Invitation to Bid

LSUNO Auxillary

LSU Health Sciences Center

BIDS WILL BE PUBLICLY OPENED:

February 24,2010 02:00 PM

VENDOR NO. :
SOLICITATION : 000327
OPENING DATE : 02/24/2010

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 :
FISCAL YEAR : 0

PRIMARY STATIONARY SUPPORT

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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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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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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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 STATIONARY 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 STATIONERY SUPPORT BID

I. PURPOSE OF THE BID

The Louisiana State University Health Sciences Center (LSUHSC) is a teaching, research, and healthcare academic institution. The Duplicating and Graphics Department (D&G) handles the printing services for the entire campus and is the sole supplier of LSUHSC official business cards, letterhead, and envelopes. 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 both primary and quick response backup printing.

The Health Sciences Center environment is such that frequently D&G is required to complete and deliver printing 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 most jobs within five to seven work days.

This bid covers business cards, letterhead, and envelopes. A separate bid will be distributed containing all our other printing needs.

All potential vendors must understand that the nature of the work involved. As a government agency, it is our job to provide our clients the lowest price and maintain quality. It is in our best interest that the prices we charge the client is lower than they could obtain if they bid the job directly themselves. (D&G has a limited in-house copying facility for producing jobs. Outside vendors allow us to offer more options.) From an operational standpoint, the goal is to establish a system for cost-effective high- and low- volume printing.

We must insure that these services are provided effectively, efficiently and with the high quality required by the institution. To keep printing costs low, the Health Sciences Center is interested in establishing a service agreement with an experienced and qualified printing vendor. Interested vendors must provide documented qualifications in each of the areas specified in the body of the request for proposal which includes, but is not limited to:

1. An established system for such support as demonstrated by contracts with comparable university or corporate entities as specified.
2. A clearly defined chain of command from an on-site account representative to additional service, support mechanisms for resolution of complex or recurrent problems, and innovation to expand the scope of services offered to faculty, staff and students.
3. Specialty trained personnel to provide support. This would include all aspects of printing as it relates to the bid, including but not limited to, the automated conversion and/or formatting of these files for publication, and their duplication/printing.

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 annual basis. Prices are to remain firm for the period of the contract.

The purchase order amount and the volume of work are estimated and are not guaranteed. Work will be requested on as needed basis. In the 12-month period ending November 30, 2009, D&G contracted out approximately 480 jobs which would have been covered under this bid, at an estimated value of $57,000.

II. GENERAL CONSIDERATIONS

Bidders will be considered responsive only if they have full production capability or a specialty area that would result in lower pricing. 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 employees, their title, their length of employment, and a summary of each of their qualifications and relevant training and/or education.

III. DETAILED SPECIFICATIONS AND BID REQUIREMENTS

1. Bidders must have at a minimum five years of print production experience. Names of references for three clients of similar volume as this contract must be supplied. LSUHSC D&G reserves the right to contact the references as part of the evaluation.

2. Vendor must supply one contact person for all correspondence and email. All jobs will be communicated and received through email. Documents sent through email will act as the official document in price quotes, job orders, changes or corrections in jobs and receiving of documents. Verbal verification of jobs or changes will not be acceptable.

3. Bidders must be able to accept press quality PDF files. Colors from these files will deem unacceptable if there is a 10% change from the original shade.

4. Bidders must be willing to meet with D&G personnel within twenty-four hours of request to consult on items not listed in this bid. Estimates will contain:
   - Name and number of job
   - Specifications
   - Cost and description of stock
   - Cost of pre-press
   - Cost broken down according to printing prices
   - Cost of additional services outlined in the contract
   - Cost broken down according to additional charges not listed
   - Total amount – including any delivery charges

5. Bidders must be able to print and deliver a job within five to seven work days of approval to print. Extension of delivery of jobs over that period has to be agreed upon before printing. Vendor will indicate charges for rush-jobs in the bid.

6. At times, there is a need for support to produce and finish printing materials in a timely manner - quicker than the usual five to seven work day turnaround. For these jobs, the job must be delivered on or before the mutually agreed upon delivery date. If the delivery date/time cannot be met, the vendor must notify the D&G Stationery Coordinator as soon as the requested delivery date is provided to the vendor.

7. The majority of the deliveries will be made directly to D&G (1542 Tulane Avenue, Room 111, New Orleans, LA 70112). In the bid pricing indicate the pickup and delivery charges for the Greater New Orleans area. In addition, indicate the charges for delivery outside of the Greater New Orleans area.

8. When a print job exceeds the maximum for which the price was quoted in this bid, the entire order will be billed at the proportionate rate based on the maximum quantity listed in this bid.

9. Charges for pre-press work will be included in the bid price as a separate line item.

10. Delivery Tickets: All deliveries must contain receipts (delivery tickets), and must be accepted in writing by D&G personnel. The receipts should contain:
    - PO number - which is composed of LSUHSC PO number and internal tracking number
    - Job name and number
    - Quantity delivered and/or mailed and/or shipped
    - Date delivered

11. Invoices: There shall be one invoice for each departmental PO number. Each invoice must contain the following details:
    - PO number - which is composed of LSUHSC PO number and internal tracking number
    - Delivery date
    - Job name and number
    - Detailed list of services/products provided (no summaries)
    - Name of D&G individual requesting services
    - Quantity delivered and/or mailed and/or shipped
    - Date delivered
    - Price of the job
    - Total charges including breakdown of all charges on the invoice or as an attachment.

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

13. All files will become the property of LSUHSC D&G. Where a design has changed at the pre-press stage, a disk or email-file will be provided to LSUHSC D&G upon completion of a job.

14. 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.

15. Each price submitted in the bid must include all stock, pre-press, printing charges and overall cost of project.

16. **LSUHSC D&G will not pay for over-runs.**

17. If the customer is dissatisfied with the print quality, the job will be reprinted (within a reasonable amount of time) or credit issued, at the customer's option.

18. This contract and pricing should be provided to LSUHSC D&G for their exclusive use. **No other department or individuals on campus should be extended the same or lower pricing as the D&G Department. Failure to follow this directive will result in this bid and subsequent contract to be immediately terminated.**

IV. INSTRUCTIONS FOR SUBMITTING A BID

A list of representative jobs is below. Please list your best prices for each amount level. Vendor information, job prices and references must be completed.

V. HOW THE CONTRACT IS AWARDED

The contract will be awarded to the qualified bidder offering the lowest bid per volume. The entire bid is expected to be awarded to one vendor. Due to the variety of projects, deadlines, and needs not known, however; we reserve the right to award portions of the contract to different vendors - provided we deem that action to be in our best interest, and consistent with State Laws and regulations.

All additional costs not listed in the contract will need to be justified through market value and comparable pricing and approved before printing.

Each potential bidder must respond to each and every requirement, issue, and specification listed in this bid document. Explain how each will be accomplished. Note items you cannot accomplish. Vendors will be first evaluated based on compliance with aspects of the bid requirements and then on the pricing information.

If requested, bidders must provide samples of work similar to the bid. Samples must be provided within five days of receipt of written notification from LSUHSC D&G. LSUHSC D&G reserves the right to disqualify bidders if determined they are unable to satisfy quality standards desired.

LSUHSC D&G further reserves the right to make a physical inspection of bidder's plant facility to determine manufacturing abilities.

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

All entries must be completed on the bid sheet provided.

VI. CANCELLATION OF JOBS/CONTRACT

It is our intent to have a good working relationship with our vendor(s), but at times we must protect ourselves so we can continue our working relationships with our clients.

- Periodic auditing of prices will take place during the contract. Increases in prices for items covered under the contract will need to be rectified and deducted from future payments. All additional costs will need to be justified through market value and comparable pricing and approved before printing. D&G will provide documentation of prices increasing that will result in a 30 day notification for the vendor to rectify the problem.
- If the vendor cannot deliver the job within the time frame agreed and creates a hardship on our client, the vendor will have the cost of the job deducted from their monthly payments. Since D&G will have to award it to another vendor, the amount deducted will be any overtime charges, reordering of stock and cost of printing the job.

VII. PRIMARY STATIONERY SUPPORT CONTRACT BID # _____ (Lori Long will fill out.)

Vendor will be working directly with and supervised by LSUHSC D&G Stationery Coordinator, Keisa Chatman or assigned designee.

1. Vendor Information

Name of Vendor	
President/ CEO	
Phone number	
Email address	
Address	
Primary Contact	
Title of contact	
Phone number	
Email Address	

2. A list of all available equipment including plate makers, presses, binding equipment, production computers and network equipment, die cutting, mail processing, etc.

3. Listing of all full 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.

VIII. Representative Jobs

Each bidder must complete this part. All blanks must be filled. These sheets will be used to estimate all future jobs done with your company. D&G should be able to estimate the job and have accurate pricing without contacting the company on jobs listed. Art provided will be camera-ready artwork.

Description	Paper	Ink Color(s)	Finished Size	Other Notes	250	500	1M	5M
Business Card	Mohawk Superfine Ultrawhite, 100# Cover	2/0 Purple & Gold (PMS 275 and PMS 131)	2" x 3.5"	- Flat print - Logo has close registration. See our web site for a logo sample - http://www.lsuhsc.edu/ .				
Business Card - Duplex	Mohawk Superfine Ultrawhite, 100# Cover	2/1 Front - Purple & Gold (PMS 275 and PMS 131) Back – Purple (PMS 275)	2" x 3.5"	- Flat print - Logo has close registration. See our web site for a logo sample - http://www.lsuhsc.edu/ .				
Business Card - Duplex	Mohawk Superfine Ultrawhite, 100# Cover	2/2 Front - Purple & Gold (PMS 275 and PMS 131) Back – Purple (PMS 275)	2" x 3.5"	- Flat print - Logo has close registration. See our web site for a logo sample - http://www.lsuhsc.edu/ .				
Business Card – with Gold Foil Embossing	Mohawk Superfine Ultrawhite, 100# Cover	Gold foil die and Purple (PMS 275)	2" x 3.5"	- Flat print - Die for embossing will be provided by D&G.				
Letterhead	Atlas 25% Recycled Watermarked 24# Bond	Purple & Gold (PMS 275 and PMS 131)	8.5" x 11"	- Flat print - Logo has close registration. See our web site for a logo sample - http://www.lsuhsc.edu/ .				
Letterhead – with Gold Foil Embossing	Atlas 25% Recycled Watermarked 24# Bond	Gold foil die and Purple (PMS 275)	8.5" x 11"	- Flat print - Die for embossing will be provided by D&G.				
Second Sheets (Blank Letterhead)	Atlas 25% Recycled Watermarked 24# Bond	None	8.5" x 11"	None				
#10 Regular Envelopes	Atlas 25% Recycled Watermarked 24# Bond	Purple & Gold (PMS 275 and PMS 131)	9.5" x 4.125"					

Description	Paper	Ink Color(s)	Finished Size	Other Notes	250	500	1M	5M
#10 Regular Envelopes – with Gold Foil Embossing	Atlas 25% Recycled Watermarked 24# Bond	Gold foil die and Purple (PMS 275)	9.5" x 4.125"	- Flat print - Die for embossing will be provided by D&G.				
#10 Window Envelopes	Atlas 25% Recycled Watermarked 24# Bond	Purple & Gold (PMS 275 and PMS 131)	9.5" x 4.125"	- Flat print - Logo has close registration. See our web site for a logo sample - http://www.lsuhsc.edu/ .				
Brown Kraft Envelope with Clasp	28#, Brown Kraft	Black	7.5" x 10.5"	- Flat print				
#9 Regular Envelope	24# White Wove	Black	3-7/8" x 8-7/8"	- Flat print				
Brown Kraft Envelope with Clasp	28#, Brown Kraft	Black	9" x 12"	- Flat print				
White Envelopes with Self Sticking Adhesive	28# White Wove	Black	9" x 12"	- Flat print				
White Envelopes with Self Sticking Adhesive	28# White Wove	Black	10" x 13"	- Flat print				
White Envelopes with Self Sticking Adhesive	28# White Wove	Purple (PMS 275)	9" x 12"	- Flat print				
White Envelopes with Self Sticking Adhesive	28# White Wove	Purple (PMS 275)	10" x 13"	- Flat print				
Brown Kraft Envelope with Clasp	28#, Brown Kraft	Black	10" x 13"	- Flat print				

ADDITIONAL CHARGES

Pick Up and Delivery Charges (Greater New Orleans Area):_____

Pick Up and Delivery Charges (outside of Greater New Orleans Area – items drop shipped directly from vendor to customer):_____

Rush Charges (for items delivered in less than five to seven work days):_____

X. Vendor References

Provide a minimum of three organizations for which similar work has been preformed. LSUHSC D&G reserves the right to contact any or all of the references as part of the evaluation.

1. Name of Organization	
Contact person	
Title of contact	
Phone number	
Address	

2. Name of Organization	
Contact person	
Title of contact	
Phone number	
Address	

3. Name of Organization	
Contact person	
Title of contact	
Phone number	
Address	