

REQUEST FOR QUOTATION

PURCHASING OFFICE

Alaska Department of Fish & Game
Division of Administration
P.O. Box 115526
Juneau, AK 99811-5526
Attn: Procurement Section

Fax: (907) 465-6181

Quotations will be received until:

2pm, Alaska time on 12/12/2022

RFQ NO: 11 -J - 032 - 23

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Date:

VENDOR NOTICE (This is NOT a Purchase Order)

This is an informal quotation that will not be read at public opening. The information may be publicly reviewed after award. The terms and conditions should be reviewed and understood before preparing a quotation. The quotation shall be the best net price, FOB destination, to include all delivery charges, but exclude applicable taxes. Delivery schedule and discount for early payment shall be indicated in the spaces provided below. Return the quotation by the above time and date to the above address. Please reference the Buyer's name and the RFQ number on the outside of the return envelope or fax.

DELIVERY LOCATION

PO Box 115526 Juneau, AK

BUYER

Kristie Ely, Procurement Specialist IV (907) 465-6178

VENDOR QUOTATION

Item	Description of Supply or Service	Quantity	Unit	Unit Price	Amount
	<p>Alaska Department of Fish and Game is soliciting quotes to print and deliver 2023 ADF&G fish tickets as per the attached specifications and bid schedule below.</p> <p>Bidders must return this page and the attached bid schedule to the procurement officer via email: kristie.ely@alaska.gov</p>				

THIS SECTION MUST BE COMPLETED BY VENDOR

TOTAL

Delivery shall be made by February 1, 2023 Payment Terms: NET 30 After Receipt of Order

Company Name	Address	City	State	Zip Code	Phone	Fax
Alaska Business License No.	Vendor Tax I.D. No.	Do you qualify for:				
		Alaska Bidders' Preference? <input type="checkbox"/> Yes <input type="checkbox"/> No		Alaska Veteran Preference? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Signature

Date

Typed Name and Title

Request for Quotation Project Specifications

The Fish Tickets described herein are used by the Department of Fish and Game to track the catch of various species of fish by commercial fishermen. Tickets are bound into carbon sets which are then bound into a book which have various covers. The books are authorized for use by fish processors and buyers who use them to document harvest or purchase of the fishery resource. Each commercial fisherman has a "Permit Card", similar to a plastic credit card, which must be imprinted on the fish tickets when fish are sold. A metal code plate must also be imprinted on the ticket. Position of print is critical.

F.O.B. POINT: Final destination, Juneau, Alaska, at the address specified on the order.

DELIVERY: Delivery is required on or before February 1, 2023, for all initial quantities. The delivery requirement is critical. Contractor shall ship via air at Contractor's expense, if necessary, to meet the required delivery date.

SUBSEQUENT ORDERS: Should the demand for tickets exceed the initial order, supplementary orders may be placed. Size of supplementary orders shall not be less than 3M tickets of a specified "Series" and shall not exceed 50% of the initial annual order. Contractor shall furnish any subsequent orders at the same unit price as the basic order, F.O.B. Juneau, Alaska. Delivery is required within 30 days after receipt of order (ARO).

MODIFIED ORDERS: The State may make revisions to the text each year. Contractor will be notified of any changes at least 45 days prior to the required delivery date. The State may also require new ticket series issued, other than the Series listed herein. The new tickets will be of similar size and design as existing tickets. Orders for a new ticket series will not be less than 10M tickets.

SAMPLES: Sample pages of ticket books may be requested from:

Attn. Sabrina Donnellan
Alaska Department of Fish and Game
Commercial Fisheries Division
PO Box 115526
Juneau, AK 99811
Phone: 907-267-2157

Sample permit cards (similar to a plastic credit card) and complete ticket books may be viewed in Juneau at the address above.

WORKMANSHIP & MATERIALS: All work shall be performed in a thorough and workmanship-like manner. Unless otherwise specified, press work and composition shall be of good quality as indicated in the Franklin Catalog, producing a clean, clear, sharp impression. The Contractor shall be held responsible for the quality of the finish work. If any job is rejected because of error attributed to the Contractor or Subcontractor, or less quality than called for, the State shall, at its option, receive a no cost reprint, negotiate a lower price, or hold the Contractor in default.

ARTWORK AND FINAL PROOFS: Any original copy, including form proofs, supplied or generated as a result of this bid shall become or remain the property of the State and shall be returned along with the job.

ALTERATIONS: The Contractor shall obtain the approval of the Contracting Officer, in writing, prior to performing any requested alterations which are not within the scope of the specifications contained herein. Any extra charges for alterations, not approved by the Contracting Officer, shall be denied.

QUANTITIES: The total quantities referenced in this ITB reflect the estimated amount of the State's initial purchase, however, the State does not guarantee any minimum purchase. Actual initial quantities will not be known until the order is placed.

OVER/UNDERRUN: No over/under-run shall be accepted. The State will only pay for quantities ordered and received.

ALASKA PRODUCT PREFERENCE: Bidders who have received certification for their products by the Department of Community and Economic Development **and have products listed in the current published edition of the "Alaska Products Preference List"** will receive this preference. Products are classified in one of three categories. Class I products receive a three percent preference. Class II products receive a five percent preference. Class III products receive a seven percent preference. Bidders must check the correct preference box beneath each line item. When the bids are evaluated, the

preference percentage will be deducted from the price bid. If a bidder fails to check one of the product preference boxes, no preference will be given.

In accordance with 3 AAC 92.060(b), a dispute regarding classification of, or certification of, an Alaska product or regarding any other aspect of the Alaska product preference list must be resolved under 3 AAC 92.010(e) and is not grounds for a protest to a procurement officer under AS 36.30.560 - 36.30.699 of a contract award, proposed award, or solicitation by an agency.

Classification determination for printing and duplication in accordance with 3 AAC 92.070:

- (a) If a section of a larger publication or document is printed outside Alaska but all other steps are performed in Alaska, the product will be classified as a Class II Alaska product.
- (b) If printing of a publication or document is performed in Alaska but a finish step including binding, finishing, and trimming is performed outside Alaska, the product will be classified as a Class II Alaska product.
- (c) If printing of a publication or document is performed in Alaska but steps executed by a color trade house including preparation and proofing of plate ready film occur outside Alaska, the product will be classified as a Class II Alaska product.

By signature on page one (1) of this bid and by checking the appropriate box in the bid schedule, the bidder certifies under penalty of law that; a) the product furnished in the bid schedule meets the classification checked in accordance with 3 AAC 92 and b) the bidder whose company name appears on page one (1) of this bid has received certification by the Department of Commerce and Economic Development.

RECYCLED PRODUCT PREFERENCE: A recycled product preference shall be applied to paper that meets specifications of the bid and minimum recycled content. A 5% reduction in the price of the paper, for evaluation purposes, shall be applied to an individual item. To qualify for the recycled product preference, the paper used must contain a minimum of 50% "Waste Paper". Bidders shall indicate in the BID SCHEDULE if they are offering a recycled paper product and the total price of the paper used in the job.

"Waste Paper": Any of the following "recovered materials":

Postconsumer Materials:

- paper, paperboard, and fibrous waste from retail stores, office buildings, homes, and so forth, after they have been passed through their end usage as a consumer item, including used corrugated boxes, old newspapers, old magazines, mixed waste paper, tabulating cards, and used cordage and
- all paper, paperboard, and fibrous waste that enter and are collected from municipal solid wastes.

Manufacturing, Forest Residues, and Other Wastes:

- dry paper and paperboard wastes generated after completion of the paper making process (i.e., those manufacturing operations up to and including the cutting and trimming of the paper machine reel into smaller rolls or rough sheets), including envelope cuttings, bindery trimmings, and other paper and paperboard wastes resulting from printing, cutting, forming, and other converting operations; bag, box, and carton manufacturing wastes; and butt rolls, mill wrappers, and rejected unused stock and
- finished paper and paperboard from obsolete inventories of paper and paperboard manufacturers, merchants, wholesalers, dealers, printers, converters, or others.

CERTIFICATION: Bidders offering recycled paper must identify the mill and brand offered and provide a certificate from the mill that the brand offered contains the specified recycled waste paper content.

GENERAL SPECIFICATIONS

A. Forms List:

Series A Fish Tickets, Form 11-016
Series B Fish Tickets, Form 11-037
Series C Fish Tickets, Form 11-217
Series G Fish Tickets, Form 11-218
Series H Fish Tickets, Form 11-536
Series J Fish Tickets, Form 11-019
Series M Fish Tickets, Form 11-221
Series S Fish Tickets, Form 11-219

B. Ply:

Three (3) part snap-out, carbon set, bound in books at bottom, with stub at top.

C. Stock:

Part 1 through 3. 15# bond in three different paper colors
Instruction sheet 100# TAG, White
Book cover. 100# TAG, White
Book backing. 60# Chipboard

D. Carbon:

One-time use, black. Carbon paper will end 1/16th inch below the signature line to allow for at least 7/16th inch of the paper forms to extend below the carbon copy paper.

E. Color Sequence:

White (Purchaser), Yellow (Fish & Game),
Pink (Seller)

F. Form Size:

Series A,B: 5-1/2" x 9" detached (between perforations).
5-1/2" x 10-1/4" (including perforations).

Series C, G, H, J, M, and S 8-1/2" x 11" detached (between perforations).
8-1/2" x 12-1/4" (including perforations).

G. Perforation:

All parts perforated horizontally edge to edge at top to detach from stub. Top stub will measure 3/4". All parts perforated at bottom horizontally edge to edge to detach from book. Bottom stub to measure 1/2".

H. Copy:

Digital copy provided by the State is camera ready. Each series shall have different copy. Each ply within a series will have identical copy, except that, ply 2 will contain one additional box and all ply's will have different marginal words (distribution instructions, in red). Copy prints front side only.

I. Proofs:

Two sets of proofs of each form shall be sent to the following address, via Express Mail, for approval prior to printing.

Attn: Sabrina Donnellan
Alaska Department of Fish and Game
Commercial Fisheries Division
PO Box 115526
Juneau, AK 99811
Phone: 907-267-2157

J. Ink:

Text: Black with up to three marginal words in red
Numbering: Last six digits (e.g., 000001) shall be red.
Instruction sheet: Black
Wrap Around Cover: Black

K. Numbering:

Each series shall be consecutively numbered, without any missing numbers, beginning with the year followed by the number (i.e., 23-000001). Crash numbering is acceptable. The year ("23") is included in the text and shall be in black ink. Numbers should always equal six digits, use leading zero's if required.

M. Binding:

Bound into books of 25 or 50 sets. The preponderance of forms purchased will be in books of 25.

Each book consists of 25 or 50 sets of fish tickets, an instruction sheet, a chipboard back and a matchbook wrap around cover, bound at bottom with staples. White wrap-around cover (front and back) must be cut to a special length 1/4" short of complete wrap around (exact length will depend on thickness of book). Outside back cover/ instructions sheet will be folded to reveal the front cover. Series G have printing on the wrap around cover whereas the other series of tickets do not.

Series A, B:	3 staples
Series C, G, H, J, M, and S:	4 staples

N. Packaging:

Fish tickets must be packaged in cardboard boxes of sufficient strength to meet U.S. Postal Regulations for first class delivery, and of sufficient strength to protect the contents from damage to allow stacking of boxes over a period of time. Boxes must be appropriately sized to encase the contents snugly without additional packing materials (no voids or rattles).

Labels shall be affixed to the end panels of the boxes identifying the ticket series, ticket year, and ticket serial numbers (from - to) of the tickets enclosed. The boxes shall also be labeled with the Contract Award number.

Series A: 25 sets of forms per book; 10 (25's) books per package; 4 packages per box.

Series B: 50 sets of forms per book; 5 (50's) books per package; 4 packages per box

Series C, G, H, J, M, and S: 25 sets of forms per book; 10 (25's) books per package; 2 packages per box.

Each package of ticket books shall be shrink wrapped and sealed for protection against moisture as the boxes are frequently exposed to damp conditions. Each package shall have all ticket books oriented in the same direction.

Damaged shipments will not be paid for.

O. Delivery:

The fish tickets must be delivered to the Alaska Department of Fish and Game Headquarters building at 1255 W 8th St, Juneau, AK 99802. Contact Rachel Deehan at (907) 465-6131 or Kristie Ely (907) 465-6178 to schedule the delivery.

P. Copy Specifications:

Samples provided as attachment 1 through 4 are provided as examples of style only. Actual text and spacing for each series will be provided by the State in digital and paper format.

Contractor shall provide proofs to the State for review prior to printing.

Tickets are used with imprinters. Commercial Fisheries Entry Commission permit cards, which make impressions on the ticket, are 3.375" x 2.125".

Each book of tickets will have a one page instruction sheet on top of tickets. Series B, C, G, H, M, and S will have printing on both sides of the instruction sheet. J will have printing on one side only of the instruction sheet.

Each book will have a wrap-around cover that is 1/4" short of a complete wrap around. Exact length will depend on thickness of book. Cover shall be creased to fit squarely around edges of the book. Series G covers shall have printing on one side. All other covers are unprinted.

Q. Form and Stub Size:

Series A, B:	5-1/2" x 10-1/4"
Series C, G, H, J, M, and S	8-1/2" x 12-1/4"

AWARD: Award will be made to one bidder for all items based upon the lowest responsive and responsible bid. The low bid will be calculated by multiplying the unit bid price for each item by the estimated quantity for that item to arrive at a total extended price for all items.

Request For Quotation BID SCHEDULE

<u>Item No.</u>	<u>Number of books</u>	<u>Description</u>	<u>Unit Price</u>	<u>Extended Price</u>
1	100	Series "A" Fish Ticket, Form 11-016, 25 per book	\$ _____ _____	\$ _____ _____
2	150	Series "B" Fish Ticket, Form 11-037, 50 per book	\$ _____	\$ _____
3	300	Series "C" Fish Ticket, Form 11-217, 25 per book	\$ _____	\$ _____
4	100	Series "G" Fish Ticket, Form 11-218, 25 per book	\$ _____	\$ _____
5	50	Series "H" Fish Ticket, Form 11-536, 25 per book	\$ _____	\$ _____
6	150	Series "J" Fish Ticket, Form 11-019, 25 per book	\$ _____	\$ _____
7	400	Series "M" Fish Ticket, Form 11-221, 25 per book	\$ _____	\$ _____
8	150	Series "S" Fish Ticket, Form 11-219, 25 per book	\$ _____	\$ _____
Total Extended Price For All Items				\$ _____

I certify that the publications/documents offered are entitled to a:

Alaska Product Preference in accordance with 3 AAC 92.

CLASS I [], CLASS II [], or CLASS III []

I certify that the publications/documents offered are entitled to a:

Recycled Paper Product Preference: Yes [] No []

Percentage of cost due to cost of paper _____%

Mill and Brand Name _____

AWARD WILL BE MADE TO THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER