

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B4400111

PRINT DATE: 10/31/15

PAGE: 01

SHIP TO: AS SPECIFIED ON INDIVIDUAL ORDERS		
VENDOR ID: J F GRIFFIN PUBLISHING LLC 430 MAIN ST WILLIAMSTOWN, MA 01267 (413)884-1001 EXT 102	REFER QUESTIONS TO: STACEY HILL (410)767-4032 STACEY.HILL@MARYLAND.GOV	
ITB: 001IT819233	EXPR DATE: 08/01/16 POST DATE: 08/08/13	DISCOUNT TERMS: . NET 30 DAY CONTRACT AMOUNT: .00

TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 300256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

AGENCY CONTRACT
FOR
THE PRINTING FISH GUIDE BOOKS

CONTRACT OERIOD: AUGUST 1, 2013 THROUGH JULY 31, 2016

VENDOR CONTACT: MR. JEREMY GARNISH (413) 212-1923
JEREMY@JFGRIFFIN.COM

SCOPE OF CONTRACT: THE REQUIREMENT OF CONTRACT FOR SUPPLYING THE MARYLAND STATEDEPARTMENT OF NATURAL RESOURCES WITH THEIR NEED FOR FISHING GUIDE BOOKS.

THIS CONTRACT IS FOR A THREE-YEAR PERIOD BEGINNING WITH THE 2014 FISHING GUIDE PUBLICATION. THE STATE HAS THE UNILATERAL OPTION TO RENEW THIS CONTRACT FOR TWO (2) ADDITIONAL ONE (1) YEAR PERIODS WITH THE SAME TERMS AND CONDITIONS. THE RENEWAL OPTION IS AT THE DISCRETION OF THE STATE. THE PUBLISHER WILL NOT BE RELIEVED OF THE COMMITMENT TO RENEW THE CONTRACT.

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PRINTING: BOOK

PRINTING, 8" X 10 1/2" BOOKLET, SADDLEWIRE, FOUR (4) COLOR

THE PRODUCTION SHALL INCLUDE:

- DESIGN AND LAYOUT OF THE GUIDE IN CLOSE COORDINATION WITH THE GUIDELINES AND PREFERENCES OF THE MD DNR FISHERIES SERVICE.
- SALE OF ADVERTISING SPACE TO DEFRAY PRODUCTION COSTS TO THE MD DNR FISHERIES AS MUCH AS POSSIBLE.
- DIGITAL VERSIONS- CONTINUOUSLY UPDATED DIGITAL FLIP (PAGE-TURNER), HTML (WEBSITE) AND PRINTABLE/DOWNLOADABLE PDF VERSIONS AVAILABLE ONLINE. SEE DIGITAL VERSION SPECIFICATIONS BELOW.
- PRINTING AND DELIVERY OF THE GUIDE ACCORDING TO SPECIFICATIONS.
- STORAGE AND DISTRIBUTION/RESTOCK OF APPROXIMATELY 35,000 COPIES IN SMALL SHIPMENTS AS NEEDED.

PUBLICATION TITLE: 20__ MARYLAND FISHING GUIDE

DESIGN AND COMPOSITION: LAYOUT AND DESIGN, INCLUDING TYPOGRAPHY, PHOTOS, AND GRAPHICS MUST MEET THE APPROVAL OF MD DNR FISHERIES SERVICE. THE FISHING INFORMATION OF THE GUIDE SHALL BE CONSISTENTLY AND VISUALLY SEPARATED FROM ADVERTISEMENT THROUGH A COMBINATION OF BACKGROUND COLOR SCREEN, FONT, BORDERS AND HEADERS.

- AN ILLUSTRATION FOR THE FRONT COVER WILL BE PROVIDED BY MD DNR FISHERIES SERVICE. NO ADVERTISEMENT SHALL BE ON THE FRONT COVER.
- PUBLISHER MUST PROVIDE A TABLE OF CONTENTS IN THE FRONT OF THE PUBLICATION.
- FISHING INFORMATIONAL SECTIONS SHALL BE KEPT TOGETHER IN CONTINUOUS PAGES.
- AD PLACEMENT MUST BE APPROVED BY MD DNR FISHERIES SERVICE.
- TEXT WILL BE PROVIDED IN PC MICROSOFT WORD OR PC ADOBE INDESIGN CS FILES.

EDITORIAL CONTENT: MD DNR FISHERIES SERVICE SHALL HAVE EDITORIAL CONTROL OVER AND FINAL APPROVAL OF ALL CONTENT INCLUDING ADVERTISING.

ADVERTISING: THE PUBLISHER SHALL SELL ADVERTISING FOR THE GUIDE AND PROVIDE FOR-PROFIT AD DESIGN SERVICES TO ITS ADVERTISING CUSTOMERS.

NOTE: THE GUIDE MUST INCLUDE FULL-PAGE/FULL-BLEED ADS AT NO CHARGE FOR MARYLAND FISHING CHALLENGE PREMIERE SPONSORS. FOR THE 2014

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EDITION, THESE SPONSORS ARE BASS PRO SHOPS/TRACKER MARINE, WFN (WORLD FISHING NETWORK), UNDER ARMOUR, AND BILL'S OUTDOOR CENTER. CONSEQUENTLY, THESE ADVERTISERS ARE OFF-LIMITS FOR ADVERTISING SALES EXCEPT IN THE CASE WHERE A SPONSOR WISHES TO UPGRADE TO A PREMIUM POSITION AND PAY NO MORE THAN THE DIFFERENCE IN RATE CARD LIST PRICE.

SUBSEQUENT EDITION MARYLAND FISHING CHALLENGE PREMIERE SPONSOR ACCOMMODATIONS SHALL BE NEGOTIATED WITH THE PUBLISHER AND SETTLED BY MARCH 15 OF EACH YEAR.

- THE MD DNR FISHERIES SERVICE SHALL HAVE THE RIGHT OF REFUSAL OVER ANY ADVERTISING DEEMED INAPPROPRIATE. ADS PROMOTING POLITICAL ADVOCACY OR ADS REGARDING ALCOHOL, TOBACCO AND/OR ADS OF A SEXUAL NATURE WILL NOT BE ACCEPTED.
- THE MARYLAND DEPARTMENT OF NATURAL RESOURCES WILL NOT BE RESPONSIBLE FOR ANY ADVERTISING CLAIMS.
- THE MARYLAND DEPARTMENT OF NATURAL RESOURCES WILL NOT HOLD ANY LIABILITY REGARDING PRODUCT PRICING, CLAIMS, DESCRIPTIONS, AVAILABILITY, OR CONDITION.
- NO WARRANTY SHALL BE EXPRESSED OR IMPLIED BY THE MARYLAND DEPARTMENT OF NATURAL RESOURCES OR MD DNR FISHERIES SERVICE CONCERNING ADVERTISING PRODUCT ERRORS, OMISSIONS OR MISPRINTS.
- THE PUBLISHER SHALL NOT HOLD THE MARYLAND DEPARTMENT OF NATURAL RESOURCES OR MD DNR FISHERIES SERVICE LIABLE FOR LOSS OF ANY ADVERTISING REVENUE DUE TO REFUSAL OR ALTERATION OF AD CONTENT.
- ADVERTISING SHALL NOT EXCEED 35% OF THE TOTAL SPACE WITHIN THE GUIDE.

QUANTITY: 315,000

QUANTITIES STATED ARE ESTIMATES ONLY AND ARE NOT TO BE CONSTRUED AS ANY MINIMUM OR MAXIMUM GUARANTEE. USAGE WILL BE FOR THE ACTUAL REQUIREMENTS OF THE AGENCY AND MAY VARY APPRECIABLY FROM THE ESTIMATED QUANTITIES.

DELIVER TO: APPROXIMATELY 400 DISTRIBUTION SITES IN THE REGION - MARYLAND, PENNSYLVANIA, VIRGINIA AND DELAWARE. DNR WILL SUPPLY A DELIVERY SITE SPREAD SHEET. THE PUBLISHER IS RESPONSIBLE FOR TIMELY DELIVERY AND ALL DELIVERY COSTS.

FLAT SIZE: 17" (WIDTH) X 11" (HEIGHT)
FINISHED SIZE: 8" (WIDTH) X 10 1/2" (HEIGHT)
PAGES: FIFTY-TWO (52) PAGES OF COLOR CONTENT INCLUDING FOUR (4) COLOR COVER PAGES. IN THE EVENT THAT THE MD DNR FISHERIES CONTENT AMOUNTS TO LESS THAN 52 PAGES INCLUDING 4 COVER PAGES, MD DNR FISHERIES WILL RECEIVE A COMMENSURATE REDUCTION IN PER-UNIT PRICE.

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CENTER SPREAD: RESERVED FOR TWO (2) PAGES OF SPECIES ART AND COPY.

BINDING: TWO (2) UP SADDLE STITCH

FOLDS: ONE (1)

STOCK: TEXT: WHITE, 40 LB. #3 GRADE OR BETTER GLOSS COATED TEXT WITH A MINIMUM OF 10% POST CONSUMER MATERIAL CONTENT.
COVER: 60 LB #3 GRADE OR BETTER GLOSS COATED TEXT WITH A MINIMUM OF 10% POST CONSUMER MATERIAL CONTENT.

INK: 4/4 PROCESS COLOR AND FULL BLEED THROUGHOUT

COPY: TEXT- PC MICROSOFT WORD OR PC ADOBE INDESIGN CS FILES, GRAPHICS GRAPHICS AND ART ADOBE INDESIGN, PSD, PSB, TIFF AND JPEG FILES AT 300 DPI.

PROOFS: THE PUBLISHER WILL PROVIDE A MINIMUM OF THREE EDITORIAL REVIEW PROOFS AND FINAL PROOF FOR THE GUIDE. THE SECOND REVIEW PROOF SHALL INCLUDE TWO, COLOR-ACCURATE HARD COPIES. THE FINAL PROOF SHALL BE TWO CONTRACT QUALITY, COLOR-ACCURATE HARD COPIES. EDITORIAL REVIEW PROOFS AND FINAL HARD COPY COLOR PROOFS SENT, ONE EACH, TO:

JOE EVANS
MARYLAND DEPARTMENT OF NATURAL RESOURCES
FISHERIES SERVICE
TAWES STATE OFFICE BUILDING, B-2
580 TAYLOR AVENUE
ANNAPOLIS, MD 21401
TELEPHONE NUMBER: (410) 260-8307
EMAIL: JEVANS@DNR.STATE.MD.US

PAUL GENOVESE
MARYLAND DEPARTMENT OF NATURAL RESOURCES
FISHERIES SERVICE
TAWES STATE OFFICE BUILDING, B-2
580 TAYLOR AVENUE
ANNAPOLIS, MD 21401
TELEPHONE NUMBER: (410) 260-8328
EMAIL: PGENOVESE@DNR.STATE.MD.US

CORRECTIONS TO PROOF: THE PUBLISHER MAY NOT CHARGE MD DNR FISHERIES FOR ANY CORRECTION(S) REQUIRED FOR ANY ERROR CAUSED BY THE PUBLISHER.

THE PUBLISHER MUST ALLOW INSPECTION OF PRINTING FACILITIES UPON

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REQUEST OF DNR.

THE PUBLISHER WILL NOT CHARGE THE DEPARTMENT OF NATURAL RESOURCES FOR OVERRUNS IN PRINT PRODUCTION.

TWO WORKING DAYS SHALL BE ADDED TO THE WORK SCHEDULE SPECIFIED IN THE PURCHASE ORDER FOR EACH WRITTEN NOTIFICATION THE DEPARTMENT GIVES THE PUBLISHER REGARDING NECESSARY CORRECTIONS TO THE LASER PROOF.

DIGITAL COPIES: UPON COMPLETION OF THE GUIDE, THE PUBLISHER SHALL FURNISH TO THE MD DNR FISHERIES SERVICE A DIGITAL COPY OF THE GUIDE IN PC ADOBE INDESIGN CS.

DIGITAL EDITION: THE PUBLISHER SHALL CREATE A FULLY INTERACTIVE, HTML-BASED WEB SITE COMPLETE WITH A "PAGE-TURNER COPY" AND A PDF COPY AVAILABLE FOR DOWNLOAD FROM THE VENDOR'S SERVER. THE DEPARTMENT DEFINES THE TERM "PAGE TURNER COPY" AS A FLASH-BASED VIRTUAL COPY OF THE PRINTED PUBLICATION WITH PAGES THAT READERS CAN TURN ONLINE, SIMILAR TO THE PRINTED VERSION. THE AFOREMENTIONED HTML WEB SITE WILL INCLUDE ALL CONTENT FROM THE PRINTED GUIDE, ADDITIONALLY IT IS REQUIRED THAT THIS SITE BE COMPATIBLE WITH ALL CURRENT SMARTPHONE PLATFORMS. PUBLISHER WILL BE RESPONSIBLE FOR ANY CHANGES OR UPDATES, REQUESTED BY THE DEPARTMENT TO THE ONLINE SITE AND/OR PUBLICATIONS WITHIN 48 BUSINESS HOURS OF REQUEST AT ALL TIMES. THE AFOREMENTIONED WEB SITE SHALL BE AVAILABLE TO THE GENERAL PUBLIC ON THE SAME DAY THAT THE HARD COPY VERSION OF THE FISHING GUIDE IS RELEASED.

ANALYTICS: EVERY TWO WEEKS, THE PUBLISHER SHALL PROVIDE MD DNR FISHERIES GOOGLE ANALYTICS OR EQUIVALENT DATA COVERING ONLINE ACTIVITY.

PACKAGING: BUNDLED IN QUANTITIES OF NO MORE THAN 200 AND PACKED IN CARTONS NOT TO EXCEED 40 LBS AND LABELED ON THE OUTSIDE WITH THE NUMBER OF BOOKLETS ENCLOSED AND THE TITLE/CONTENT OF THE CARTON, AND MUST FOLLOW UPS SIZE RESTRICTIONS OF 130 INCHES TOTAL FOR LENGTH AND GIRTH COMBINED.

SHIPPING: BID MUST INCLUDE PUBLISHER CHARGES FOR DELIVERY TO APPROXIMATELY 400 LOCATIONS THROUGHOUT MARYLAND. ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES (EXCEPTION CERTIFICATE NUMBER: 3000256-3) AND FROM FEDERAL EXCISE TAXES (BY EXEMPTION NUMBER: 52-73-0358K). IT IS THE PUBLISHER'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

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- THE PUBLISHER IS RESPONSIBLE FOR ENSURING THAT EACH LISTED DISTRIBUTION SITE RECEIVES THE SPECIFIED NUMBER OF GUIDES PRIOR TO DECEMBER 1, OF THE YEAR PRIOR - I.E. DECEMBER 1, 2013 FOR THE 2014 MARYLAND FISHING GUIDE. DELIVERY TO ANY LISTED DISTRIBUTION SITE AFTER DECEMBER 1 SHALL BE CONSIDERED A VIOLATION OF CONTRACT.
- UPS, FEDERAL EXPRESS, USPS OR PRIVATE SHUTTLE SYSTEM SHALL BE USED.
- IF THE FUEL SURCHARGE, AS DETERMINED BY COMMON CARRIERS SUCH AS FEDEX AND UPS, INCREASES MORE THAN 15% DURING THE CONTRACT PERIOD, THAT AMOUNT ABOVE 15% MAY BE ADDED TO THE CONTRACT INVOICE. VERIFICATION DOCUMENTS OF THE AMOUNTS OVER 15% MUST BE PROVIDED BY THE PUBLISHER TO DNR BEFORE THE INVOICE PAYMENT IS MADE.
- THE ATTACHED EXCEL FILES INCLUDES SAMPLE LISTS OF DESTINATIONS TO WHICH GUIDES ARE TO BE MAILED. THE CHANGES AND FINAL DISTRIBUTION LISTS WILL BE SUPPLIED TO THE PUBLISHER BY NOVEMBER 1 OF EACH YEAR.
- DELIVERY TO BUSINESSES SHALL BE DURING NORMAL BUSINESS HOURS. DELIVERY TO DEPARTMENT OF NATURAL RESOURCES OFFICES SHALL BE INSIDE DELIVERY, 9:00 A.M. TO 3:00 P.M., MONDAY THROUGH FRIDAY.

RECORDKEEPING: THE PUBLISHER IS REQUIRED TO MAINTAIN RECORDS OF EACH DELIVERY OF GUIDES INCLUDING THE DATE AND QUANTITY DELIVERED, AND THE NAME OF THE PERSON ACCEPTING DELIVERY. UNLIMITED ACCESS TO UPS, FEDEX AND USPS TRACKING SYSTEMS ARE ACCEPTABLE.

SPECIAL NOTES:

SUBSEQUENT EDITION SPONSOR ACCOMMODATIONS, PAGE COUNT, PRINT COPY ORDER, DELIVERY REQUIREMENTS AND PRICE ADJUSTMENTS SHALL BE NEGOTIATED WITH THE PUBLISHER AND SETTLED BY MARCH 15 OF EACH YEAR.

END OF ITEM LIST

THIS PROCUREMENT WAS CONDUCTED AS A COMPETITIVE SEALED BID. THE AWARD WAS MADE TO THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER (BASIS FOR AWARD).

VENDOR MUST INCLUDE THE 9-DIGIT ZIP CODE OF COMPANY ADDRESS ON ALL INVOICES. FAILURE TO DO SO MAY RESULT IN DELAY OF PAYMENT.

ALL PRODUCTS USED IN PACKING TO CUSHION AND PROTECT DURING THE SHIPMENT OF COMMODITIES ARE TO BE MADE OF RECYCLED, REYCLABLE, AND/OR BIODEGRADABLE MATERIALS.

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TERMS (cont'd):

STATE TOLL FREE PHONE NO. AND FAX NO. ON LINE 001 OF YOUR BID.

CONTRACT

AVAILABLE TO: DESIGNATED AGENCY ONLY (X)
 ALL STATE OF MARYLAND AGENCIES ()
 STATE AGENCIES AND POLITICAL SUBDIVISIONS ()

***** LAST PAGE *****

AUTHORIZED BY: _____ **DATE:** _____

BUYER AUTHORIZED DESIGNEE