


<b>INVITATION TO BID</b>		<b>BID DUE DATE AND TIME</b>	
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE		<b>04/09/2024 11:00 AM CT</b>	
<b>SOLICITATION RFQ-0000002163</b> <b>SUPPLIER #</b> <b>SUPPLIER NAME AND ADDRESS</b> <div data-bbox="180 394 792 604" style="border: 1px solid black; height: 100px; width: 100%;"></div>		<b>RETURN BID TO</b> Email: lsubids@lsu.edu  <b>Buyer</b> Nicole Covarrubias <b>Buyer Phone</b> <b>Buyer Email</b> ncovarrubias1@lsu.edu <b>Issue Date</b> 03/18/2024	
<b>TITLE: PRINTING &amp; BINDING: CASEBOUND BOOKS - TERM CONTRACT</b>			
<p style="text-align: center;"><b>To Be Completed By Supplier</b></p> <ol style="list-style-type: none"> <li>_____ "No Bid" (sign and return this page only).</li> <li>_____ My Company does not wish to receive future solicitations for this spend category.</li> <li>Specify your Delivery: To be made within _____ days after receipt of order.</li> <li>If applicable, Supplier's Addendum Acknowledgement/Response: As an authorized agent/signatory of the supplier, I/we acknowledge receipt of this Addendum, and _____ submit no alterations/clarifications to our original bid. _____ submit superseding revisions/clarifications to our original bid as written herein or attached hereto.</li> </ol> <p style="text-align: center;"><b>General Instructions to Suppliers</b></p> <ol style="list-style-type: none"> <li>Sealed bids for furnishing the items and/or services specified are hereby solicited, and will be received by LSU Procurement at the "Return Bid To" address stated above, until the specified due date and time.</li> <li>Read the entire solicitation, including all terms, conditions and specifications.</li> <li>All bid information and prices must be typed or written in ink. Any corrections, erasures or other forms of alteration to unit price are to be initialed by the supplier.</li> <li>Bid prices are to be quoted FOB LSU/Destination and inclusive of any and all applicable shipping and handling charges unless otherwise specified in the solicitation. Any invoiced delivery charges not quoted and itemized on the LSU purchase order are subject to rejection and non-payment.</li> <li>Payment is to be made within 30 days after receipt of properly executed invoice, or delivery and acceptance, whichever is later.</li> <li>By signing this solicitation, the supplier certifies compliance with all general instructions to suppliers, terms, conditions and specifications; and further certifies that this bid is made without collusion or fraud.</li> </ol>			
<b>SUPPLIER NAME</b>		<b>MAILING ADDRESS</b>	
<b>AUTHORIZED SIGNATURE</b>		<b>CITY, STATE ZIP</b>	
<b>PRINTED NAME</b>		<b>PHONE #</b>	
<b>TITLE</b>		<b>FAX #</b>	
<b>E-MAIL</b>		<b>FEDERAL TAX ID #</b>	

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1. All bids must be submitted electronically to LSU Procurement Services. Bids must be received at the "Return Bid To" email address no later than the due date and time specified herein. Bids must be emailed to [lsubids@lsu.edu](mailto:lsubids@lsu.edu) (This email address should be used for bid submissions only). Any bids sent directly to the Buyer of record will not be forwarded to the "Return Bid To" email.

When submitting electronically, the RFQ number and solicitation title should be listed in the subject line of the email. An original and redacted copy (if applicable) must be submitted electronically. Hard copies of bids will not be accepted; therefore, they will not be evaluated.

It is the responsibility of the Supplier to ensure the bid is received by LSU Procurement by the indicated due date and time. Any delays that may occur in transmission of the bid is the responsibility of the supplier. A bid will be considered late if it is not received at the "Return Bid To" email address by the indicated due date and time.

The maximum email attachment size accepted is 125 MB. It is the supplier's responsibility to ensure bid submission is sized such that it is successfully transmitted and received by LSU. If the bid response is too large to be emailed as one document, the bid must be sent as separate documents. Each submittal should be labeled. (Example – Bid Submittal 1 out of 3 for RFQ-00000XXXX - Title; Bid Submittal 2 out of 3 for RFQ-00000XXXX - Title, etc.). If any submittal is received late, LSU will not consider the late submittal(s). Only the submittal(s) received by the due date and time will be considered. Late bids will not be accepted per LAC 34:XIII.515.B.

## 2. Bid Opening Information

Bid openings are held electronically. There are no in-person bid openings. To electronically attend the bid opening, use the below link to register in advance:

<https://lsu.zoom.us/meeting/register/tJEqcuCrqzMtH930MhK84-K2IANJOT5kKxWp>

After registering, a confirmation email will be provided containing information about joining the bid opening.

No information or opinions concerning the ultimate contract award will be given at bid opening or during the evaluation process if an unforeseen circumstance beyond LSU's control prevents bid opening, the Bid will open at the next scheduled bid opening date.

3. ALL-OR-NONE AWARD: It is the intent of the University to award all items on an all-or-none basis to the overall lowest responsive and responsible bidder.

4. IMPORTANT NOTE TO SUPPLIER: THIS IS NOT AN ORDER TO SHIP GOODS AND/OR PROVIDE SERVICES. ORDERS WILL BE PLACED BY THE DEPARTMENT(S) AS NEEDED DURING THE CONTRACT PERIOD. SEE ATTACHED "LSU TERM CONTRACT - SPECIAL CONDITIONS."

5. Fiscal Funding: The continuation of this contract is contingent upon the continuation of an appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the governor or by any means provided in the Appropriations Act or Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriations for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

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These standard terms and conditions shall apply to all LSU solicitations, unless otherwise specifically amended and provided for in the special terms and conditions, specifications, or other solicitation documents. In the event of conflict between the General Instructions to Suppliers or Standard Terms & Conditions and the Special Terms & Conditions, the Special Terms & Conditions shall govern.

Bids submitted are subject to provisions of the laws of the State of Louisiana, including but not limited to: the University Procurement Code (LAC 34:XIII. Chapters 3-25) and the terms, conditions, and specifications stated in this solicitation.

**1. Supplier Enrollment**

Suppliers providing a bid/quote in response to a LSU solicitation must be setup in the University's new procurement system (Workday) for bid tabbing and award of a purchase order. Suppliers should complete the online supplier registration form prior to submitting a bid response and/or the bid due date and time to ensure bid tabbing can be done timely after the bid deadline. This website is used in place of a paper form and must be accompanied with an IRS Request for Taxpayer Identification Number and Certification form (W-9 or W-8 if foreign) to collect the required business and tax information that support the University's reporting and compliance requirements. To inquire if you or your company is setup or for questions regarding setup, email [suppliers@lsu.edu](mailto:suppliers@lsu.edu). The supplier enrollment form can be located at: [http://www.lsu.edu/administration/ofa/procurement/supplier\\_registration.php](http://www.lsu.edu/administration/ofa/procurement/supplier_registration.php)

**2. Bid Delivery and Receipt**

Bids must be received and time-stamped at the "Return Bid To" address no later than the due date and time specified herein. To assure consideration, your bid must be submitted in a sealed envelope or package and should be clearly and prominently marked with the solicitation number and bid due date, or may be submitted in the special bid return envelope if one was furnished for that purpose.

Supplier are advised that the U.S. Postal Service does not make deliveries to our physical location. USPS mail is delivered to the University's mail center and is redelivered using internal resources. Suppliers may deliver bids by hand or by a courier service to the Procurement Office. The University shall not be responsible for any delays caused by the supplier's chosen means of bid delivery. Supplier is solely responsible for the timely delivery of its bid, and failure to meet the bid due date and time shall result in rejection of the bid. Late bids cannot be accepted per LAC 34:XIII.515.B.

**3. Bid Forms**

Bids are to be submitted on the LSU solicitation forms provided, and must be signed by an authorized agent of the supplier in accordance with LAC 34:XIII.517. Bids submitted on other forms or in other price formats may be considered informal and may be rejected in part or in its entirety. Bids submitted in pencil and/or bids containing no original signature indicating the supplier's intent to be bound will not be accepted. Bid submissions should not be spiral bound.

**4. Interpretation of Solicitation/Supplier Inquiries**

If supplier is in doubt as to the meaning of any part or requirement of this solicitation, supplier may submit a written request for interpretation to the Buyer-of-Record at the address and/or fax number shown above. Written inquiries must be received in the Procurement Office no later than 4:30 pm CST four (4) business days prior to the opening of bids, and shall be clearly crossreferenced to the relevant solicitation/specification in question.

No decisions or actions shall be executed by any supplier as a result of oral discussions with any LSU employee or consultant. Any interpretation of the documents will be made by formal addendum only, issued by the Procurement Office, and mailed or delivered to all suppliers known to have received the solicitation. LSU shall not be responsible for any other interpretations or assumptions made by supplier.

**5. Bid Addenda**

Bid Addendum is to be signed and returned with your bid. If you have already submitted your bid, and this Addendum creates a need to revise/clarify your original response in any way, you are required to submit such in writing. To be considered, your addendum response must be submitted to and received by LSU Procurement at the "Return Bid To" address stated above. Submittals for price alterations and addenda to bids must be clearly marked with the solicitation number and the bid due date/time and returned via fax, email, courier service, hand delivery, or USPS mail. Bid revisions received after bid opening cannot be considered, whereupon the supplier must either honor or withdraw its original bid.

**6. Bid Opening**

Suppliers may attend the public bid opening of sealed bids. No information or opinions concerning the ultimate contract award will be given at bid opening or during the evaluation process. Written bid tabulations will not be furnished.

**7. Special Accommodations**

Any "qualified individual with a disability" as defined by the Americans with Disabilities Act, who has submitted a bid and desires to attend the public bid opening, must notify the Procurement 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.

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**8. Standards of Quality**

Any product or service bid shall conform to all applicable federal, state and local laws and regulations, and the specifications contained 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. Supplier 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 product specified in the solicitation.

**9. New Products/Warranty/Patents**

All products bid for purchase must be new, never previously used, of the manufacturer's current model and/or packaging, and of best quality as measured by acceptable trade standards. No remanufactured, demonstrator, used or irregular products will be considered for purchase unless otherwise specified.

The manufacturer's standard published warranty and provisions shall apply, unless more stringent warranties are otherwise required by LSU and specified in the solicitation. In such cases, the supplier and/or manufacturer shall honor the specified warranty requirements, and bid prices shall include any premium costs of such coverage.

Supplier guarantees that the products proposed and furnished will not infringe upon any valid patent or trademark; and shall, at its own expense, defend any and all actions or suits charging such infringement, and shall save LSU harmless.

**10. Descriptive Information**

Suppliers proposing an equivalent brand or model are to submit with the bid descriptive information (such as literature, technical data, illustrations, etc) sufficient for LSU to evaluate quality, suitability, and compliance with the specifications. Failure to submit descriptive information may cause bid to be rejected. Any changes made by supplier to a manufacturer's published specifications shall be verifiable by the manufacturer. If items bid do not fully comply with specifications, supplier must state in what respect items deviate. Supplier's failure to note exceptions in its bid will not relieve the supplier from supplying the actual products requested.

**11. Bids/Prices/F.O.B. Point**

- The bid price for each item is to be quoted on a "net" basis and F.O.B. LSU Destination, i.e. title passing upon receipt and inclusive of all delivery charges, any item discounts, etc.
- Bids other than F.O.B. LSU Destination may be rejected.
- Bids indicating estimated freight charges may be rejected.
- Bids requiring deposits, payment in advance, or C.O.D. terms may be rejected.
- Suppliers who do not quote "net" item prices and who separately quote an overall "lump sum" freight cost or discount for all items shall be considered as submitting an "all-or-none" bid for evaluation and award purposes; and risk rejection if award is made on an item or grouped basis.
- Prices shall be firm for acceptance for a minimum of 30 days, unless otherwise specified. Bids conditioned with shorter acceptance periods may be rejected.
- Prices are to be quoted in the unit/package specified (e.g. each, 12/box, etc), or may be rejected.
- In the event of extension errors, the unit price bid shall prevail.

**12. Taxes**

Supplier is responsible for including all applicable taxes in the bid price. LSU is exempt from all Louisiana state and local sales and use taxes. By accepting an award, resident and non-resident firms acknowledge their responsibility for the payment of all taxes duly assessed by the State of Louisiana and its political subdivisions for which they are liable, including but not limited to: franchise taxes, privilege taxes, sales taxes, use taxes, ad valorem taxes, etc.

**13. Terms and Conditions**

This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, supplier agrees that contrary terms and conditions which may be included in its bid are nullified.

**14. Supplier Forms/LSU Signature Authority**

The terms and conditions of the LSU solicitation and purchase order/contract shall solely govern the purchase agreement, and shall not be amended by any supplier contract, form, etc.

The University's chief procurement officer, or authorized designee, is delegated sole authority to execute/sign any supplier contracts, forms, etc, on behalf of LSU. Departments are expressly prohibited from signing any supplier forms. Any such supplier contracts/forms bearing unauthorized signatures shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom. Suppliers who present any such forms to department users for signature without regard to this strict LSU policy may face contract cancellation, suspension, and/or debarment.

**15. Awards**

Award will be made to the lowest responsible and responsive supplier. LSU reserves the right: (1) to award items separately, grouped, or on an all-or-none basis, as deemed in its best interest; (2) to reject any or all bids and/or items; and (3) to waive any informalities.

All solicitation specifications, terms and conditions shall be made part of any subsequent award as if fully reproduced and included therein, unless specifically amended in the formal contract.

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**16. Acceptance of Bid**

Only the issuance of an official LSU purchase order/contract, a Notification of Award letter, or a Notification of Intent to Award letter shall constitute the University's acceptance of a bid. LSU shall not be responsible in any way to a supplier for goods delivered or services rendered without an official purchase order/contract or award letter. Bid tabulations may be requested after acceptance of bid.

**17. Applicable Law**

All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.

**18. Awarded Products/Unauthorized Substitutions**

Only those awarded brands and numbers stated in the LSU contract are approved for delivery, acceptance, and payment purposes. Any substitutions require prior approval of the Procurement Office. Unauthorized product substitutions are subject to rejection at time of delivery, post-return at supplier's expense, and non-payment.

**19. Testing/Rejected Goods**

Supplier warrants that the products furnished will be in full conformity with the specification, drawing or sample, and agrees that this warranty shall survive delivery, acceptance, and use. Any defect in any product may cause its rejection. LSU reserves the right to test products for conformance to specifications both prior to and after any award. Supplier shall bear the cost of testing if product is found to be non-compliant. All rejected goods will be held at supplier's risk and expense, and subject to supplier's prompt disposition. Unless otherwise arranged, rejected goods will be returned to the supplier freight collect.

**20. Delivery**

Supplier is responsible for making timely delivery in accordance with its quoted delivery terms. Supplier shall promptly notify the LSU Department and/or Procurement Office of any unforeseen delays beyond its control. In such cases, LSU reserves the right to cancel the order and to make alternative arrangements to meet its needs.

**21. Default of Supplier**

Failure to deliver within the time specified in the bid/award will constitute a default and may be cause for contract cancellation. Where the University has determined the supplier to be in default, LSU reserves the right to purchase any or all goods or services covered by the contract on the open market and to surcharge the supplier with costs in excess of the contract price. Until such assessed surcharges have been paid, no subsequent bids from the defaulting supplier will be considered for award.

**22. Supplier Invoices**

Invoices shall reference the LSU purchase order number, supplier's packing list/delivery ticket number, shipping/delivery date, etc. Invoices are to be itemized and billed in accordance with the order, and submitted on the supplier's own invoice form. Invoices submitted by the supplier's third party supplier are not acceptable.

**23. Delinquent Payment Penalties**

Delinquent payment penalties are mandated and governed by Louisiana R.S. 39:1695. Supplier penalties to the contrary shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom.

**24. Assignment of Contract/Contract Proceeds**

Supplier shall not assign, sublet or transfer its contractual responsibilities, or payment proceeds thereof, to another party without the prior written consent and approval of the Procurement Office. Unauthorized assignments of contract or assignments of contract proceeds shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom.

**25. Right to Piggyback**

Where this solicitation may name one department as the primary contract user, LSU reserves the right to authorize additional departments/campuses to use the contract as their needs arise; and Vendor shall honor all such purchase orders.

**26. Contract Cancellation**

LSU has the right to cancel any contract for cause, in accordance with procurement rules and regulations, including but not limited to: (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 supplier; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the University; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract. LSU has the right to cancel any contract for convenience at any time by giving thirty (30) days written notice to the supplier. In such cases, the supplier shall be entitled to payment for compliant deliverables in progress.

**27. Prohibited Contractual Arrangements**

Per Louisiana R.S. 42:1113.A, no public servant, or member of such a public servant's immediate family, or legal entity in which he has a controlling interest shall bid on or enter into any contract, subcontract, or other transaction that is under the supervision or jurisdiction of the agency of such public servant. See statute for complete law, exclusions, and provisions.

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**28. Equal Employment Opportunity Compliance**

By submitting and signing this bid, supplier 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 Vietnam Era Veteran's Readjustment Assistance Act of 1974; Title IX of the Education Amendments of 1972; the Age Act of 1975; the Americans with Disabilities Act of 1990. Supplier 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, sex, age, national origin, veteran status, political affiliation, handicap, disability, or other non-merit factor. Any act of discrimination committed by supplier, 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.

**29. Mutual Indemnification**

Each party hereto agrees to indemnify, defend, and hold the other, its officers, directors, agents and employees harmless from and against any and all losses, liabilities, and claims, including reasonable attorney's fees arising out of or resulting from the willful act, fault, omission, or negligence of the indemnifying party or of its employees, contractors, or agents in performing its obligations under this agreement, provided however, that neither party hereto shall be liable to the other for any consequential damages arising out of its willful act, fault, omission, or negligence.

**30. Certification of No Suspension or Debarment**

By signing and submitting this bid, supplier certifies that its company, any subcontractors, or principals thereof, are not suspended or debarred under federal or state laws or regulations. A list of parties who have been suspended or debarred by federal agencies is maintained by the General Services Administration and can be viewed on the internet at [www.sam.gov](http://www.sam.gov).

**31. Right to Audit**

The University shall be entitled to audit the books and records of a supplier or any subcontractor under any negotiated contract or subcontract to the extent that such books and records relate to the performance of such contract or subcontract. Such books and records shall be maintained by the supplier for a period of five (5) years from the date of final payment under the prime contract and by the subcontractor for a period of five (5) years from the date of final payment under the subcontract, pursuant to LAC 34:XIII.1603.

**32. Diverse Supplier**

(a) Supplier understands that LSU, as the state's flagship university, has an interest in providing entrepreneurial opportunities to diversity-owned businesses. The university is dedicated to promoting the growth and development of minority, women, and small and historically underutilized businesses ("Diverse Businesses") by providing opportunities to participate in university contracts.

(b) In support of this commitment, the supplier shall use good faith and best efforts to provide opportunities to Diverse Businesses that are either certified by the state or another certifying agency in a diverse category, as a subcontractor or supplier under this agreement.

(c) If applicable, supplier shall provide LSU with a list of diversity-owned businesses during each contract year, the list of businesses should identify: (1) the name of the business; (2) its principal office or address; (3) the owner(s); and (4) the services or goods that it may provide or supply and the value of the goods or services procured from the businesses included on supplier's list.

(d) To the extent that any federal or state law, rule, or regulation would require that this section be modified or voided, the parties agree that such provision can be amended or severed from the agreement without affecting any of the other terms of the agreement.

**33. Data Privacy**

By signing and submitting this bid, I hereby authorize that all information provided in this solicitation, including any and all personal or company data may be shared with LSU departments, suppliers and other governmental agencies to facilitate procurement transactions. This data will be retained according to LSU's retention schedule. To learn more about privacy at LSU, please see the [LSU Privacy Statement](#).

**BID SPECIFICATIONS**  
**Offset Printing and Binding Books – Term Contract, 2024–2025**  
**Louisiana State University Press**

**Description:**

These specifications comprise of offset printing and binding, primarily casebound, LSU Press books. When accepted by the University, these specifications and related bid will form a valid contract between the University and Printer and Binder for the period from July 1, 2024 to June 30, 2025. This contract may be extended by mutual agreement for two additional one-year periods at the same prices, terms, and conditions, for a maximum of 3 years (until June 30, 2027). *Please read all of these specifications before bidding.*

Any number of orders may be placed by the University during the contract period. Any such order is to be fulfilled under the terms of the contract—even though the production process may extend beyond the expiration of the contract—and no minimum amount of work is guaranteed.

**The main trim sizes are 5-1/2 x 8-1/2 and 6 x 9 (up to 6-1/8 x 9-1/4) inches, though LSU Press will request other trim sizes.** The maximum requested trim size under this contract will not exceed 8 x 10 inches and pricing for this contract should include books up to that trim-size. **Quantities** will range from 250 to 3000 copies but could go as high as 6000. We are asking for pricing for 250, 500, 1000, 1250, 2000, 2500, and +/- 250s. The additional or minus 250s pricing should be priced for adding to the nearest lower quantity. Pricing on this contract will also include 2, 3, and 4-color jackets and covers, and 4-color inserts.

Printing and binding work under this contract may be subcontracted, but the Contracted Supplier remains responsible for satisfactory performance in both quality of work and scheduling. If any phase of manufacturing is subcontracted, the name of the subcontractor *MUST* be indicated *with* the bid and is subject to LSU approval. Failure to disclose subcontracting of text printing and/or binding will be cause for rejection of the bid. LSU Press reserves the right to solicit bids and to award separately the printing or binding of any books which, in its opinion, are not suitable for production under this contract.

Acceptance of this contract will signify an agreement to the stipulation that the image on the face of plates used in the manufacture of each book together with the electronic files are the property of LSU Press and that electronic files will be stored on behalf of LSU Press until specific instructions are given that they be returned or destroyed, at no additional charge, for at least 3 years.

Awarding of the contract will be based on the total cost of the 7 sample books in this bid, on ability to consistently meet the specified schedule, and on ability to meet the specifications of this bid. The sample books are for award of bid purposes only. The vendors should price the 7 books on the provided bid sheets based on the pricing in the contract portion of this bid. These prices will be checked for accuracy.

**Prices:**

Note that separate bid sheets are provided for three trim sizes (up to 5-1/2 x 8-1/2, 6 x 9 up to 6-1/8 x 9-1/4, 7 x 10 and 8 x 10). All forms are to be filled out completely. Bid prices must include sufficient overrun on all specified printing quantities to allow for bindery spoilage. Invoices must be itemized in accordance with the categories established by these specifications, and any variation from the contract price must be clearly identified. Bidders are to clearly state on the bid sheet any and all exceptions or deviations from the bid specifications otherwise they will be held responsible for compliance to the detail of all specifications.

**Volatile Pricing:**

Price changes for volatile catalog items may be submitted for review on a quarterly basis up to 4% or in accordance with the Producer Price Index (PPI) on a trailing 3 month basis, whichever is lower. Price change requests shall be supported by evidence of increased costs to the Supplier. LSU will not approve price increases that will merely increase the gross profitability of the Supplier at the expense of LSU. Price change requests shall be a factor in the contract extension review process. LSU shall determine whether the requested price increase is in the best interest of the university.

**Quality Standards:**

All workmanship and materials must be of excellent quality. This is to include, but is not limited to, the following: plates must be properly burned to provide proper contrast, detail, and consistency of type and halftones; pages must be straight and aligned at head of page; paper must be clean, free of foreign material, and must at all times fully meet the specified basis weight, bulk, and opacity ratings; presswork must be sharp and black at all times, with no slurring, and consistent from side to side and from signature to signature throughout each book, with particular attention to halftone work to maintain density of color without filling in the screen. Colors should be consistent throughout the print run.

**Halftones and screens must be printed at 150-line screen**, without filling in, and must be done on a sheet-fed press to maintain quality. Halftone printing must be able to hold a dot of 90 to 95% in the shadows and 3% in the highlight dot.

Under- and over-runs of 10% are the maximum acceptable. Maximum variation in head margin due to folding must not be more than 6 pts. Paperback gluing must be tight; the book must be trimmed squarely and properly centered and covers must be applied with the spine centered on the book spine. Casebound sewing and casing in is to be tight; the book must be trimmed squarely and properly centered in its case; endpapers are to be pasted down fully and boards must not warp under normal storage conditions and without excessive glue showing; stamping must be sharp and clean, and jackets must be wrapped with the jacket spine properly centered on the book spine.

Work failing to meet these standards is to be corrected or redone without charge, upon determination by LSU Press that the work is defective. If defects requiring correction are found in the advances or the printed covers or jackets, the Press is to notify the printer by email message of such defects within three working days (72 hours) after receipt of advances.

**Copy:**

Print-ready PDF files for electronic imposition will be sent to the printer on new books and reprints. Stamping die art will also be provided as high-resolution PDFs.

PDF files will be supplied (either transferred from previous printer or from printer's archives) to the printer on reprints. Indicate on the bid sheet a credit for files (on hand or transferred) as a per page amount for reprints.

**Proofs:**

The Printer is to provide one complete set of soft proof of text, jackets, covers, and color inserts to the production department for approval before printing. If requested, the printer is to send one set of trimmed, folded, and gathered sheets (F&Gs) to the production department for confirmation only (no wait to bind for approval), which is to be provided at no additional cost except for shipping charges. (The Press does *not* regularly request F&Gs or color match prints.)



The binder is to submit one stamped sample case for approval before the production run of stamping begins. LSU Press may change foil specifications for stamping at this time without additional charge, unless new sample cases are required. If the quality of the sample case is unacceptable, binder is to supply a corrected sample case without charge.

### **Samples:**

Each bidder may be requested to provide printed samples of alternate papers in Part I, C. Sample books may also be requested, including halftone work and jackets and covers. Such samples are to be at LSU Press (at bidder's expense) within 10 days of emailed request.

## **PART I: TEXT OFFSET PRINTING**

### **A. PREP, BLUES, AND PLATES:**

All work is to be done according to the quality standards stated in the Quality Standards section. Pricing should be based on newly created PDF files with pricing variances stated separately. Electronic file variations created by the printer become the property of LSU Press, to be stored by the Printer. No disposition of these files is to be made without written authorization from LSU Press. Include cost of make-ready, platemaking, and a complete set of soft proof in cost of plates. Indicate on bid sheet the amount to deduct for the Press supplying transferred files (either on hand or from another printer) and the amount to deduct per page for publisher not requesting complete proof.

### **B. PRESSWORK:**

Text printing will be primarily line work, in black ink only, with occasional halftones and screens. There will be some books with bleeds and/or crossovers. **You must clearly identify any additional charges bleeds or crossovers will create.** Paper grain must run parallel to the spine of all books.

### **C. PAPER:**

- 1). Bid on printing books on 55 lb. Glatfelter Nature's Natural, 360 ppi, cream color, or an equivalent. Any equivalent paper must be acid free, basis 55 lb., cream-white color, wove finish, bulking 360–400 pages per inch, with a minimum reject opacity of 92%. *Most of the books on this contract will be printed on this paper.*
- 2). Bid on printing books on 50 lb. Glatfelter Nature's Natural, 440 ppi, cream color, or an equivalent. Any equivalent paper must be acid free, basis 50 lb., cream-white color, wove finish, bulking 400–500 pages per inch, with a minimum reject opacity of 92%.
- 3). Bid on printing books on 60 lb. **high-bulking paper** such as 60 lb. Glatfelter Nature's Natural, cream color, minimum 360 ppi, or similar. Any equivalent paper must be acid free, basis 55 or 60 lb., cream-white color, wove finish, bulking 360 pages per inch (or more), with a minimum reject opacity of 92%. **A LOWER BULKING PAPER ON THIS SECTION, REGARDLESS OF PAPER WEIGHT, IS NOT ACCEPTABLE.**
- 4). Bid on printing books on 50 lb. white offset paper, approximately 535 ppi. Paper must be acid free, basis 50 lb., white color, smooth finish, bulking 500–535 pages per inch, with a minimum reject opacity of 90%.

**If bidding on equivalent paper, you must identify fully by brand, basis weight, bulk, and opacity on the bid sheet; and you will, if asked, be required to submit printed samples (shipped to the Press at bidder's expense).** [NOTE: LSU Press prefers the use of recycled papers but does not require recycled paper. Please bid on all four types of paper. Additional paper types priced in the bid will be acceptable as additional options but not as substitutions.]

**D. VARIATIONS:**

- 1). Indicate a deduction per page for printing from your archived printer files.
- 2). Indicate a deduction per page for printing from transferred printer files.
- 3). Indicate the cost per page for corrections in soft proof stage, including soft proof of corrected page, in supplied PDF files for new books or existing stored printer files for reprints.
- 4). Indicate an additional deduction per page for the publisher not requesting a complete set of soft proof.

**PART II: 4-COLOR INSERT PRINTING****A. PREP, PROOF, AND PLATES:**

All work is to be done according to the quality standards stated in the Quality Standards section. Pricing should be based on the Press providing print-ready PDF files with pricing variances stated separately. Electronic file variations created by the printer become the property of LSU Press, to be stored by the Printer. No disposition of these files is to be made without written authorization from LSU Press. Include cost of make-ready, platemaking, and a complete set of match-print proof in cost of plates. Indicate on bid sheet the amount to deduct for the Press supplying transferred files (either on hand or from another printer) and the amount to deduct per page for publisher not requesting complete proof. There is no minimum amount nor guarantee the printer will be get work under this section.

**B. PRESSWORK:**

Price 4-color inserts for offset printing, full bleed, though some inserts will not have any bleed. Paper must run parallel to the spine of all books. Printing should be priced on signatures of 32, 16, and 8 pages.

**C. PAPER:**

- 1). Bid on printing color inserts on 80 lb. matte coated, white paper. Paper must be acid free.
- 2). Bid on printing color inserts on 55 lb. Glatfelter Nature's Natural, 360 ppi, cream color, or an equivalent.  
(This paper should match the paper in Part I, section C-1.)

Vendor is to bid both types of paper for color inserts.

**D. VARIATIONS:**

- 1) Indicate a deduction per page for soft proof instead of match-print proof.
- 2) Indicate the cost per page for color correction at the proof stage.

**PART III: BINDING****A. CASEBINDING:**

Total cost of casebinding, including folding and gathering, based on these specifications:

Sewing: Smyth sew in 32-page signatures.

Edges: Smooth, no stain.

Endpapers: Plain (no printing) 80# natural and 80# brand-name dyed sheet such as Rainbow.

Back: Round, lined with 1 crash and paper.

Head- and Tail-bands: Mercerized cotton (usually specified as LBS)

Boards: 88 point binder's board

- Cloth: Bid on B-grade pyroxylin cloth of Pearl Linen, Arrestox, Kennett and/or Arlington; on textured paper such as 80 lb. Rainbow\*; and on binding with a printed case
- Stamping: Generally one impression of foil, spine only. Include cost of die and cost of one stamped sample case. Price also additional hits of foil on spine and/or front, including blind stamping.
- Jacketing: Trim and wrap jackets on books.
- Additional: Credit for not jacketing books  
 Cost to print and apply bar code sticker to back of unjacketed books  
 Cost for three-piece and two-piece binding  
 Cost for Flat-back bind with stiffener strip (64-page minimum or 3/16-inch thickness)  
 Credit for not requesting a sample case

\*Vendors are to bid on the specified cloth and paper selection. Additional pricing options and/or cloth options may be given and they may be grouped or broken down in whatever manner makes sense for the vendor.

#### B. PAPERBACK BINDING:

Total cost of adhesive binding paperbacks including folding, gathering, and applying covers. Adhesive binding will be specified as either perfect or notch binding and bindery must be capable of providing both. If notch binding is an additional cost it must be indicated on the contract.

### PART IV: PACKING AND SHIPPING

Books are to be packed carefully in cartons equivalent to or exceeding 275 lb.-test single-wall OR double-wall cartons with ECT (edge crush test) of 48 lbs., placed on pallets, and shipped FOB La Vergne, Tennessee. Bulk shipment is to be sent PREPAID freight, most economical method, and invoiced at actual cost with proper documentation. Prior to shipping, printer MUST email a bill of lading to LSU Press. Printer is to gang ship titles whenever possible (per week) to save on freight cost.

All packing, labeling, palletizing, and shipping instructions are below:

All cartons must be packed in a manner that prohibits books shifting during shipment, with cartons packed to their maximum capacity in sturdy, shippable, corrugate cartons. Cartons must be marked with country of origin. Use a void filler material other than foam pellets such as paper, cardboard, air pillows, or bubble wrap. Do not exceed **30** pounds per carton and cartons cannot be longer than 25" long. Cartons must be equal in weight and number of books with only one partial carton per title and the partial carton must be clearly marked.

Carton product labels and markings should appear on at least 2 sides of the carton, one of which must be on the long side. Label each carton following the standards for Product Labeling and Carton Marking found at <https://bisg.org/page/Guides>. Please refer to the Carton Label Specifications section (below) for details.

Use 40" x 48" four-way entry pallets, **not skids**. Pallets must be in good condition. All pallets must be shrink wrapped securely to allow double stacking and no cartons should overhang the pallet. Do not stack pallet more than 50" high.

Ship bulk shipment of books to:

LSU Press  
 c/o Ingram Distribution Solutions  
 1280 Ingram Drive  
 Chambersburg, PA 17202  
 717-262-4868

Include a packing slip with all shipments in addition to a Bill of Lading for any truck shipments. Printer is to email the Bill of Lading to the Press prior to or at the time of the shipment going out. Reprints must be packed in the same carton quantities as the first printing and reprint orders will indicate the required carton quantity.

Each job will require no less than 2 advances for reprints and averages of 9 to 25 advances for new books that are to be sent via 2-day air (or ground *if* it is a 2-day shipment) to the LSU Press Production Department in Baton Rouge, LA, as soon as books are bound and ready for shipping.

Give the charge for shrink-wrapping books individually and shrink-wrapping books in packs of convenient size separately.

## **PART V: PRINTING AND LAMINATING DUST JACKETS, COVERS, AND PRINTED CASES**

Dust jackets and covers will be either furnished by a component printer, printed and laminated but not trimmed, *or* will be supplied to the printer for printing as print-ready PDF files. The printer of jackets and covers will be determined on a case-by-case basis and vendors should bid this part. All jackets and covers are to be offset printed and the work is to be done according to the quality standards stated in this bid. Give the cost on the bid sheet for printing the cover or dust jacket for all reasonable book trim sizes up to but not to exceed 6-1/8" x 9-1/4". Cost for jackets and covers for books with trim sizes over 6-1/8" x 9-1/4" up to 8" x 10" will be priced separately. Jackets will have 4-inch flaps. Jackets are to be printed on white 80 or 100 lb. enamel text or 80 lb. uncoated stock such as Mohawk Carnival Felt or Rainbow paper (laminated on the back side). Covers are to be printed on white 10 pt. C1S cover and paper grain must run parallel to spine. Lamination material for all covers must be layflat. Lamination material for jackets does not have to be layflat. Soft-touch matte (or velvet) lamination should be scuff-free or scuff-resistant.

Printed cases will be printed and laminated at the printer awarded this contract. To ensure the cases fit the book properly, the printer is required to supply the Press a template. Files will be supplied to the printer as either application files or as print-ready PDF files. Give the cost on the bid sheet for printing the case material for all reasonable book trim sizes up to but not to exceed 6-1/8" x 9-1/4". Cost for printing the cases for books with trim sizes over 6-1/8" x 9-1/4" up to 8" x 10" may be priced separately. Cases are to be printed on white 80 or 100 lb. enamel text. Lamination material for cases does not have to be layflat. Soft-touch matte (or velvet) lamination should be scuff-free or scuff-resistant.

**NOTE: Quantities on the bid are book order designation quantities only.** Delivered samples, overage for overrun books, and spoilage are to be **included** in these prices. LSU Press requires no more than 10 advance sample jackets, covers, and cases (loose, not on boards) for first-printings and no more than 4 advance samples for reprints. Additional quantity needed for spoilage during laminating and binding are to be added in by the printer and are also to be included in the prices. **The Press no longer requires additional replacement jackets to ship with the books.**

Files will be provided as print-ready PDF files. Prices are to include the cost of a soft proof. Give the additional cost for the Press checking match-prints of covers and jackets instead of soft proof.

Provide a credit for reprinting jackets from files archived at the printer or transferred from another printer. Give the cost per correction for any corrections to existing files, generally in type only or replacing a bar code, including the price for supplying a revised soft proof.

**PART VI: SCHEDULE**

As a standard schedule, casebound books are to ship 30 working days after receipt of PDF files, including three-day turnaround for checking complete soft proof and three-day turnaround for checking sample cases though the Press realizes schedules will need to be flexible at certain times of the year.

As a standard schedule, paperback books are to ship 25 working days after receipt of PDF files, including two-day turnaround for checking complete soft proof though the Press realizes schedules will need to be flexible at certain times of the year.

This schedule is inclusive of text proof. Note on bid sheet a percentage up-charge for rush deliveries. Schedule is an important part of the bid and will be a consideration in awarding the contract.

**NOTE:**

BIDDERS ARE CAUTIONED THAT FAILURE TO FILL IN THE BID SHEET MAY BE CAUSE FOR REJECTION. Please fill in all of the pricing on the bid as requested, even if there is duplicate pricing from trim size to trim size.

THE UNIVERSITY RESERVES THE RIGHT TO REQUEST SAMPLE OF WORK PRIOR TO AWARDING BID AND THE RIGHT TO ACCEPT THAT BID IT DEEMS BEST SUITED TO ITS NEEDS.

QUOTE AS SPECIFIED OR GIVE COMPLETE INFORMATION ON EQUALS.



**PART I: PRINTING (up to 5-1/2" x 8-1/2"), continued**

	250	500	750	1000	1250	1500	2000	2500	+/- 250s
<b>ADDITIONAL 32s</b>									
A. Prep, Proof, Plate	_____	_____	_____	_____	_____	_____	_____	_____	_____
B. Presswork	_____	_____	_____	_____	_____	_____	_____	_____	_____
C. Paper: 1.) 55# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
2.) 50# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
3.) 60# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
4.) 50# White	_____	_____	_____	_____	_____	_____	_____	_____	_____
<b>ADDITIONAL 16s</b>									
A. Prep, Proof, Plate	_____	_____	_____	_____	_____	_____	_____	_____	_____
B. Presswork	_____	_____	_____	_____	_____	_____	_____	_____	_____
C. Paper: 1.) 55# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
2.) 50# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
3.) 60# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
4.) 50# White	_____	_____	_____	_____	_____	_____	_____	_____	_____
<b>ADDITIONAL 8s</b>									
A. Prep, Proof, Plate	_____	_____	_____	_____	_____	_____	_____	_____	_____
B. Presswork	_____	_____	_____	_____	_____	_____	_____	_____	_____
C. Paper: 1.) 55# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
2.) 50# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
3.) 60# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
4.) 50# White	_____	_____	_____	_____	_____	_____	_____	_____	_____

**D. VARIATIONS:**

- 1). Deduction per page for printing from your archived printer files @ \_\_\_\_\_/page.
- 2). Deduction per page for printing from transferred printer files @ \_\_\_\_\_/page.
- 3). Cost for correction at soft proof stage or changing page in existing files (on reprints) from supplied PDF file, each @ \_\_\_\_\_/ page, including revised soft proof of corrected page.
- 4). Deduction for not requiring complete soft proof @ \_\_\_\_\_/page.

**PART I: PRINTING (up to 5-1/2" x 8-1/2"), continued**

List any other additional charges, credits, or notations:

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**PART II: 4-COLOR INSERT PRINTING (up to 5-1/2" x 8-1/2")**

PAPER: Matte coated: 1.) 80# white: \_\_\_\_\_ ppi \_\_\_\_\_; Uncoated: 2.) 55# cream: \_\_\_\_\_ ppi \_\_\_\_\_

	250	500	750	1000	1250	1500	2000	2500	+/- 250s
<b>32 PAGES</b>									
A. Prep, Proof, Plate	_____	_____	_____	_____	_____	_____	_____	_____	_____
B. Presswork	_____	_____	_____	_____	_____	_____	_____	_____	_____
C. Paper: 1.) 80# matte	_____	_____	_____	_____	_____	_____	_____	_____	_____
2.) 55# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
<b>16 PAGES</b>									
A. Prep, Proof, Plate	_____	_____	_____	_____	_____	_____	_____	_____	_____
B. Presswork	_____	_____	_____	_____	_____	_____	_____	_____	_____
C. Paper: 1.) 80# matte	_____	_____	_____	_____	_____	_____	_____	_____	_____
2.) 55# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
<b>8 PAGES</b>									
A. Prep, Proof, Plate	_____	_____	_____	_____	_____	_____	_____	_____	_____
B. Presswork	_____	_____	_____	_____	_____	_____	_____	_____	_____
C. Paper: 1.) 80# matte	_____	_____	_____	_____	_____	_____	_____	_____	_____
2.) 55# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____

**D. VARIATIONS:**

Deduction for soft proof instead of match-print proof @ \_\_\_\_\_ / page.

Cost for color correction at proof stage @ \_\_\_\_\_ / page.





**PART III: CASEBINDING (up to 5-1/2" x 8-1/2"), continued**

	250	500	750	1000	1250	1500	2000	2500	+/- 250s
<b><u>ADDITIONALS:</u></b>									
Three-piece bind	_____	_____	_____	_____	_____	_____	_____	_____	_____
Two-piece bind	_____	_____	_____	_____	_____	_____	_____	_____	_____
Flat-back bind	_____	_____	_____	_____	_____	_____	_____	_____	_____
Credit for not requesting a sample case:	_____.								

**B. PAPERBACK BINDING:**

FOLDING, GATHERING, & ADHESIVE BINDING AND APPLYING COVER

64 pages	_____	_____	_____	_____	_____	_____	_____	_____	_____
128 pages	_____	_____	_____	_____	_____	_____	_____	_____	_____
192 pages	_____	_____	_____	_____	_____	_____	_____	_____	_____
256 pages	_____	_____	_____	_____	_____	_____	_____	_____	_____
320 pages	_____	_____	_____	_____	_____	_____	_____	_____	_____
Additional 32s	_____	_____	_____	_____	_____	_____	_____	_____	_____
Additional 16s	_____	_____	_____	_____	_____	_____	_____	_____	_____
Additional 8s	_____	_____	_____	_____	_____	_____	_____	_____	_____
Additional for French flaps	_____	_____	_____	_____	_____	_____	_____	_____	_____

**PART IV: PACKING AND SHIPPING (5 1/2" x 8 1/2")**

PACK IN CARTONS AND BAND TO PALLETS

_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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SHRINKWRAP individually \_\_\_\_\_/book.

SHRINKWRAP in packs of convenient size \_\_\_\_\_/pack.



**PART I: PRINTING (up to 6-1/8" x 9-1/4"), continued**

	250	500	750	1000	1250	1500	2000	2500	+/- 250s
<b>ADDITIONAL 32s</b>									
A. Prep, Proof, Plate	_____	_____	_____	_____	_____	_____	_____	_____	_____
B. Presswork	_____	_____	_____	_____	_____	_____	_____	_____	_____
C. Paper: 1.) 55# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
2.) 50# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
3.) 60# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
4.) 50# White	_____	_____	_____	_____	_____	_____	_____	_____	_____
<b>ADDITIONAL 16s</b>									
A. Prep, Proof, Plate	_____	_____	_____	_____	_____	_____	_____	_____	_____
B. Presswork	_____	_____	_____	_____	_____	_____	_____	_____	_____
C. Paper: 1.) 55# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
2.) 50# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
3.) 60# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
4.) 50# White	_____	_____	_____	_____	_____	_____	_____	_____	_____
<b>ADDITIONAL 8s</b>									
A. Prep, Proof, Plate	_____	_____	_____	_____	_____	_____	_____	_____	_____
B. Presswork	_____	_____	_____	_____	_____	_____	_____	_____	_____
C. Paper: 1.) 55# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
2.) 50# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
3.) 60# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
4.) 50# White	_____	_____	_____	_____	_____	_____	_____	_____	_____

**D. VARIATIONS:**

- 1). Deduction per page for printing from your archived printer files @ \_\_\_\_\_/page.
- 2). Deduction per page for printing from transferred printer files @ \_\_\_\_\_/page.
- 3). Cost for correction at soft proof stage or changing page in existing files (on reprints) from supplied PDF file, each @ \_\_\_\_\_/ page, including revised soft proof of corrected page.
- 4). Deduction for not requiring complete soft proof @ \_\_\_\_\_/page.

**PART I: PRINTING (up to 6-1/8" x 9-1/4"), continued**

List any other additional charges, credits, or notations:

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**PART II: 4-COLOR INSERT PRINTING (up to 6-1/8" x 9-1/4")**

PAPER: Matte coated: 1.) 80# white: \_\_\_\_\_ ppi \_\_\_\_\_; Uncoated: 2.) 55# cream: \_\_\_\_\_ ppi \_\_\_\_\_

	250	500	750	1000	1250	1500	2000	2500	+/- 250s
<b>32 PAGES</b>									
A. Prep, Proof, Plate	_____	_____	_____	_____	_____	_____	_____	_____	_____
B. Presswork	_____	_____	_____	_____	_____	_____	_____	_____	_____
C. Paper: 1.) 80# matte	_____	_____	_____	_____	_____	_____	_____	_____	_____
2.) 55# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
<b>16 PAGES</b>									
A. Prep, Proof, Plate	_____	_____	_____	_____	_____	_____	_____	_____	_____
B. Presswork	_____	_____	_____	_____	_____	_____	_____	_____	_____
C. Paper: 1.) 80# matte	_____	_____	_____	_____	_____	_____	_____	_____	_____
2.) 55# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
<b>8 PAGES</b>									
A. Prep, Proof, Plate	_____	_____	_____	_____	_____	_____	_____	_____	_____
B. Presswork	_____	_____	_____	_____	_____	_____	_____	_____	_____
C. Paper: 1.) 80# matte	_____	_____	_____	_____	_____	_____	_____	_____	_____
2.) 55# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____

**D. VARIATIONS:**

Deduction for soft proof instead of match-print proof @ \_\_\_\_\_ / page.

Cost for color correction at proof stage @ \_\_\_\_\_ / page.



**PART III: CASEBINDING (up to 6 1/8" x 9 1/4"), continued**

	250	500	750	1000	1250	1500	2000	2500	+/- 250s
<b><u>ADDITIONALS:</u></b>									
Three-piece bind	_____	_____	_____	_____	_____	_____	_____	_____	_____
Two-piece bind	_____	_____	_____	_____	_____	_____	_____	_____	_____
Flat-back bind	_____	_____	_____	_____	_____	_____	_____	_____	_____
Credit for not requesting a sample case:	_____.								

**B. PAPERBACK BINDING:**

FOLDING, GATHERING, & ADHESIVE BINDING AND APPLYING COVER

64 pages	_____	_____	_____	_____	_____	_____	_____	_____	_____
128 pages	_____	_____	_____	_____	_____	_____	_____	_____	_____
192 pages	_____	_____	_____	_____	_____	_____	_____	_____	_____
256 pages	_____	_____	_____	_____	_____	_____	_____	_____	_____
320 pages	_____	_____	_____	_____	_____	_____	_____	_____	_____
Additional 32s	_____	_____	_____	_____	_____	_____	_____	_____	_____
Additional 16s	_____	_____	_____	_____	_____	_____	_____	_____	_____
Additional 8s	_____	_____	_____	_____	_____	_____	_____	_____	_____
Additional for French flaps	_____	_____	_____	_____	_____	_____	_____	_____	_____

**PART IV: PACKING AND SHIPPING (up to 6 1/8" x 9 1/4")**

PACK IN CARTONS AND BAND

TO PALLETS \_\_\_\_\_

SHRINKWRAP individually \_\_\_\_\_/book.

SHRINKWRAP in packs of convenient size \_\_\_\_\_/pack.





**PART I: PRINTING (7" x 10"), continued**

	250	500	750	1000	1250	1500	2000	2500	+/- 250s
<b>ADDITIONAL 32s</b>									
A. Prep, Proof, Plate	_____	_____	_____	_____	_____	_____	_____	_____	_____
B. Presswork	_____	_____	_____	_____	_____	_____	_____	_____	_____
C. Paper: 1.) 55# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
2.) 50# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
3.) 60# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
4.) 50# White	_____	_____	_____	_____	_____	_____	_____	_____	_____
<b>ADDITIONAL 16s</b>									
A. Prep, Proof, Plate	_____	_____	_____	_____	_____	_____	_____	_____	_____
B. Presswork	_____	_____	_____	_____	_____	_____	_____	_____	_____
C. Paper: 1.) 55# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
2.) 50# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
3.) 60# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
4.) 50# White	_____	_____	_____	_____	_____	_____	_____	_____	_____
<b>ADDITIONAL 8s</b>									
A. Prep, Proof, Plate	_____	_____	_____	_____	_____	_____	_____	_____	_____
B. Presswork	_____	_____	_____	_____	_____	_____	_____	_____	_____
C. Paper: 1.) 55# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
2.) 50# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
3.) 60# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
4.) 50# White	_____	_____	_____	_____	_____	_____	_____	_____	_____

**D. VARIATIONS:**

- 1). Deduction per page for printing from your archived printer files @ \_\_\_\_\_/page.
- 2). Deduction per page for printing from transferred printer files @ \_\_\_\_\_/page.
- 3). Cost for correction at soft proof stage or changing page in existing files (on reprints) from supplied PDF file, each @ \_\_\_\_\_/ page, including revised soft proof of corrected page.
- 4). Deduction for not requiring complete soft proof @ \_\_\_\_\_/page.

**PART I: PRINTING (7" x 10"), continued**

List any other additional charges, credits, or notations:

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**PART II: 4-COLOR INSERT PRINTING (7" x 10")**

PAPER: Matte coated: 1.) 80# white: \_\_\_\_\_ ppi \_\_\_\_\_; Uncoated: 2.) 55# cream: \_\_\_\_\_ ppi \_\_\_\_\_

	250	500	750	1000	1250	1500	2000	2500	+/- 250s
<b>32 PAGES</b>									
A. Prep, Proof, Plate	_____	_____	_____	_____	_____	_____	_____	_____	_____
B. Presswork	_____	_____	_____	_____	_____	_____	_____	_____	_____
C. Paper: 1.) 80# matte	_____	_____	_____	_____	_____	_____	_____	_____	_____
2.) 55# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
<b>16 PAGES</b>									
A. Prep, Proof, Plate	_____	_____	_____	_____	_____	_____	_____	_____	_____
B. Presswork	_____	_____	_____	_____	_____	_____	_____	_____	_____
C. Paper: 1.) 80# matte	_____	_____	_____	_____	_____	_____	_____	_____	_____
2.) 55# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
<b>8 PAGES</b>									
A. Prep, Proof, Plate	_____	_____	_____	_____	_____	_____	_____	_____	_____
B. Presswork	_____	_____	_____	_____	_____	_____	_____	_____	_____
C. Paper: 1.) 80# matte	_____	_____	_____	_____	_____	_____	_____	_____	_____
2.) 55# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____

**D. VARIATIONS:**

Deduction for soft proof instead of match-print proof @ \_\_\_\_\_ / page.

Cost for color correction at proof stage @ \_\_\_\_\_ / page.



**PART III: CASEBINDING (7" x 10"), continued**

	250	500	750	1000	1250	1500	2000	2500	+/- 250s
<b><u>ADDITIONALS:</u></b>									
Three-piece bind	_____	_____	_____	_____	_____	_____	_____	_____	_____
Two-piece bind	_____	_____	_____	_____	_____	_____	_____	_____	_____
Flat-back bind	_____	_____	_____	_____	_____	_____	_____	_____	_____

**B. PAPERBACK BINDING:**

FOLDING, GATHERING, & ADHESIVE BINDING AND APPLYING COVER

64 pages	_____	_____	_____	_____	_____	_____	_____	_____	_____
128 pages	_____	_____	_____	_____	_____	_____	_____	_____	_____
192 pages	_____	_____	_____	_____	_____	_____	_____	_____	_____
256 pages	_____	_____	_____	_____	_____	_____	_____	_____	_____
320 pages	_____	_____	_____	_____	_____	_____	_____	_____	_____
Additional 32s	_____	_____	_____	_____	_____	_____	_____	_____	_____
Additional 16s	_____	_____	_____	_____	_____	_____	_____	_____	_____
Additional 8s	_____	_____	_____	_____	_____	_____	_____	_____	_____
Additional for French flaps	_____	_____	_____	_____	_____	_____	_____	_____	_____

**PART IV: PACKING AND SHIPPING (7" x 10")**

PACK IN CARTONS AND BAND  
TO PALLETS \_\_\_\_\_

SHRINKWRAP individually \_\_\_\_\_/book.

SHRINKWRAP in packs of convenient size \_\_\_\_\_/pack.



**PART I: PRINTING (8" x 10"), continued**

	250	500	750	1000	1250	1500	2000	2500	+/- 250s
<b>ADDITIONAL 32s</b>									
A. Prep, Proof, Plate	_____	_____	_____	_____	_____	_____	_____	_____	_____
B. Presswork	_____	_____	_____	_____	_____	_____	_____	_____	_____
C. Paper: 1.) 55# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
2.) 50# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
3.) 60# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
4.) 50# White	_____	_____	_____	_____	_____	_____	_____	_____	_____
<b>ADDITIONAL 16s</b>									
A. Prep, Proof, Plate	_____	_____	_____	_____	_____	_____	_____	_____	_____
B. Presswork	_____	_____	_____	_____	_____	_____	_____	_____	_____
C. Paper: 1.) 55# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
2.) 50# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
3.) 60# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
4.) 50# White	_____	_____	_____	_____	_____	_____	_____	_____	_____
<b>ADDITIONAL 8s</b>									
A. Prep, Proof, Plate	_____	_____	_____	_____	_____	_____	_____	_____	_____
B. Presswork	_____	_____	_____	_____	_____	_____	_____	_____	_____
C. Paper: 1.) 55# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
2.) 50# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
3.) 60# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
4.) 50# White	_____	_____	_____	_____	_____	_____	_____	_____	_____

**D. VARIATIONS:**

- 1). Deduction per page for printing from your archived printer files @ \_\_\_\_\_/page.
- 2). Deduction per page for printing from transferred printer files @ \_\_\_\_\_/page.
- 3). Cost for correction at soft proof stage or changing page in existing files (on reprints) from supplied PDF file, each @ \_\_\_\_\_/ page, including revised soft proof of corrected page.
- 4). Deduction for not requiring complete soft proof @ \_\_\_\_\_/page.

**PART I: PRINTING (8" x 10"), continued**

List any other additional charges, credits, or notations:

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**PART II: 4-COLOR INSERT PRINTING (8" x 10")**

PAPER: Matte coated: 1.) 80# white: \_\_\_\_\_ ppi \_\_\_\_\_; Uncoated: 2.) 55# cream: \_\_\_\_\_ ppi \_\_\_\_\_

	250	500	750	1000	1250	1500	2000	2500	+/- 250s
<b>32 PAGES</b>									
A. Prep, Proof, Plate	_____	_____	_____	_____	_____	_____	_____	_____	_____
B. Presswork	_____	_____	_____	_____	_____	_____	_____	_____	_____
C. Paper: 1.) 80# matte	_____	_____	_____	_____	_____	_____	_____	_____	_____
2.) 55# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
<b>16 PAGES</b>									
A. Prep, Proof, Plate	_____	_____	_____	_____	_____	_____	_____	_____	_____
B. Presswork	_____	_____	_____	_____	_____	_____	_____	_____	_____
C. Paper: 1.) 80# matte	_____	_____	_____	_____	_____	_____	_____	_____	_____
2.) 55# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____
<b>8 PAGES</b>									
A. Prep, Proof, Plate	_____	_____	_____	_____	_____	_____	_____	_____	_____
B. Presswork	_____	_____	_____	_____	_____	_____	_____	_____	_____
C. Paper: 1.) 80# matte	_____	_____	_____	_____	_____	_____	_____	_____	_____
2.) 55# Cream	_____	_____	_____	_____	_____	_____	_____	_____	_____

**D. VARIATIONS:**

Deduction for soft proof instead of match-print proof @ \_\_\_\_\_ / page.

Cost for color correction at proof stage @ \_\_\_\_\_ / page.





**PART III: CASEBINDING (8" x 10"), continued**

	250	500	750	1000	1250	1500	2000	2500	+/- 250s
<b><u>ADDITIONALS:</u></b>									
Three-piece bind	_____	_____	_____	_____	_____	_____	_____	_____	_____
Two-piece bind	_____	_____	_____	_____	_____	_____	_____	_____	_____
Flat-back bind	_____	_____	_____	_____	_____	_____	_____	_____	_____

**B. PAPERBACK BINDING:**

FOLDING, GATHERING, & ADHESIVE BINDING AND APPLYING COVER

64 pages	_____	_____	_____	_____	_____	_____	_____	_____	_____
128 pages	_____	_____	_____	_____	_____	_____	_____	_____	_____
192 pages	_____	_____	_____	_____	_____	_____	_____	_____	_____
256 pages	_____	_____	_____	_____	_____	_____	_____	_____	_____
320 pages	_____	_____	_____	_____	_____	_____	_____	_____	_____
Additional 32s	_____	_____	_____	_____	_____	_____	_____	_____	_____
Additional 16s	_____	_____	_____	_____	_____	_____	_____	_____	_____
Additional 8s	_____	_____	_____	_____	_____	_____	_____	_____	_____
Additional for French flaps	_____	_____	_____	_____	_____	_____	_____	_____	_____

**PART IV: PACKING AND SHIPPING (8" x 10")**

PACK IN CARTONS AND BAND  
TO PALLETS \_\_\_\_\_

SHRINKWRAP individually \_\_\_\_\_/book.

SHRINKWRAP in packs of convenient size \_\_\_\_\_/pack.



**PART V: PRINTING AND LAMINATING JACKETS, COVERS, AND CASES continued**

	250	500	750	1000	1250	1500	2000	2500	+/- 250s
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E. PRINTING CASES (for trims up to 6-1/8 x 9-1/4):

80 lb. COATED TEXT:

Black + 1 PMS color	_____	_____	_____	_____	_____	_____	_____	_____	_____
2 PMS colors only	_____	_____	_____	_____	_____	_____	_____	_____	_____
Black + 2 PMS colors	_____	_____	_____	_____	_____	_____	_____	_____	_____
4-color process	_____	_____	_____	_____	_____	_____	_____	_____	_____
Add'l for 100 lb. enamel	_____	_____	_____	_____	_____	_____	_____	_____	_____
Add'l for uncoated stock	_____	_____	_____	_____	_____	_____	_____	_____	_____
Gloss lamination:	_____	_____	_____	_____	_____	_____	_____	_____	_____
Matte lamination:	_____	_____	_____	_____	_____	_____	_____	_____	_____
Matte soft-touch, scuff-free	_____	_____	_____	_____	_____	_____	_____	_____	_____

G. PRINTING CASES (for trims up to 8 x 10):

80 lb. COATED TEXT:

Black + 1 PMS color	_____	_____	_____	_____	_____	_____	_____	_____	_____
2 PMS colors only	_____	_____	_____	_____	_____	_____	_____	_____	_____
Black + 2 PMS colors	_____	_____	_____	_____	_____	_____	_____	_____	_____
4-color process	_____	_____	_____	_____	_____	_____	_____	_____	_____
Add'l for 100 lb. enamel	_____	_____	_____	_____	_____	_____	_____	_____	_____
Gloss lamination:	_____	_____	_____	_____	_____	_____	_____	_____	_____
Matte lamination:	_____	_____	_____	_____	_____	_____	_____	_____	_____
Matte soft-touch, scuff-free	_____	_____	_____	_____	_____	_____	_____	_____	_____

VARIATIONS:

Additional cost for correction to application file at time of order or at digital proof stage \$ \_\_\_\_\_.

Credit for reprinting from print-ready files on hand \$ \_\_\_\_\_.

Credit for reprinting from print-ready files transferred from previous printer \$ \_\_\_\_\_.

Charge for printer to make correction to print-ready files on hand or transferred from previous printer \$ \_\_\_\_\_.

Charge for match-print proof instead of soft proof \$ \_\_\_\_\_.

Credit for not requiring proof \$ \_\_\_\_\_.

**PART VI: SCHEDULE**

Yes, I can maintain the specified schedule of 30 working days for casebound and 25 working days for paperback books:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Rush delivery charge \_\_\_\_\_%

**BID SHEET**  
**Offset Printing and Binding Casebound Books, 2024–2025**  
**SAMPLE BOOKS PRICING, FOR AWARD OF BID**

*The following sample books are for awarding the bid only:*

SAMPLE BOOK #1:

(First printing, casebound)

Trim: 5 1/2" x 8 1/2"

Pages: 232 (192, plus 32, plus 8)

Quantity: 750 casebound (smyth-sewn)

Paper: 55 lb. cream (approximately 360 ppi)

Copy: Supplied new PDF file of text, PDF file of spine stamping die, PDF file of jacket

Proof: Complete soft proof of text, soft proof of jacket, stamped sample case of Pearl linen cloth

Cover: 4-color process, matte soft-touch (velvet) lamination (scuff-resistant)

Prep, proof, plates (232 pages) \_\_\_\_\_

Presswork (750) \_\_\_\_\_

Paper (55 lb. cream) \_\_\_\_\_

Fold, gather, sew, crash, round and back \_\_\_\_\_

One-piece case of Pearl linen \_\_\_\_\_

Stamping: 1 hit on spine \_\_\_\_\_

Endsheets: 80 lb. natural \_\_\_\_\_

Head- and tail-bands \_\_\_\_\_

Print 4-color jacket \_\_\_\_\_

Matte soft-touch (velvet) lamination (jacket) \_\_\_\_\_

Pack and pallet \_\_\_\_\_

TOTAL \_\_\_\_\_

SAMPLE BOOK #2:  
(First printing, paperback)

Trim: 6" x 9"

Pages: 280 (256, plus 16, plus 8)

Quantity: 1,000 adhesive bind (perfect)

Paper: 55 lb. cream (approximately 360 ppi)

Copy: Supplied new PDF file of text, PDF file of cover

Proofs: Complete soft proof of text, soft proof of cover

Covers: 4-color process, matte soft-touch (velvet) lay-flat lamination (scuff-resistant)

Prep, proof, plate (280 pages) \_\_\_\_\_

Presswork (1,000) \_\_\_\_\_

Paper (55 lb. cream) \_\_\_\_\_

Fold, gather, adhesive bind, and apply covers \_\_\_\_\_

Print 4-color covers \_\_\_\_\_

Matte soft-touch (velvet) lamination (covers) \_\_\_\_\_

Pack and pallet \_\_\_\_\_

TOTAL \_\_\_\_\_

SAMPLE #3:

(First printing, casebound, printed case with no jacket)

Trim: 6" x 9"

Pages: 480 pages (320 plus 5-32s)

Quantity: 500 casebound (smyth-sewn)

Paper: 55 lb. cream (approximately 360 ppi)

Copy: Supplied new PDF file of text, PDF file of spine stamping die, PDF of printed case

Proof: Complete soft proof of text and printed case

Case: 4-color with matte soft-touch lamination

Prep, proof, plates (480 pages) \_\_\_\_\_

Presswork (500) \_\_\_\_\_

Paper (55 lb. cream) \_\_\_\_\_

Fold, gather, sew, crash, round and back \_\_\_\_\_

Bind one-piece printed case \_\_\_\_\_

Stamping: 1 hit on spine \_\_\_\_\_

Endsheets: 80 lb. natural \_\_\_\_\_

Head- and tail-bands \_\_\_\_\_

Print 4-color printed case \_\_\_\_\_

Matte soft-touch (velvet) lamination (case) \_\_\_\_\_

Pack and pallet \_\_\_\_\_

TOTAL \_\_\_\_\_

SAMPLE BOOK #4:  
 (First printing, casebound)

Trim: 6" x 9"

280 pages (256, plus 16, plus 8)

Quantity: 1,000 casebound (smyth-sewn)

Paper: 55 lb. cream (approximately 400 ppi)

Copy: Furnished new PDF file of text, PDF file of spine stamping die, PDF file of jacket

Proof: Complete soft proof of text, one stamped sample case (Rainbow with one hit foil on spine)

Jacket: 4-color matte soft-touch (velvet) lamination jackets to be furnished

Prep, proof, plates (280 pages) \_\_\_\_\_

Presswork (1,000) \_\_\_\_\_

Paper (55 lb. cream) \_\_\_\_\_

Fold, gather, sew, crash, round and back \_\_\_\_\_

One-piece case of Rainbow \_\_\_\_\_

Stamping: 1 hit on spine \_\_\_\_\_

Endsheets: 80 lb. natural \_\_\_\_\_

Head- and tail-bands \_\_\_\_\_

Print 4-color jackets \_\_\_\_\_

Matte soft-touch (velvet) lamination (jacket) \_\_\_\_\_

Pack and pallet \_\_\_\_\_

TOTAL \_\_\_\_\_

SAMPLE BOOK #5:  
(First printing, casebound)

Trim: 6" x 9"

Pages: 168 (128 plus 32, plus 8)

Quantity: 750casebound (smyth-sewn)

Paper: 55 lb. cream (approximately 360 ppi)

Copy: Supplied PDF file of text, PDF of spine die, PDF file of jacket

Proof: Complete soft proof of text, 1 stamped sample case (Rainbow paper with one hit foil on spine)

Jacket: 4-color, gloss lamination

Prep, proof, plates (168 pages) \_\_\_\_\_

Presswork (750) \_\_\_\_\_

Paper (55 lb. cream) \_\_\_\_\_

Fold, gather, sew, crash, and back \_\_\_\_\_

Rainbow paper, one-piece \_\_\_\_\_

Stamping: 1 hit spine only \_\_\_\_\_

Endsheets: 80 lb. to match text \_\_\_\_\_

Head- and tail-bands \_\_\_\_\_

Print 4-color jackets \_\_\_\_\_

Matte soft-touch (velvet) lamination (jacket) \_\_\_\_\_

Pack and pallet \_\_\_\_\_

TOTAL \_\_\_\_\_



SAMPLE BOOK #6:  
(Reprint, casebound)

Trim: 6" x 9"

Pages: 456 pages (320, plus 4-32s, plus 8)

Quantity: 500 casebound (smyth-sewn)

Paper: 50 lb. cream (approximately 440 ppi)

Copy: Transferred PDF file of text, sample book, furnished stamping die, PDF of new copyright page,  
transferred PDF file of jacket

Proof: Soft proof of complete text, 1 stamped sample case (Rainbow paper with one hit of foil on spine)

Jacket: Printed 4-color on 80 lb. Mohawk uncoated stock with gloss lamination on the backside

Prep, proof, plates (456 pages)	_____
Deduction for transferred PDF file	_____
Charge for correction (1 page)	_____
Presswork (500)	_____
Paper (50 lb. cream)	_____
Fold, gather, sew, crash, round and back	_____
Rainbow paper, one piece	_____
Stamping: 1 hit foil on spine	_____
Endsheets: 80 lb. natural to match text	_____
Head- and tail-bands	_____
Print 4-color jackets	_____
Deduction for transferred jacket file	_____
Gloss lamination on backside (jacket)	_____
Pack and pallet	_____
TOTAL	_____

SAMPLE BOOK #7:

(Reprint, paperback)

Trim: 5 1/2" x 8 1/2"

Pages: 368 pages (320, plus 32, plus 16)

Quantity: 500 paper (perfect bind)

Paper: 50 lb. White Offset (approximately 535 ppi)

Copy: All files are on hand and stored in archives, new PDF file of copyright page

Proof: Soft proof of copyright page only

Cover: 4-color with gloss lamination

Prep, proof, plates (368 pages) \_\_\_\_\_

Deduction for PDF file on hand \_\_\_\_\_

Deduction for not requiring complete blues \_\_\_\_\_

Charge for correction (1 page) \_\_\_\_\_

Presswork (500) \_\_\_\_\_

Paper (50 lb. white offset) \_\_\_\_\_

Fold, gather, adhesive bind, and apply covers \_\_\_\_\_

Print 4-color covers \_\_\_\_\_

Deduction for cover file on hand \_\_\_\_\_

Gloss lamination (cover) \_\_\_\_\_

Pack and pallet \_\_\_\_\_

TOTAL \_\_\_\_\_

**TOTAL OF ALL 7 SAMPLE BOOKS:** \_\_\_\_\_

**LSU TERM CONTRACT – SPECIAL CONDITIONS**

These special conditions shall apply to LSU Term Contracts, in addition to all Standard Terms and Conditions.

A “Term Contract” is defined as an agreement with a Vendor to provide specified goods and/or services on an as-needed basis at established prices, terms and conditions during a specific period of time (or term), and does not guarantee usage. Such pricing agreements are commonly referred to as standing agreements, open end contracts, and requirements contracts. Purchase/release orders issued against term contracts serve as the Vendor’s authorization to ship goods and/or provide services.

**1. Scope of Contract**

This solicitation is issued to establish a term contract for the specified goods and/or services for the period beginning \_\_\_\_\_ and ending \_\_\_\_\_, in accordance with all specifications, terms, and conditions.

**2. Initial Contract Period**

LSU intends to award all items for the initial contract period specified above. Award delays beyond the anticipated contract begin date may result in an initial award less than the specified contract period.

**3. Contract Renewals/Extensions**

At the option of LSU and acceptance by the Vendor, this contract may be renewed for \_\_\_\_\_ additional \_\_\_\_\_ month periods, or extended in partial increments thereof, at the same prices, terms and conditions of the original contract award. Total contract period not to exceed \_\_\_\_\_ months.

**4. Estimated Quantities**

Solicitation quantities shown are estimated only and may be based on historical contract usage and/or projected needs; where usage is not available, a quantity of one (1) indicates a lack of history on this item. Vendors are cautioned that regardless of the quantity shown in the solicitation, LSU shall not be obligated under the contract to purchase any specific or minimum amount. Vendor must supply any order requirements at the bid/contract prices, whether the total of such requirements are more or less than the estimated quantities shown.

**5. Firm Pricing**

Contract prices shall remain firm for the duration of the contract term; and no price increases will be allowed, unless escalation/de-escalation provisions are specifically provided for herein. Prices may not exceed the current nationally advertised and available General Services Administration (GSA) Price Schedule if one exists.

*LSU is a member of the National Association of Educational Procurement (NAEP) and the E & I Cooperative Purchasing Service.*

**6. Insurance Requirements**

If an automobile is utilized in the execution of the contract, including deliveries made with company owned, hired, and/or non-owned vehicles, Vendor shall be required to furnish a certificate of insurance evidencing coverages per attached insurance requirements. The Board of Supervisors of Louisiana State University and Agricultural & Mechanical College shall be named as an additional insured on all liability policies.

**7. Vendor Parking on the LSU Campus – Permits & Gate Passes**

Vendors and contractors needing access to reserved, gated “C” parking lots or to controlled access streets in the center of campus for logistics in performing business with LSU, must apply for gate passes through the LSU Office of Parking, Traffic and Transportation (PTT). Visit the LSU/PTT website at [www.lsu.edu/parking](http://www.lsu.edu/parking) and the “Permits” webpage for details.

Vendor requests are considered and granted by PTT, subject to an annual fee and qualifying criteria. Vendors not qualifying for gate passes may be granted general permits for outlying parking lots at no charge. All vendors are responsible for adhering to LSU Parking Rules and Regulations (see the PTT “Information” webpage). Direct any questions to PTT at 225-578-5000, or visit their office located in the Public Safety Building on South Stadium Road, Baton Rouge, LA 70803.

**8. Vendor Non-Performance**

Vendor is required to perform in strict accordance with all contract specifications, terms, and conditions. Vendor will be advised in writing of non-performance issues and shall be required to promptly implement corrective actions to ensure contract compliance and to prevent recurrences. In the event Vendor is issued three (3) or more complaints of non-performance, LSU reserves the right at its sole discretion to cancel the contract with a ten (10) day written notice. Contract cancellations due to non-performance may be cause to deem the Vendor non-responsible in future solicitations.

**9. Contract Amendments**

## Solicitation #

Requests for contract changes must be made in writing by an authorized agent/signatory of the Vendor and submitted to LSU Purchasing for prior approval. Requests shall include detailed justification and supporting documentation for the proposed amendment.

Contract revisions shall be effective only upon approval by LSU Purchasing and issuance of a formal LSU Contract Amendment. The Vendor shall honor purchase/release orders issued prior to the approval of any contract amendment as applicable.

### **10. Price Reductions**

Whenever price reductions are made by the Vendor/Manufacturer during the LSU contract term, and which are offered to similarly-situated customers [i.e. those contracting under similar terms, conditions, periods, etc], and which are lower than LSU contract prices, said reductions shall be afforded to LSU.

Vendor shall give prompt written notice to LSU Purchasing of any such price reduction and effective date for issuance of a formal contract amendment. Price reductions must be offered to all departments. Vendors found to have knowingly and willfully withheld such price reductions may be required to reimburse LSU of any overcharges.

### **11. Product Substitutions**

Only those awarded brands and numbers, furnished in the packaging/units of measure and at the unit prices stated in the LSU contract, are approved for order, receipt, and payment purposes. Unauthorized product substitutions are subject to rejection at time of delivery, post-return at Vendor's expense, and non-payment.

By submitting a bid, Vendors are expected to have sound supplier agreements in place to support and responsibly perform their contractual term obligations with LSU. Unless discontinued by the manufacturer without replacement, Vendors are expected to honor the awarded brands/numbers throughout the contract term. Substitution requests based merely on the Vendor's own elective change to another supplier may be disapproved at the sole discretion of LSU Purchasing.

Departments are not authorized to approve or accept product substitutions without Purchasing's approval. Vendors who act without regard to this procedure may face contract cancellation, suspension, and/or debarment.

### **12. Right to Add Department Users**

Where this solicitation may name one department as the primary contract user, LSU reserves the right to authorize additional departments to use the contract as their needs arise; and Vendor shall honor all such purchase/release orders.

### **13. Non-Exclusivity**

This agreement is non-exclusive and shall not in any way preclude LSU from entering into similar agreements and/or arrangements with other Vendors or from acquiring similar, equal, or like goods and/or services from other entities or sources.

### **14. Contract Usage Report**

The Vendor shall keep records of all purchases under this contract and shall be prepared to furnish a contract usage report to LSU upon request at any time during the contract term. Contract usage reports must minimally capture and report the following: item numbers and brief item descriptions; total quantities and dollars for each item subtotaled by using department names; and overall contract quantities and dollars.

### **15. Contract Evaluation**

LSU Purchasing welcomes suggestions for contract improvements to effectively meet the needs of the departments we serve. Department feedback relative to the incumbent Vendor's performance will be requested for consideration when determining our contract options for renewal or re-solicitation. Vendor performance will be monitored for compliance with contract terms and conditions, and reports of deficient performance will be appropriately addressed with the Vendor.

The following forms are tools for evaluating our contracts and Vendor performance, and may be accessed at our website ([www.fas.lsu.edu/purchasing](http://www.fas.lsu.edu/purchasing)) under Forms/General:

- PUR512 Contract Suggestions
- PUR514 Contract Performance Evaluation
- PUR515 Deficiency/Complaint Report

### **16. Termination for Non-Appropriation of Funds**

*The following condition shall apply to any contract covering multiple fiscal years:*

The continuation of this contract is contingent upon the appropriation of funds by the legislature to fulfill the requirements of the contract. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the governor or by any means provided in the appropriations act of Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the PUR530 rev 8/2011

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contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds have not been appropriated.