
  - d. Packaging: Bulk Pack & Shrink Wrap Skid
  - e. Shipping to TWRA Offices shall be FOB destination.

**F. Supplier Responsibilities:**

1. Supplier shall provide all services necessary to print magazines and calendar which shall include hole-punching for the calendar (one 1/8" hole, centered, opposite binding side).
2. Supplier shall address printings with inkjet.
3. Supplier shall handle automated bulk mailing of the magazine per the delivery instructions above.
4. Supplier shall be responsible for all mail file prep and postage rate for addressing the individual mailings.
5. Supplier shall be responsible for design and layout improvements per issue. The improvements shall be to make the issue publication ready.

**G. 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 Editions and Calendar are and their addresses that need to be printed on the Magazine Editions and Calendar to be mailed.