



MCNEESE STATE UNIVERSITY  
 LAKE CHARLES, LOUISIANA 70609  
 AN EQUAL OPPORTUNITY INSTITUTION

# REQUEST FOR SEALED BID

DATE	BID NUMBER
JULY 26, 2023	D2400018

PURCHASING CONTACT	PHONE	REQUEST NO.	DEPARTMENT
Debet Hebert Email: debet@mcneese.edu	337-475-5083	R2400406	RECRUITING

## RESPONSE DUE: AUGUST 9, 2023 at 2:00 PM

SEE "STANDARD TERMS & CONDITIONS TO BIDDERS"

VENDORS MUST SIGN AND RETURN THE BID FORM TITLED "STANDARD TERMS AND CONDITIONS TO BIDDERS" WITH BID RESPONSE TO BE CONSIDERED FOR BID AWARD

VENDOR:

THIS BID SOLICITATION IS FOR PRINTING AND MAILING OF VARIOUS ITEMS FOR McNEESE STATE UNIVERSITY, IN LAKE CHARLES.

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 SEALED BIDS MUST BE RETURNED IN A SEALED ENVELOPE/PACKAGE.

PRINT THE BID NUMBER, BID DUE DATE AND TIME ON THE OUTSIDE OF THE ENVELOPE/PACKAGE AND RETURN TO SMITH HALL, ROOM 120 (150 LAWTON DRIVE) LAKE CHARLES, LA 70605 or MSU Box 92415, LAKE CHARLES, LA 70609, BY THE BID DUE DATE AND TIME.

McNEESE PURCHASING OFFICE IS NOT RESPONSIBLE FOR ANY DELAYS CAUSED BY THE CHOSEN MEANS OF SEALED BID DELIVERY (U.S. POSTAL SERVICE, FedEx, UPS, etc.). THE BIDDER IS SOLELY RESPONSIBLE FOR THE

Bid must be signed below. I hereby certify that the above bid prices will remain in effect until the goods are delivered if the order is placed within 30 days after bid opening date. Validity of this bid is dependent on the following information:

Delivery \_\_\_\_\_ days ARO/TERMS \_\_\_\_\_

All bids include prepaid delivery, F.O.B. to McNeese State University

SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_

TIMELY DELIVERY OF ITS BID. FAILURE TO MEET THE BID OPENING DATE AND TIME SHALL RESULT IN REJECTION OF THE BID.

McNEESE IS TAX EXEMPT.

SUCCESSFUL BIDDER MUST ACCEPT PURCHASE ORDERS.

ALL CHARGES ASSOCIATED WITH PRINTING MUST BE INCLUDED IN THE UNIT PRICES.

IN ACCORDANCE WITH UNIVERSITY POLICY, ALL ITEMS CUSTOMIZED WITH ANY McNEESE STATE UNIVERSITY NAME, LOGO OR OTHER IDENTIFYING MARKS OR WORDING ("INDICIA"), WHETHER FOR INTERNAL CONSUMPTION OR EXTERNAL DISTRIBUTION, MUST BE PRODUCED BY A LICENSED VENDOR (IMGCL MANAGES OUR LICENSING PROGRAM), UNLESS NO LICENSED VENDOR EXISTS THAT CAN PRODUCE THE ITEM.

FOR MORE INFORMATION ON BECOMING A LICENSED VENDOR, CONTACT [information@clc.com](mailto:information@clc.com) OR VISIT <http://www.imgcollegelicensing.com/Licensing-Info.aspx>.

ALL ARTWORK MUST ALSO BE APPROVED BY THE OFFICE OF MARKETING AND LICENSING AS WELL AS THE DEPARTMENT.

DEPARTMENT CONTACT IS KOURTNEY ISTRE AT 337-475-5505 or [kistre@mcneese.edu](mailto:kistre@mcneese.edu) or PHYLLIS PREJEAN AT [pprejean@mcneese.edu](mailto:pprejean@mcneese.edu).

**SPECIFICATIONS ARE AS FOLLOWS:**

**ITEM #1** - Printing of Road Piece Brochure.

QUANTITY: 25,020 printed.

PAGE SIZE: 8 1/2" x 10"

BINDING: Saddle Stitched.

COVER PLUS 12 PAGES.

COVER STOCK: 100# gloss cover.

COVER PRINTS: 4/4 process color.

PAGE STOCK: 100# gloss text.

PAGE PRINTS: 4/4 process color.

Use G7 certified or similar color match software.

Artwork will be provided to successful bidder via electronic files upon award. Vendor is to provide pre-production proof to the Office of Marketing and Communication and the Department for approval.

Deliver boxed in bundles of 25 to McNeese State University Chozen Hall by **September 7, 2023.**

**Quantity: 1 LOT OF 25,020      Unit Cost: \$ \_\_\_\_\_      Total: \$ \_\_\_\_\_**

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Delivery \_\_\_\_\_ days ARO/TERMS \_\_\_\_\_

All bids include prepaid delivery, F.O.B. to McNeese State University

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**ITEM #2** – Printing of Parent Check List Postcard.

QUANTITY: 27,020 printed.

FLAT SIZE: 8 ½" x 11".

FINISHED SIZE: Fold in half size 8 ½" x 5 ½".

PAPER: 100# white with gloss text.

INKS/PRINTS: 2 sided 4/4 process color with bleeds.

Use G7 certified or similar color software.

Artwork will be provided to successful bidder via electronic files upon award. Vendor is to provide pre-production proof to the Office of Marketing and Communication and the Department for approval.

27,000 postcards are to be mailed and the remaining 20 are to be delivered to Chozen Hall at McNeese State University, Lake Charles, LA.

**Quantity: 1 LOT OF 27,020**                      **Unit Cost: \$ \_\_\_\_\_**                      **Total: \$ \_\_\_\_\_**

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**ITEM #3** – Mail Service for Parent Check List Postcard – Item #2 above.

QUANTITY: 27,000 (the remaining 20 to be delivered to the Department).

Includes deduping, NCOA correction, addressing postcards from addresses that will be provided to vendor via electronic files by McNeese State University Recruiting Department upon bid award.

Postcards are to be mailed at the Lake Charles Post Office using McNeese non-profit permit. Postal form is to be picked up from Phyllis Prejean at McNeese State University, Chozen Hall, Lake Charles, LA. Receipt is to be provided to the Recruiting Department.

Postcards are to be mailed on or before **AUGUST 16, 2023**. By signing and returning this bid, you agree to this deadline.

**Quantity: 1 LOT OF 27,000**                      **Unit Cost: \$ \_\_\_\_\_**                      **Total: \$ \_\_\_\_\_**

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**ITEM #4** – Printing of Junior Poster Mailers.

QUANTITY: 20,020

FLAT SIZE: 18" x 23"

FINISHED SIZE: Folded to 9" x 6".

INKS/PRINTS: 4/4 color process, two –sided with bleeds.

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Delivery \_\_\_\_\_ days ARO/TERMS \_\_\_\_\_

All bids include prepaid delivery, F.O.B. to McNeese State University

**SIGNATURE** \_\_\_\_\_                      **DATE:** \_\_\_\_\_

PAPER: 100# white with matte silk text.  
Use G7 certified or similar color software.

Artwork will be provided to successful bidder via electronic files upon award. Vendor is to provide pre-production proof to the Office of Marketing and Communication and the Department for approval.

20,000 are to be mailed and the remaining 20 are to be delivered to Phyllis Prejean at McNeese State University, Chozen Hall, Lake Charles, LA.

**Quantity: 1 LOT OF 20,020**                      **Unit Cost: \$ \_\_\_\_\_**                      **Total: \$ \_\_\_\_\_**

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**ITEM #5** – Mail service for Junior Poster Mailers – Item #4 above.

QUANTITY: 20,000 (the remaining 20 to be delivered to the Department).  
Includes deduping, NCOA and CASS correction, and addressing from addresses that will be provided to vendor via electronic files by McNeese State University Recruiting Department upon bid award.

To be mailed at the Lake Charles Post Office using McNeese non-profit permit. Postal form is to be picked up from Phyllis Prejean, McNeese State University, Chozen Hall, Lake Charles, LA. Receipt is to be provided to the Recruiting Department.

To be mailed on or before **AUGUST 16, 2023**. By signing and returning this bid, you agree to this deadline.

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Delivery \_\_\_\_\_ days ARO/TERMS \_\_\_\_\_

All bids include prepaid delivery, F.O.B. to McNeese State University

**SIGNATURE** \_\_\_\_\_                      **DATE:** \_\_\_\_\_

**STANDARD TERMS & CONDITIONS TO BIDDERS**  
**FAX #337-475-5082**

**PROPOSALS:** The proposal must be received by the Purchasing Department, McNeese State University, before the time set for receiving bids. Bids received after the time set will not be considered. Bidder shall assume full responsibility for timely delivery at location designated for receipt of bids. Prices must be clear and be written in ink or typewritten, and the ITB AND Terms & Conditions must be signed in ink. Be sure bid number and due date are clearly shown on outside of package or envelope. Please see return address on the face of the bid form.

**STANDARDS OF QUALITY AND ANY ALTERNATE:** 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 bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the solicitation.

When a Pre-Bid Conference is scheduled, no alternative will be considered unless the above conditions are complied with and the "Request for Approval of Alternate" form is completed and returned. This form will be attached when applicable. Only alternates which are approved and acknowledged by addendum following the Pre-Bid Conference will be considered for award at the bid opening. **DO NOT SUBMIT BIDS ON UNAPPROVED ALTERNATES.**

The burden of proof of the merit of the proposed substitute is upon the proposer. The Purchasing Director's decision of approval or rejection of a proposed substitute shall be final.

**SAMPLES/DESCRIPTIVE LITERATURE:** The envelope/package containing samples and/or descriptive literature submitted by mail for consideration at the Pre-Bid Conference must be labeled in accordance with the instructions given on the "Request for Approval of Alternate" form.

When requested, samples submitted will be returned at bidder's risk and expense provided they have not been made useless through tests.

**PRICES:** Unless otherwise specified by McNeese 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.

**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 McNeese during normal working hours. Written bid tabulations will not be furnished.

**AWARD OF BIDS:** McNeese State University 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 incident thereto.

**DELIVERY FAILURE:** If the vendor fails to make delivery within the time specified on bid documents or within a reasonable time if no delivery time is specified McNeese reserves the right to cancel the item and to purchase it elsewhere. Any increase in price and/or cost of handling will be charged to the vendor making the original unsatisfactory delivery. Consistent unsatisfactory deliveries will be considered just cause for deleting a vendor from bid lists.

**TERMINATION OF THIS AGREEMENT FOR CAUSE/CONVENIENCE:** McNeese may terminate this agreement for cause based upon the failure of Contractor to comply with the terms and/or conditions of the Agreement, or failure to fulfill its performance obligations pursuant to this agreement, provided that McNeese shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then McNeese may, at its option, place the Contractor in default and the Agreement shall terminate on the date specified in such notice.

The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of McNeese to comply with the terms and conditions of this agreement, provided the Contractor shall give McNeese written notice specifying McNeese's failure and a reasonable opportunity for McNeese to cure the defect.

McNeese may terminate the Contract at any time by giving thirty (30) days written notice to the Contractor of such termination or negotiating with the Contractor an effective date.

**SOLICITATIONS FOR (MOST) GOODS, NOT SERVICES, INCLUDE THE LOUISIANA PRODUCT PREFERENCE AS STATED BELOW:**  
IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1604, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY.

PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.

Do you claim this Preference? YES \_\_\_\_\_ NO \_\_\_\_\_

Specify 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 business workforce? YES \_\_\_\_\_ NO \_\_\_\_\_

If so, do you certify that at least fifty percent (50%) of your Louisiana business workforce is comprised of Louisiana residents? YES \_\_\_\_\_ NO \_\_\_\_\_

**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.

By signing and returning this document (along with bid), you are certifying compliance with all Terms and Conditions set forth.

\_\_\_\_\_  
Signature & Company Name

\_\_\_\_\_  
Date