Invitation to Bid

LSUNO Auxillary

LSU Health Sciences Center

BIDS WILL BE PUBLICLY OPENED:

December 14,2009 02:00 PM

VENDOR NO. :
SOLICITATION : 000318
OPENING DATE : 12/14/2009

Return Bid in Envelope/Labels Provided to:
Purchasing Department
433 Bolivar St
Room 623
New Orleans LA 70112

BUYER : Long, Lori
BUYER PHONE : 504/568-4715
DATE ISSUED : 11/09/2009
REQ. NO : 0003820
FISCAL YEAR : 2010

From Req ID - 0003820

INSTRUCTIONS TO BIDDERS

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.
2. FILL IN ALL BLANK SPACES.
3. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALIZED BY THE BIDDER.
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. SPECIFY YOUR PAYMENT TERMS: _____ . CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS

BY SIGNING THIS BID, THE BIDDER CERTIFIES:

* THAT NEITHER THIS BUSINESS ENTITY NOR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS IS CURRENTLY LISTED AS EXCLUDED OR SANCTIONED BY EITHER THE DEPARTMENT OF HEALTH AND HUMAN SERVICES, OFFICE OF INSPECTOR GENERAL (OIG) OR THE GENERAL SERVICES ADMINISTRATION (GSA).
* THAT IF THIS BUSINESS ENTITY OR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS APPEAR ON EITHER LISTING, MY BID WILL BE REJECTED.
* THAT IF AT ANY TIME DURING THE TERM OF THE CONTRACT AWARDED AS A RESULT OF THIS INVITATION TO BID, THIS ENTITY OR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS APPEARS ON EITHER LISTING, MY COMPANY WILL NOTIFY THE CONTRACTING AGENCY, AND THE CONTRACT WILL BE TERMINATED. THE CONTRACTING AGENCY WILL NOT BE LIABLE FOR ANY DAMAGES RESULTING FROM SAID TERMINATION.

THE BIDDER FURTHER CERTIFIES:

* COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS, AND SPECIFICATIONS.
* THIS BID IS MADE WITHOUT COLLUSION OR FRAUD.
* THAT ALL TAXES DULY ASSESSED BY THE STATE OF LOUISIANA AND IT'S SUBDIVISIONS, INCLUDING FRANCHISE TAXES, PRIVILEGE TAXES, SALES TAXES AND ALL OTHER TAXES FOR WHICH THE FIRM IS LIABLE HAVE BEEN PAID.
* THAT IF MY BID IS ACCEPTED WITHIN _____ DAYS FROM BID CLOSING TIME, MY FIRM WILL FURNISH ANY OR ALL OF THE ITEMS (OR SECTIONS) AT THE PRICE OPPOSITE EACH ITEM (OR SECTION).
* DELIVERY WILL BE MADE WITHIN _____ DAYS AFTER RECEIPT OF ORDER.

VENDOR PHONE NUMBER: FAX NUMBER:	TITLE	DATE
SIGNATURE OF AUTHORIZED BIDDER (MUST BE SIGNED)	NAME OF BIDDER (TYPED OR PRINTED)	

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STANDARD TERMS & CONDITIONS	Page 2 of 5
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6. DESIRED DELIVERY: 10 DAYS ARO, UNLESS SPECIFIED ELSEWHERE
7. TO ASSURE CONSIDERATION, ALL BIDS SHOULD BE SUBMITTED IN THE SPECIAL ENVELOPE, OR USE BID LABEL IF FURNISHED FOR THAT PURPOSE. IN THE EVENT YOUR BID CONTAINS BULKY SUBJECT MATERIAL, THE SPECIAL BID ENVELOPE SHOULD BE FIRMLY AFFIXED TO THE MAILING ENVELOPE.
8. 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.
9. IMPORTANT: THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.31).
10. INQUIRIES: ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE NUMBER AND ADDRESS SHOWN ABOVE.
11. BID FORMS: ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, SHOULD BE SUBMITTED ON, AND IN ACCORDANCE WITH FORMS PROVIDED, PROPERLY SIGNED (SEE #31). BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED.
12. STANDARDS OR 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, PERFORMANCE, 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/HER BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.
13. DESCRIPTIVE INFORMATION. BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID, INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR LSUHSC 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 SPECIFICATION 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 ITEMS(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFU BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.
14. 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 LSUHSC DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.
15. AWARDS. AWARD WILL BE MADE TO THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER. LSUHSC RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUP, OR IN TOTAL, AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.
16. PRICES. UNLESS OTHERWISE SPECIFIED BY LSUHSC 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,

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BIDDER:

BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.

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

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

19. 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.

20. 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.

21. DEFAULT OF CONTRACT. FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE UNIVERSITY HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE UNIVERSITY RESERVES THE RIGHT TO PURCHASE AN 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.

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

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

24. EQUAL OPPORTUNITY. BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES THAT HE/SHE WILL NOT DISCRIMINATE IN THE RENDERING OF SERVICES TO AND/OR EMPLOYMENT OF INDIVIDUALS BECAUSE OF RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, HANDICAP, DISABILITY, VETERAN STATUS, OR A OTHER NON-MERIT FACTOR.

25. SPECIAL ACCOMMODATIONS. ANY "QUALIFIED INDIVIDUAL WITH 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.

26. IDEMNITY. CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO IDEMNIFY, AND HOLD HARMLESS, LSUHSC, 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,

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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 UNIVERSITY, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.

27. INTERPRETATION OF DOCUMENT: ANY INTERPRETATION OF THE BID OR QUOTATION DOCUMENT WILL ONLY BE MADE BY AN ADDENDUM ISSUED IN WRITING BY THE PURCHASING DEPARTMENT. SUCH ADDENDUM WILL BE MAILED OR DELIVERED TO EACH PERSON RECEIVING A SET OF THE ORIGINAL BID OR QUOTATION DOCUMENTS. LSUHSC WILL NOT BE RESPONSIBLE FOR ANY OTHER EXPLANATION OR INTERPRETATION OF THE DOCUMENTS.

28. ACCEPTANCE OF BID: ONLY THE ISSUANCE OF A PURCHASE ORDER OR A SIGNED CONTRACT CONSTITUTES ACCEPTANCE ON THE PART OF LSUHSC.

29. ADHERENCE TO JCAHO STANDARDS: WHERE APPLICABLE, LSUHSC IS ACCREDITED BY THE JOINT COMMISSION ON ACCREDITATION OF HEALTHCARE ORGANIZATIONS AND AS SUCH ALL CONTRACTORS, SUBCONTRACTORS, AND VENDORS AGREE TO ADHERE TO THE APPLICABLE STANDARDS PROMULGATED BY THE COMMISSION.

30. PREFERENCE: IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1595, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY. DO YOU CLAIM THIS PREFERENCE? YES _____ NO_____

SPECIFY THE LINE NUMBER (S) _____

SPECIFY LOCATION WITHIN LOUISIANA WHERE THIS PRODUCT IS MANUFACTURED, PRODUCED, GROWN OR ASSEMBLED _____

(NOTE: IF MORE SPACE IS REQUIRED, INCLUDE ON SEPARATE SHEET.)

DO YOU HAVE A LOUISIANA BUSNIESS WORK FORCE? YES _____ NO _____

IF SO, DO YOU CERTIFY THAT AT LEAST FIFTY PERCENT (50%) OF YOUR LOUISIANA WORKFORCE IS COMPRISED OF LOUISIANA RESIDENTS?

YES_____ NO_____

FAILURE TO SPECIFY ABOVE INFORMATION MAY CAUSE ELIMINATION FROM PREFERENCES.

PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.

31. SIGNATURE AUTHORITY. IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:

31.1. 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

31.2. AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY AN ACCOMPANYING CORPORATE RESOLUTION, CERTIFICATE OR AFFIDAVIT; OR

31.3. AN INDIVIDUAL LISTED ON THE STATE OF LOUISIANA BIDDER'S APPLICATION AS AUTHORIZED TO EXECUTE BIDS. BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH THE ABOVE.

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PRICE SHEET	
NUMBER : 000318 OPEN DATE : 12/14/2009 TIME: 02:00 PM	BIDDER:

UNLESS SPECIFIED ELSEWHERE SHIP TO:

ATTN: Marshall Carll
1900 Perdido St Rm 25
New Orleans LA 70112

Line No.	Description			Unit Price	Extended Amount
1	PRIMARY FORMS SUPPORT CONTRACT FOR THE PERIOD OF ONE YEAR FROM DATE OF AWARD. AT THE OPTION OF BOTH PARTIES THIS CONTRACT MAY BE EXTENDED FOR UP TO 4 ADDITIONAL 1 YEAR PERIODS. Specify brand, model bid(if applicable) _____ THE AMOUNTS LISTED ARE ESTIMATED TO BE THE AMOUNT NEEDED. IN THE EVENT THAT A GREATER OR LESSER QUANTITY IS NEEDED, THE RIGHT IS RESERVED BY LSUHSC TO INCREASE OR DECREASE THE AMOUNT, AT THE UNIT PRICE STATED IN THE BID. SEE ATTACHMENT FOR SPECIFICATIONS, TERMS AND CONDITIONS PLEASE DIRECT ALL INQUIRIES VIA EMAIL TO LORI LONG @ lcueva@lsuhsc.edu.	1.00	EA	_____	_____

PRIMARY FORMS SUPPORT BID

PURPOSE OF THE BID

Louisiana State University Health Sciences Center Auxiliary Enterprises, Duplicating & Graphics (LSUHSC D&G) provides consultation, document management, design, traditional and digital duplicating, and offset printing services to the various schools and health care units within the Health Sciences Center and related agencies. Due to limited space (both operational and storage) and personnel, unpredictable daily/monthly volume, erratic requests for services, and the need for immediate response to critical demands, it is necessary to obtain a source for either primary or fast backup forms printing. As with most hospital environments, the number of forms is not static and typically involves some 300 - 800 different units.

The Health Sciences Center environment is such that frequently D&G is required to complete and deliver Graphics work on very short notice and with very short deadlines. This bid is designed to provide LSUHSC D&G with the resources to accept any work request, regardless of the amount of work and priority of jobs already in the Queue and deliver that job within 7 workdays (two days in emergency situations) when required.

All potential vendors must understand that the nature of the forms work involved is directly related to critical patient care within the units of the Health Care Services Division of the Health Sciences Center, principally in New Orleans. Therefore it is essential that potential vendors provide all required documents as evidence of their experience in the necessary aspects of production of forms used in a hospital environment and the ability to meet mission critical requirements in a timely fashion to eliminate the possibility of outages in the clinical setting.

The contract will be awarded for an initial 12-month period, with four additional 12-month renewals if agreed to by the vendor and Health Sciences Center on an annualized basis. Prices are to remain firm for the period of the contract except that vendors may request a price change once per year, on the anniversary of the contract if such changes can be directly tied and related to a related nationally recognized pricing index, such as the consumer price index. The Health Sciences Center is not obligated to permit such adjustments, but will provide reasonable due diligence towards their consideration, with concurrence from LSUHSC Auxiliary Enterprises. To request a price change on the anniversary date of the contract, the vendor will be required to accurately complete "REQUEST FOR PRICING" section of this bid again. The vendor must then document the corresponding change in the related index, and submit the request in writing to LSUHSC Department of Purchasing and Director of AE or their designate for consideration.

BID INSTRUCTIONS

GENERAL CONSIDERATIONS

Bidders must have at a minimum five years of continuous clinical forms production as a contractor for three patient care entities, at lease one of which of which is of comparable size and scope as the Interim

LSU Public Hospital (formerly Medical Center of Louisiana at New Orleans). Names of references for each of these three must be supplied. A representative listing of the materials produced must be provided.

Bidders will be considered responsive only if they have full production capability. A list of all available equipment including plate makers, presses, binding equipment, production computers and network equipment, etc. must be supplied. In addition, a listing of all full and part time staffing positions must be supplied, along with the name of the incumbent in the position, length of employment, and a summary of each of their qualifications and relevant training and/or education. The total representative value of inventory on hand to support production must be supplied along with the basis of the value i.e., booked at fiscal year end for income statement/balance sheet purposes, current value on hand, computer generated recommended inventory levels for current production, etc.. The value should be based on the lower of fair market value or cost (average or replacement).

The ability to provide spot color work is required. Computer to plate capabilities should also be described and the cost of provision of plates from computer files should be indicated.

Because forms represent legal documents in the health care setting, it is essential that bidders have experience with individuals and processes that take place for forms revision and approval. Bidders must provide descriptive information regarding such experience and a list of a minimum of five individuals with whom they have interacted to protect the standards of the institution(s). These would typically include personnel associated with medical records, forms management, and hospital forms committees.

Bidders should indicate their ability to provide both stock and custom reports on production and utilization to supplement those produced by the forms management systems of the LSUHSC.

In order to be considered a responsive bidder, all requested documentation stated on "Primary Forms Bid Checklist" must be returned with the bid submittal.

Bids must be received in the Purchasing Office at LSUHSC 433 Bolivar 6th floor, New Orleans, La. 70112 by the due date of, **12/14/09 @ 2:00 P.M.** Late bids will not be accepted. Bids cannot be received electronically.

GENERAL SPECIFICATIONS

1. Must be able to begin **delivering** forms January 1, 2010.

2. Must be able to print and deliver a requested form* within seven working days of request. **In extreme, emergency situations, must be able to deliver a printed form* within 48 hours, at no extra charge, seven days a week..**
   * - single sheet, NCR – 2, 3, 4 or 5 part , duplex, 5 hole punched on the left side, padded with .026 chipboard back

3. Pickup and delivery – and any associated charges - should be included in the prices quoted for the Greater New Orleans area. There are occasional (but rare) deliveries to other areas of the state. If charges will be made for delivery elsewhere in the state, indicate the basis of those charges.

4. If LSUHSC D&G or their customer is dissatisfied for any reason, the job will be reprinted (within 48 hours) or credit issued - at the option of LSUHSC D&G and/or the customer's.

5. Should the successful vendor decide to preprint forms, they would do so at their own risk, since forms and the form's master may change without prior notice.

6. Forms should be priced per unit of 100 forms. All padded forms should be packed (shrink wrapped) in units of 2 pads (units) per pack. All NCR forms should be packed (shrink wrapped) in units of 1 unit per pack. Pricing exception: Labels should be priced and packaged per roll of 500, with one roll (unit) per package.

7. Proof of delivery (delivery ticket) for each completed job must be attached to each delivered job, as well as an invoice. Each invoice must have a D&G work request number, an LSUHSC PO number, and if necessary, a requesting department PO number. There should be one invoice for each LSUHSC D&G PO number. Each invoice must contain the following details:
   - Form number
   - Form name
   - Quantity delivered
   - Price per pad, pack or case (see item 7)
   - Quantity per pad or pack (see item 7)
   - Price of the job
   - Total charges

8. Successful vendor may be subject to audits of all accounts pertaining to this contract, by individuals designated by LSUHSC D&G.

9. Successful vendor must provide periodic (weekly, monthly, annual) reports on volume, turnaround times, quality, etc. as requested by the AE Assistant Director.

10. All typesetting files will become the property of LSUHSC D&G. All disk or other media backups of all forms files, where a new form has been designed or a current form design has changed, will be provided on a monthly basis.

11. Upon completion or termination of this contract, all records, worksheets, computer files, or other materials related to the contract shall become the property of LSUHSC D&G.

12. Each price submitted on the bid must include all pre-press, printing, and delivery charges. All items will be submitted to vendor as camera-ready artwork.

13. Vendor will NOT negotiate directly with the customers of LSUHSC D&G unless approved by the Director of AE or their designate.

14. Vendor will not design, typeset, or print forms directly for the customers of LSUHSC D&G users unless approved by the Director of AE or their designate.

REQUEST FOR PRICING

Due to the large variety and ever changing documents that LSUHSC D&G handles each year, it would be impossible to list each job for pricing. Therefore, the bid has been divided into two parts: A) basic components of most forms printing and B) 42 representative jobs. Both parts must be completed.

CONTRACT AWARD

In order to be considered a responsive bidder, all requests for documentation **(see attached checklist)** must be provided with bid submittal. **Failure to include all requested documentation will cause bidder to be deemed non responsive and the bid to be rejected.**

Part A and Part B will be compared to be sure the jobs in Part B were calculated using the pricing given in Part A. The contract will be awarded to the lowest overall price.

The successful vendor will then be required to use the prices provided in Part A (or less) to calculate the price of work performed during the contract period. Prices in part B will be used to audit pricing during the contract period. It is important that both agree.

Bidders may present additional price incentives based on volume incentives, early payment discounts, or any other plans that provide an advantage to the LSUHSC D&G and the state. Consideration of these plans will be based on the average monthly volume.

PART A - BASIC COMPONENTS

Each bidder must complete this part. All blanks must be filled.
Include all costs **except** paper

	Sheets 1,000	5,000	10,000	50,000
1) Print 8 ½ x 11, black ink, one side	_____	_____	_____	_____
2) two sides	_____	_____	_____	_____
3) Print 8 ½ x 11, two ink colors, one side	_____	_____	_____	_____
4) two sides	_____	_____	_____	_____
5) additional colors, per side	_____	_____	_____	_____
6) Print 11 x 17, black ink, one side	_____	_____	_____	_____
7) two sides	_____	_____	_____	_____
8) Print 11 x 17, two ink colors, one side	_____	_____	_____	_____
9) two sides	_____	_____	_____	_____
10) additional colors, per side	_____	_____	_____	_____
11) Single perforation, 8 ½ x 11	_____	_____	_____	_____
12) Additional perforations, per perforation	_____	_____	_____	_____
13) 5 hole punch	_____	_____	_____	_____
14) Staple, single, top left	_____	_____	_____	_____
15) Staple, double, side	_____	_____	_____	_____
16) Staple, triple, side	_____	_____	_____	_____
17) Staple, booklet	_____	_____	_____	_____
18) Shrink wrap	_____	_____	_____	_____
19) Pad	_____	_____	_____	_____
16) Single fold	_____	_____	_____	_____
17) Tri-fold	_____	_____	_____	_____
18) Collate forms that cannot be printed pre-collated	_____	_____	_____	_____
19) Additional charge for PMS ink colors	_____			

Papers:

20) 20# Bond, 8 ½ x 11 _____ per thousand
21) 20# Bond, 8 ½ x 14 _____ per thousand
22) 20# Bond, 11 x 17 _____ per thousand
23) 20# two part carbonless _____ per hundred sets
24) 20# three part carbonless _____ per hundred sets
25) 20# four part carbonless _____ per hundred sets
26) 20# five part carbonless _____ per hundred sets
27) 60# offset, 8 ½ x 11 _____ per thousand
28) 60# offset, 11 x 17 _____ per thousand
29) 70# offset, 8 ½ x 11 _____ per thousand
30) 70# offset, 11 x 17 _____ per thousand
31) 20# C/B, white, 8 ½ x 11 _____ per thousand
32) 20# C/B, white, 11 x 17 _____ per thousand
33) 20# Tag, C/F, white, 8 ½ x 11 _____ per thousand
34) 20# Tag, C/F, white, 11 x 17 _____ per thousand
35) 20# 25% cotton, white bond _____ per thousand

PART B - REPRESENTATIVE JOBS

Instructions:

- A package of forms is included with every bid.
- Below is a list of forms that should be included.
- **Each bidder should open the package as soon as they receive the bid documentation and check to be sure all forms listed below are included.**
- Forms are not necessarily in the same order as the list.
- If any forms are missing from the package, a copy of the form may be obtained at LSUHSC, Duplicating and Graphics, 1542 Tulane Avenue, Room 111, New Orleans, LA 70112, (Marshall Carll, 504-568-2565). The contract award will not be delayed due to the failure of a vendor to determine they are missing a sample until it is too late.
- A price must be calculated per unit for each form using 100 in a unit. (For example, in the chart below, "1 – 10" refers to "1 unit of 100 to 10 units of 100".)
- Each price should include all costs including paper and shipping.
- Each price should include shrink wrapping the finished product in packs of 100.
- Use the listed quantity per pack or quantity per pad, even if it seems impractical.
- The form numbers, packs, and quantities listed are for the bid award only and does not indicate actual purchases.
- Bid the form as is. (Example: if the sample is five hole punched on the left side furnish a price based on five hole punch, left side, numbered if numbered, etc.).
- The referenced form number will be on the bottom right side of the sample form in the majority of samples. Otherwise, the form number will be found on the front of each sample form.

PRICE PER UNIT (100 FORMS PER UNIT)

Form Number	1 - 10	11 - 50	51-100	101-250	251-500	>500
DPG-A0159						
DPG-A0498 A						
EK 671						
ER GL 300						
F 115						
F 128						
F 225						
F 229 E						
F 282						
F 295						
F 68 A						
F 88						
F 98						
MCL 1072 D						
MCL 1249						
MCL 29						
MCLN 0003 G						
MCLN 0003 N						
MCLN 0099 V						

MCLN 0310 Z						
MCLN 0400 C						
MCLN 0459						
MCLN 0564 D1 D1						
MCLN 0564 D2G17						
MCLN 0605						
MCLN 0605 B2						
MCLN 0605 F						
MCLN 0700 B						
MCLN 0704						
MCLN 0741						
MCLN 0805						
MCLN 0811 B						
MCLN 1355 A						
MCLN 1360 B						
MCLN 1360 C						
MCLN 1401						
MCLN 1425 AS						
MCLN 21						
MCLN OPT 1						
MCLN OTPT 015 E						
MCLN PHAR DD						
NMR 0003						

PRIMARY FORMS SUPPORT BID #000318

CHECKLIST OF DOCUMENTATION THAT MUST BE PROVIDED WITH BID SUBMITTAL

PLEASE REFER TO "BID INSTRUCTIONS", "GENERAL CONSIDERATIONS"

1. PROVIDE NAME AND REFERENCES OF THREE PATIENT CARE ENTITIES. INCLUDE REPRESENTATIVE LISTING OF MATERIALS PRODUCED.

2. LIST OF AVAILABLE EQUIPMENT

3. LISTING OF FULL AND PART TIME POSITIONS – ALONG WITH THE NAME OF INCUMBENT, LENGTH OF EMPLOYMENT AND A SUMMARY OF QUALIFICATIONS AND TRAINING.

4. TOTAL REPRESENATIVE VALUE OF INVENTORY ON HAND AND BASIS OF VALUE.

5. MUST PROVIDE INFORMATION AND DOCUMENTATION TO SUPPORT EXPERIENCE PROVIDING FORMS IN THE HEALTH CARE SETTING

6. COMPLETED WORKSHEETS OF BOTH "PART A - BASIC COMPONENTS" AND "PART B - REPRESENTATIVE JOBS".

7. COMPLETE SIGNATURE SHEET OF INVITATION TO BID AND RETURN WITH BID SUBMITTAL.