

STATE PURCHASE REQUISITION

Req. # _____

SP-10 REV. 8/06

STATE OF CONNECTICUT
DEPARTMENT OF ADMINISTRATIVE SERVICES

INSTRUCTIONS:

1. Use separate Purchase Requisition for each commodity class. If you need additional space use a plain Continuation Sheet and attach to this form.
2. Retain a copy for your records. Send original to DAS or DOIT.

FUNDING	
<input type="checkbox"/> General	<input type="checkbox"/> Federal
	<input checked="" type="checkbox"/> Other
EXPLAIN:	
P.O.# _____	
Req.# _____	

Check One: EDP All Other Check One: Lease/Rental Purchase Maint. Service

Planning Date* 9/26/2016	Inventory Items Y() N()	If yes, attach list of Inventory Items for CORE-CT		Current or Previous Contract Number(s) 860-493-1538
Requisition Date 9/26/2016	Requisitioning Agency Name & Number Workers' Compensation Comm.	Contract Specialist	Commodity Code	Delivery Required (exact date) 3/6/2017
Requisitioning Agency Address 21 Oak Street Hartford, CT 06106		Agency Contact (for information) David Sims		Phone Number (860) 493-1538
SHIP TO ADDRESS 21 Oak Street, 4th Floor Hartford, CT		AGENCY AUTHORIZATION	HEAD OF AGENCY OR AUTHORIZED AGENT (signature) DATE	

ITEM NO.	ITEM DESCRIPTION Describe in detail Products or Services requested	Quantity Required	Unit	If you solicited bids, enter low bidder prices here. If not, estimates may be provided	
				UNIT PRICE	TOTAL PRICE
1	PRINTING BOOK WORKERS' COMPENSATION COMMISSION BULLETIN NO. 52; CGS CHAPTER 568, AND OTHER PERTINENT STATUTES, REGULATIONS, ETC. (Item #1 Detailed Specifications) APPROXIMATELY 315 PAGES PLUS COVER: 6 1/8" x 9 1/4" PERFECT BOUND	7,075			
2	DELIVERY AS PER ATTACHED. VARIOUS AMOUNTS AND LOCATIONS IN BID. NOTE; Asales representative must be available as often as necessary Shipping & Handling included in Bid Price Discount Terms: to meet at agency located in Hartford				
				GRAND TOTAL	

AGENCY RECOMMENDS CONSIDERATION AS A SMALL/MINORITY BUSINESS SET ASIDE. YES NO

AGENCY HAS CONSIDERED SMALL/MINORITY BUSINESS IN SOLICITING BIDS. YES NO

SUGGESTED SUPPLIER OR BIDS SOLICITED (Attach Form STO-93) Minimum 3 bids FOR APPROVAL	1.	2.	3.
	(Recommended vendor of STO-93)		

DEPARTMENT OF ADMINISTRATIVE SERVICES or INFORMATION TECHNOLOGY AUTHORIZATION	(Signature)	Print Name and Title	DATE
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* CGS Sec. 4-252(e) date agency began planning this procurement

BULLETIN NO. 52 DETAILED PRINTING SPECIFICATIONS

NOTE: A sales representative must be available as often as necessary to meet at agency (located in Hartford CT) to personally consult with staff regarding details of publication

ITEM NO. 1: Production and Delivery of Connecticut Workers' Compensation Commission Bulletin No. 52; CGS Chapter 568 and other pertinent statutes, Title Page, List of Commissioners and District Offices, Table of Contents, Prefatory Note, Regulations, Forms, and Index.

PLATE:

Text: Prepared from camera ready and/or electronic copy.

Cover: Prepared from camera ready and/or electronic copy.

SIZE: 6 1/8" x 9 1/4"

NO. of PAGES: Approximately 315 plus cover.
(see "Copy" below)

STOCK:

Text: 60# Accent Opaque White or equivalent (vendor must supply paper sample with bid).

Cover: 10 Pt. C1S Carolina (or equivalent)
Nylon laminate. (See sample)
Cover and ink color to be approved by the Workers' Compensation Commission.

ILLUSTRATIONS: Line, State Armorial Bearings approximately 2" x 2" on cover and title page.

COMPOSITION: Type Bed: 30 x 49 1/2 picas, including running head and folio. Vendor to perform composition and supply pagination.

COPY: 1. Chapter 568 and other pertinent statutes including: Sections 5-142, 5-142a, 5-143, 5-144, 5-145, 5-145a, 5-145b, 5-145c, 7-314, 7-314a, 7-314b, 7-314c, 7-322a, 7-322b, 7-433b, 7-433c, 7-433d, 10-236a, 20-1, 20-7a, 20-87a, 20-312b, 20-507, 28-14, 29-4a, 29-22, 31-40a, 31-40v, 31-230, 31-258, 37-3a, 38a-470, 38a-1000—38a-1023, 51-85, 52-149a, 52-174, 52-362d, 52-564, 53a-35a, and various others as available. Camera ready and/or electronic copy to be supplied by the Workers' Compensation Commission. Vendor to perform composition and supply pagination in consultation with the Workers' Compensation Commission.
Note: Agency reserves the right to make additions, deletions, and/or changes to the above list.

BULLETIN NO. 52 DETAILED PRINTING SPECIFICATIONS con't.

2. Workers' Compensation Regulations: Sec. 31-40v-1 -- Sec. 31-40v-11, Sec. 31-275-1, Sec. 31-279-1 -- Sec. 31-279-10, Sec. 31-279(b)-1 -- Sec. 31-279(b)-5, Sec. 31-280-1, Sec. 31-280-2, Sec. 31-280-3, Sec. 31-283a-1 -- Sec. 31-283a-6, Sec. 31-284-1 -- Sec. 31-284-20, Sec. 31-296-1, Sec. 31-296-2, Sec. 31-297(b)-1, Sec. 31-301-1 -- Sec. 31-301-11, and various others as available. Camera ready and/or electronic copy to be supplied by the Workers' Compensation Commission. Vendor to perform composition and supply pagination in consultation with the Workers' Compensation Commission.

Note: Agency reserves the right to make additions, deletions, and/or changes to the above list.

3. Workers' Compensation Commission Forms. Camera ready and/or electronic copy to be supplied by the Workers' Compensation Commission. Vendor to perform composition and supply pagination in consultation with the Workers' Compensation Commission.

Note: Agency reserves the right to make additions, deletions, and/or changes to the above list.

4. Index. Camera ready and/or electronic copy to be supplied by the Workers' Compensation Commission. Vendor to perform composition and supply pagination in consultation with the Workers' Compensation Commission.

Note: Agency reserves the right to make additions, deletions, and/or changes to the above list.

5. Title Page, Table of Contents, Prefatory Note, List of Commissioners and District Offices. Camera ready and/or electronic copy to be supplied by the Workers' Compensation Commission. Vendor to perform composition and supply pagination in consultation with the Workers' Compensation Commission.

Note: Agency reserves the right to make additions, deletions, and/or changes to the above list.

BULLETIN NO. 52 DETAILED PRINTING SPECIFICATIONS con't.

6. Cover (Title page copy). Camera ready and/or electronic copy to be supplied by the Workers' Compensation Commission. Vendor to perform composition and supply pagination in consultation with the Workers' Compensation Commission. **Note:** Agency reserves the right to make additions, deletions, and/or changes to the above list.

7. Spine. Vendor to compose spine in conjunction with cover. (See Sample)

PRESS:

Text: Inside: Black ink.
Spine and cover: (See Sample)

Cover: Printed in 1 PMS color on covers 1, 4, and spine. Flat nylon laminate.

PROOFS:

One set of all material no later than 30 calendar days after receipt of camera ready and/or electronic copy provided by the Workers' Compensation Commission as indicated herein. Attn.: Lorraine Lockery, Workers' Compensation Commission, 21 Oak Street, 4th Floor, Hartford, CT 06106, (860) 493-1562.

BINDING:

Perfect bound. Trim three sides with covers flush.

PRINT RUN:

Seven thousand and seventy five (7,075)
The Workers' Compensation Commission may request additional copies prior to printing.

**OVERRUN/
UNDERRUN:**

An overrun of not more than 5% will be accepted. There is to be no underrun. Any overrun to be delivered to 21 Oak Street, Hartford, CT 06106. (4th Floor)

PACKING:

In labeled bulk cartons weighing not more than 25 lbs. Each carton labeled on the outside with the word "Bulletins 52" and labeled with the quantity enclosed in each carton.

BULLETIN NO. 52 DETAILED PRINTING SPECIFICATIONS con't.

BILLING: All invoices, etc. must be directed to Accounts Payable,
Workers' Compensation Commission, 21 Oak Street, 4th
Floor, Hartford, CT 06106.

DELIVERY: To be effected not later than six(6) weeks from approval of
final proof. We reserve the right to amend delivery locations.

**All deliveries are to be inside delivery to various floors and
offices as follows and are to occur between the hours of
9:00 a.m. - 2:00 p.m. (see next page)**

Revised: 09/26/16

BULLETIN NO. 52 DELIVERY BREAKDOWN

<u>DISTRICT</u>	<u>QUANTITY</u>
• 21 OAK STREET, HARTFORD 06106 (4 TH FLOOR)	800
1 999 ASYLUM AVENUE, HARTFORD, 06106 (1 ST FLOOR)	1400
2 55 MAIN STREET SUITE 450, NORWICH CT 06360 (4 TH FLOOR)	625
3 700 STATE STREET, GRANITE SQUARE, NEW HAVEN 06511 (2 ND FLOOR)	800
4 350 FAIRFIELD AVENUE, BRIDGEPORT 06604 (2 ND FLOOR)	700
5 ROWLAND GOVERNMENT CENTER 55 WEST MAIN STREET, SUITE 200, WATERBURY 06702 (2 ND FLOOR)	400
6 233 MAIN STREET, NEW BRITAIN 06051 (4 TH FLOOR)	550
7 111 HIGH RIDGE ROAD, STAMFORD 06905 (3 RD FLOOR)	800
8 90 COURT STREET, MIDDLETOWN 06457 (3 RD FLOOR)	1,000
TOTALS:	<u>7,075</u>