INVITATION TO BID

STATE OF LOUISIANA

LOUISIANA WORKFORCE COMMISSION

BIDS WILL BE PUBLICLY OPENED:

NOV 30, 2009 10:00 AM

PURCHASING AGENCY NO. : 474000

=====> **VENDOR NO. :**
SOLICITATION : 2233745
FILE NO. :
OPENING DATE : 11/30/09

=====> **VENDOR NAME AND ADDRESS**

FILL IN VENDOR NUMBER (FEIN), NAME AND ADDRESS ABOVE, BEFORE SUBMITTING BID.

SEE NO. 8 BELOW. RETURN BID TO

10:00 AM

2233745 11/30/09

Purchasing
P. O. Box 94094
Baton Rouge, Louisiana 70804-9094

BUYER	:	HEATHER THODE
BUYER PHONE	:	(225) 342-0360
DATE ISSUED	:	11/10/09
REQ. AGENCY	:	474000

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LOUISIANA WORKFORCE COMMISSION

AGENCY REQ. NO.	:	200911269
ISIS REQ. NO.	:	1324897
VENDOR PHONE	:	
FISCAL YEAR	:	10
CLASS/SUBCLASS	:	96631
SCHEDULED BEGIN DATE	:	00/00/00
SCHEDULED END DATE	:	00/00/00
T-NUMBER	:	

LOUISIANA WORKFORCE COMMISSION
CERTIFIED ENVELOPES

TO BE COMPLETED BY VENDOR

1._____ PLEASE REMOVE FROM THIS COMMODITY CODE.
2._____ DELIVERY WILL BE MADE IN THIS NUMBER OF DAYS AFTER RECEIPT OF ORDER.
3._____ % CASH DISCOUNT FOR PROMPT PAYMENT IF MADE WITHIN THIRTY (30) DAYS. CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. ON INDEFINITE QUANTITY TERM CONTRACTS, CASH DISCOUNTS WILL BE ACCEPTED AND TAKEN BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS.
4._____ BID BOND ATTACHED,_____ CERTIFIED CHECK ATTACHED, _____ OTHER, IF REQUIRED.
5._____ BID REFERENCE NUMBER. (THIS NUMBER WILL APPEAR ON RESULTING ORDER OR CONTRACT).

INSTRUCTIONS TO BIDDERS

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.
2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER.
3. THIS BID IS TO BE MANUALLY SIGNED IN INK.

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4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D" REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER.
5. AMOUNT OF BID BOND REQUIRED: _____N/A_____.
6. AMOUNT OF PERFORMANCE BOND, IF REQUIRED. _____ OR _____0%_____ OF BID.
7. DESIRED DELIVERY: _____
8. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER, OR SUBMITTED IN THE SPECIAL ENVELOPE IF FURNISHED FOR THAT PURPOSE.
9. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.
10. IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.30). ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.

VENDOR PHONE NUMBER: FAX NUMBER:	TITLE	DATE

SIGNATURE OF AUTHORIZED BIDDER - SEE NO. 30, PAGE 3. (MUST BE SIGNED)	NAME OF BIDDER (TYPED OR PRINTED)

11 ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.

12. CONFERENCE:
NA
NA
NA

13. BID FORMS.
ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED, PROPERLY SIGNED (SEE NO. 30). BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED:

A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND;
B. BID FILLED OUT IN PENCIL; AND
C. BID NOT SUBMITTED ON THE STATE'S STANDARD FORMS.

BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED. TELEGRAPHIC AND FAX ALTERATIONS TO BIDS RECEIVED BEFORE BID OPENING TIME WILL BE CONSIDERED PROVIDED FORMAL BID AND WRITTEN ALTERATION HAVE BEEN RECEIVED AND TIME-STAMPED BEFORE BID OPENING TIME. ENTIRE BID SHOULD BE RETURNED, EXCEPT ITEM PAGES NOT BID.

14. STANDARDS OF QUALITY.
ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFOMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.

15. DESCRIPTIVE INFORMATION.
BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR STATE OF LOUISIANA TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATIONS SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEM(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.

16. BID OPENING.
BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING THE STATE OF LOUISIANA DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.

17. AWARDS.
THE STATE OF LOUISIANA RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUPED OR ON AN ALL-OR-NONE BASIS AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.

18. PRICES .
UNLESS OTHERWISE SPECIFIED BY THE STATE OF LOUISIANA IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.

19. DELIVERIES.
BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.

20. TAXES.
VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. STATE AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.

21. NEW PRODUCTS.
UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.

22. CONTRACT RENEWALS.
UPON AGREEMENT OF THE STATE OF LOUISIANA AGENCY AND THE CONTRACTOR, A TERM CONTRACT MAY BE EXTENDED FOR 2 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 36 MONTHS.

23. CONTRACT CANCELLATION.
THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE, INCLUDING BUT NOT LIMITED TO, THE FOLLOWING: (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; (3) MISREPRESENTATION BY THE CONTRACTOR; (4) FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE; (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT.

24. DEFAULT OF CONTRACTOR.
FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE STATE HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE STATE RESERVES THE RIGHT TO PURCHASE ANY OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.

25. ORDER OF PRIORITY.
IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.

26. APPLICABLE LAW.
ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.

27. COMPLIANCE WITH CIVIL RIGHTS LAWS.
BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEXUAL ORIENTATION, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.

28. SPECIAL ACCOMMODATION.
ANY "QUALIFIED INDIVIDUAL WITH A DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.

29. INDEMNITY.
CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, THE STATE, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE STATE, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.

30. SIGNATURE AUTHORITY.
IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:
1. A CURRENT CORPORATE OFFICER, PARTNERSHIP MEMBER OR OTHER INDIVIDUAL SPECIFICALLY AUTHORIZED TO SUBMIT A BID AS REFLECTED IN THE APPROPRIATE RECORDS ON FILE WITH THE SECRETARY OF STATE; OR
2. AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY A CORPORATE RESOLUTION, CERTIFICATE OR AFFIDAVIT; OR
3. OTHER DOCUMENTS INDICATING AUTHORITY WHICH ARE ACCEPTABLE TO THE PUBLIC ENTITY.

1 SINCE THE FOLLOWING ENVELOPE WILL BE USED IN AN INTELLIGENT INSERTING SYSTEM AND AN EXISTING ENVELOPE WILL BE INSERTED IN THE ENVELOPE BEING REQUESTED, IT IS NECESSARY THAT THE ENVELOPE BID FUNCTION SUCCESSFUL WITH THE COMMISSIONS EXISTING ENVELOPE AND INTELLIGENT INSERTING SYSTEM.

ITEM 1:
4 1/8"X 9 9/16" DOUBLE WINDOW ENVELOPES TO BE USED AS OUTER ENVELOPE IN INSERTION PROCESS. THIS ENVELOPE MUST MEET ALL OF THE FOLLOWING SPECIFICATIONS:
SOUBLE SIDE SEAM CONSTRUCTION WITH SIDE SEAM WIDTH OF 7/8". SIDE SEAM GLUE MUST BE APPLIED IN EVEN STRIPS AND SOLIDLY BIND TO THE ENVELOPE BACK. TO AVOID SNAGGIN IN THE INSERTION PROCESS SIDE SEAMS MUST BE GLUED WITH 1/8" OF THE TOP OF THE SEAM. SQUARE SEAL FLAP AND MEASURE 1 1/2" SQUARE FLAP MUST HAVE RESIN-BASED REMOISTENING SEAL GUM EVENLY APPLIED TO IT. WHEN CLOSED, THE GLUE ON THE SEAL FLAP CANNOT COME IN CONTACT WITH THE SIDE SEAM GLUE. ENVELOPE WILL HAVE TWO (2) WINDOWS ON FACE. THE RETURN ADDRESS/CERTIFIED NUMBER WINDOW WILL BE LOCATED 0.5" FROM THE LEFT SIDE OF THE ENVELOPE AND 3/8" FROM THE TOP OF THE ENVELOPE. THIS WINDOW WILL MEASURE 1.5"X 5.95". THE ADDRESS WINDOW WILL BE LOCATED 0.5" FROM LEFT SIDE OF THE ENVELOPE AND 0.5" FROM THE BOTTOM OF THE ENVELOPE. THIS WINDOW WILL MEASURE 1.4"X 4.65".
PRINTING ON THE FACE OF THE ENVELOPE EXCLUDING TAGGANT WILL CONSIST OF GREEN CERTIFIED MAIL MARKING AS SHOWN IN THE UNITED STATES POSTAL SERVICES DOMESTIC MAIL MANUAL ISSUE S 912 CURRENT ISSUE AND US POSTAL SERVICE PUBLICATION 109, FEBRUARY, 2000. THIS CERTIFIED MAIL MARKING WILL CONSIST OF A PMS #347 GREEN BORDER PRINTED STARTING 3.15" FROM THE RIGHT SIDE OF THE ENVELOPE AND EXTENDED FROM THE TOP OF THE ENVELOPE 2.0" DOWN. THIS BORDER WILL CONTINUE FOR 3"(THUS BORDER WILL RUN BEGINNING 3.15" FROM THE RIGHT SIDE OF THE ENVELOPE TO 6.15" FROM THE RIGHT SIDE OF THE ENVELOPE). THE GREEN BORDER WILL EXTEND OVER THE TOP EDGE OF THE ENVELOPE SO THAT IT CAN BE EASILY SEEN WHEN MAIL IS BEING PROCESSED OR STORED IN MAIL TRAYS. THE WORDS "CERTIFIED MAIL" WILL BE PRINTED IN THE BORDER ABOVE THE CERTIFIED WINDO. THIS PRINTING WILL BE PRINTED USING REVERSE PRINT. THE LETTERS USED TO PRINT THE WORDS "CERTIFIED AIL" WILL BE THE EXACT SIZE USED ON THE US POSTAL SERVICE FORM 3800. THE GREEN BORDER WILL BE PRINTED IN THE EXACT SHADE OF GREEN USED BY THE US POSTAL SERVICE IN PRINTING ITS FORM 3800.
BOTH WINDOWS WILL BE COVERED FROM THE INSIDE WITH A ONE PIECE WINDOW FILM PATCH (ONE PATCH WILL COVER BOTH WINDOWS). THE PATCH MUST BE A DOW WINDOW FILM SOLIDLY GLUED ON ALL SIDES (NO PORTION OF THE WINDOW FILM WHERE MEETS THE ENVELOPE CAN BE LOOSE). NO WINDOW GLUE CAN EXTEND BEYOND THE WINDOW PATCH. TOP EDGE OF WINDOW MUST BE POSITIONED SO AS TO NOT INTERFERE (EXTEND TO) WITH THE SEAL FLAP CREASE. PAPER MUST BE 24LB WHITE WOVE PAPER. THE OUTSIDE OF THE ENVELOPE WILL HAVE AN OVERALL VERTICAL EMBOSSING. THIS EMBOSSING WILL BE ON THE FACE, FLAP AND BACK. ENVELOPES MUST BE SPECIAL BULK PACKED 2,000 ENVELOPES PER CARTON. CARTONS MUST BE SIZED AND CONSTRUCTED TO PREVENT BUCKLING OR COLLAPSING. ENVELOPES MUST FIT SNUGLY IN CARTON AND NO FILLER MATERIAL MAY BE USED IN CARTONS. CARTONS MUST BE SEALED WITH TAPE ON TOP AND BOTTOM; NO STAPLES MAY BE USED. NO INNER BOXES MAY BE USED. A SAMPLE OF THE CONSTRUCTION MUST BE PROVIDED WITH THE BID. A SAMPLE OF OVERALL EMBOSSING MUST BE PROVIDED WITH THE BID. ENVELOPES MUST BE SHIPPED ON NEW (NOT PREVIOUSLY USED) 40"X 48" FOUR-WAY PALLETS AND SEALED WITH SHRINK-WRAP. CARTONS MUST BE ARRANGED ON PALLETS IN INTERLOCKING

CARTON PATTERN TO PROVIDE EVEN WEIGHT DISTRIBUTION ON CARTONS. CARTONS MUST BE LABELED ON EXTERIOR INDICATING FORM NUMBER, PURCHASE ORDER NUMBER, CARTON 1 OF 100, 2 OF 100 ETC. IN ADDITION, EACH CARTON MUST BE MARKED WITH DATE MANUFACTURED, SHIFT AND OPERATOR WHO MADE THE ENVELOPES (CODES ARE NOT ACCEPTABLE).

SHIPMENT WILL BE 72,000 ENVELOPES TO BE DELIVERED AS SOON AS POSSIBLE SHIPMENT MUST BE DELIVERD TO THE LOUISIANA WORKFORCE COMMISSION, FORMS WAREHOUSE AT 950 NORTH 22ND STREET, BATON ROUGE, LOUISIANA 70802. CALL MS. THERESA POOLE AT (225) 342-3185 PRIOR TO DELIVERY.

2 OVERRUNS AND UNDERRUNS-UNDER ORDINARY CONDITIONS, THE STATE OF LOUISIANA WILL APPROVE AN UNDERRUN OR OVERRUN NOT TO EXCEED:

UP	TO	50,000	-	10%
50,001	TO	100,000	-	8%
100,001	TO	300,000	-	4%
300,001	TO	500,000	-	3%
500,001	AND	OVER	-	2%

PRICE SHEET	INVITATION TO BID	
NUMBER : 2233745 OPEN DATE : 11/30/09 TIME: 10:00 AM T-NUMBER :	BIDDER:	PAGE 6

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	UNLESS SPECIFIED ELSEWHERE SHIP TO: LOUISIANA WORKFORCE COMMISSION OFFICE OF OCCUPATIONAL INFO. SVCS. IS OPERATIONS 950 N 22ND STREET BATON ROUGE , LA 70802				
00001	COMMODITY CODE: 966-31-000000 LOUISIANA WORKFORCE COMMISSION CERTIFIED ENVELOPES PER ATTACHED SPECIFICATIONS SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	72	M	_____	_____