

**STATE OF LOUISIANA
SOUTHEASTERN LOUISIANA UNIVERSITY
HAMMOND, LOUISIANA**

A Member of the University of Louisiana System

**INVITATION TO BID
TO FURNISH AND DELIVER DIPLOMA COVERS
ON AN AS NEEDED BASIS FOR THE
SOUTHEASTERN LOUISIANA UNIVERSITY OFFICE OF THE REGISTRAR**

**ISSUING AGENCY: Southeastern Louisiana University
Purchasing Department
SLU 10800
Hammond, LA 70402**

**DIRECTOR OF PURCHASING: Richard Humber
Telephone: (985) 549-2064**

**PROCUREMENT SPECIALIST: Monette Scott
Telephone: (985) 549-5324**

**ITB REQUESTER: Shannon Beavers
Telephone: (985) 549-2047**

RELEASE DATE: March 21, 2024

Deadline for Fax Inquiry: April 3, 2024

OPENING DATE: April 11, 2024, 4 p.m. Central Time

**DELIVERED LOCATION: Southeastern Louisiana University
Purchasing Department
Property Control & Supply Building
North Oak Street Maintenance Complex
Hammond, Louisiana**

THIS SOLICITATION IS A SEALED BID AND MUST BE RETURNED BY MAIL OR DELIVERED IN PERSON. BID RESPONSE FORMS CANNOT BE FAXED AND ANY FAX RESPONSES SHALL BE REJECTED.

This ITB is available in electronic format <https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/dspBid.cfm?search=department&term=42>. It is available in PDF format or in printed form by submitting a written request to the Procurement Specialist listed above. It is the Bidder's responsibility to check the Office of State Purchasing LaPAC website frequently for any possible addenda that may be issued. Southeastern is not responsible for a bidder's failure to download any addenda documents required to complete an Invitation to Bid.

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The Southeastern Louisiana University (SLU) Purchasing Department will receive facsimile responses through the indicated return date specified in the solicitation document. No responses will be considered by the SLU Purchasing Department after the date specified. On the day following the specified return date, responses shall be posted and analyzed for award.

Responses submitted are subject to LA R.S. 39:1551-1736; Purchasing Rules and Regulations; Executive Orders; General Conditions; any Special Conditions; and Specifications listed in the solicitation document.

The purpose of this solicitation is to set forth the requirements and specifications of Southeastern Louisiana University. The contents of this solicitation and the Bidder/ Vendor/ Contractor's response shall become contractual obligations if a contract (purchase order) ensues.

INSTRUCTIONS TO BIDDERS

- 1) **Response Forms:** All written responses, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed in ink by an authorized representative of the bidding entity. Response prices shall be typewritten or in ink. Fax responses submitted in the following manner will not be accepted: (1) response contains no signature indicating intent to be bound; (2) fax response not legible. Alterations to responses received by solicitation return date will be considered provided faxed response and faxed alteration have been received by the solicitation return date.
- 2) **Standard of Quality:** Any product or service quoted shall conform to all applicable Federal and State laws and regulations and specifications contained in the solicitation document. Unless otherwise specified in the solicitation document, any manufacturer's name, trade name, brand name, or catalog number used in the specifications is for the purpose of describing the quality level and characteristic required. Bidder should specify the brand and model number of the product offered in his response. Responses not specifying brand and model number shall be considered as offering the exact products specified in the solicitation document.
- 3) **Descriptive Information:** Responses proposing an equivalent brand or model should submit with the solicitation document information (such as illustrations, descriptive literature, technical data) sufficient for the University to evaluate quality, suitability, and compliance with the specifications of the solicitation document. Failure to submit descriptive information may cause response to be rejected. Any change made to a manufacturer's published specification submitted for a product shall be verifiable by the manufacturer. If item(s) quoted does not comply with specifications (including brand and/or product number), bidder should state in what respect the item(s) deviate. Failure to note exceptions on the response form will not relieve the successful bidder(s) from supplying the actual products requested.
- 4) **Response Receipt:** Bidders may verify the receipt of their response, but no information or opinions concerning the ultimate contract award will be given until after the evaluation process is completed and award has been made. Bids may be examined 72 hours after request is made. Information pertaining to completed files may be secured by visiting the SLU Purchasing Department during normal working hours. Written bid tabulations will not be furnished.

- CONTINUED -

- 5) Louisiana Preference: Preference is hereby given to products produced, manufactured, harvested, grown or assembled in Louisiana which are equal in quality to products produced, manufactured, harvested, grown or assembled outside of Louisiana. The bidder shall state his right to claim the ten percent (10%) preference in his response and the bidder should state the respective Louisiana location where each qualifying item is produced, manufactured, harvested, grown or assembled.
- 6) Notice of Special Programs Available for Small Business: <https://www.opportunitylouisiana.com/small-business/special-programs-for-small-business>
- 7) Signature Authority: In accordance with LA Revised Statute 39:1594 (Act 121), the person signing the response must be: (1) A current corporate officer, partnership member or other individual specifically authorized to submit a response 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 an accompanying or as provided upon request a corporate resolution or affidavit. By signing the response, the bidder certifies compliance with the above.

GENERAL CONDITIONS

The SLU Purchasing Department 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.

- 1) Prices: Unless otherwise specified in the solicitation, response prices shall be complete, including transportation and handling prepaid by the bidder to destination - SLU, Hammond, LA. Responses other than FOB destination may be rejected. Response prices should be quoted in the unit of measure stated. Response prices shall be firm for a minimum of thirty (30) calendar days, unless otherwise specified by SLU in the solicitation.
- 2) Payment Terms: Cash discounts for less than 30 days may be offered, but will not be considered in determining awards. Responses containing "payment in advance" or "COD" requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
- 3) Delivery: Responses may be rejected if the delivery time indicated is longer than that specified in the solicitation.
- 4) Taxes: Bidder is responsible for including all applicable taxes in the response price. The University is currently exempt from Louisiana State Sales and Use Taxes, and local parish and city taxes. An exemption certificate for state sales and use tax can be provided upon request.
- 5) New Products: Unless specifically called for in the solicitation, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the solicitation. The manufacturer's standard warranty will apply unless otherwise stated in the solicitation.
- 6) Default of Contractor: Failure to deliver within the time specified in the solicitation document will constitute a default and may cause cancellation of the contract. Where the University has determined the contractor to be in default, the state reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid or quote from the defaulting contractor will be considered.
- 7) Contract Cancellation: The University shall have the right to cancel any contract, in accordance with Purchasing Rules and Regulations, for cause, including but not limited to, the following: (1) failure of the vendor to deliver within the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality, or to be delivered in good condition; (3) misrepresentation by the contractor; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the state; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract.
- 8) Applicable Law: All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.

- 9) Equal Opportunity: By submitting and signing the response, bidder agrees that he will not discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, age, national origin, handicap, disability, veteran status, or any other non-merit factor.

By submitting a response to this solicitation, the bidder or proposer certifies and agrees that the following information is correct: In preparing its response, the bidder or proposer has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity that is engaging in commercial transactions in Israel or Israeli-controlled territories, with the specific intent to accomplish a boycott or divestment of Israel. The bidder also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. The state reserves the right to reject the response of the bidder or proposer if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response.

- 10) Piggyback: Other Louisiana Governmental Agencies may purchase at the same terms and conditions if agreed upon by awarded bidder.

Rvsd. 4/2023

A Member of the University of Louisiana System

**SOUTHEASTERN LOUISIANA UNIVERSITY
BID RESPONSE FORM**

BUSINESS NAME: _____

TELEPHONE NO.: (_____) _____ FAX NUMBER: (_____) _____

ADDRESS: _____
MAILING CITY STATE ZIP

Email: _____

SCOPE OF BID: Furnish and deliver Diploma Covers to the Southeastern Louisiana University for the Office of the Registrar on an as needed basis.

I/we do hereby acknowledge receipt of the following addenda (if any):

No. _____ Dated _____ No. _____ Dated _____

CONTRACT TERM: July 1, 2024 THROUGH June 30, 2025 (On As-Needed Basis)

OTHER REQUIREMENTS:

Bidder shall include the cost of transportation and handling in the unit price of item offered - F.O.B. University, Hammond, LA.

If bidding other than the specified make and model, then the bidder should attach illustrations and descriptive literature of the item(s) offered to the bid response form for evaluation purposes.

The attached Instructions To Bidders/General Conditions and Specification apply. Insurance Requirements and Indemnification Agreement shall be a part hereof, if applicable.

TO BIDDER:

Whenever brand name specifications or catalogue numbers are used to describe the standard of quality, performance and other characteristics, the use of such specifications shall not restrict unless otherwise specified, the submission of equivalent products.

TERMS: Net 30 Prox., F.O.B. University, Hammond, LA 70402

TAXES: Any taxes, other than state sales and use tax, shall be included within the bidder's unit price. The University is currently exempt from state sales and use tax.

SIGNATURE TO THE BID RESPONSE FORM SHALL BE CONSTRUED AS ACCEPTANCE OF THE ITB IN ITS ENTIRETY.

AUTHORIZED OFFICER: _____
(Signature) (Print)

TITLE: _____ DATE: _____

**SOUTHEASTERN LOUISIANA UNIVERSITY
BID RESPONSE FORM CONTINUED
DIPLOMA COVERS.**

No.	Item	Bid Price Per Unit	Units Needed	Total Bid Price
Group 1				
A.	Diploma Covers according to specifications attached on pages 6 and 7. Size 8.5 x 11		Est. 2500	
B.	Diploma Covers according to specifications attached on pages 6 and 7. Size 11 x 14		Est. 30	
C.	Any other additional charges. Specify what charges are for: _____		Per year	

Notice to Bidder:

The above quantities are an estimated for bidding purposes only. Items will be ordered on an As-Needed basis. Price must include packing and shipping charges and all dies necessary for the official seal and various degrees, etc.

Shipping:

All unit bid prices quoted shall be quoted F.O.B Destination, Freight Prepaid and Allowed. Failure to do so shall cause rejection of the bid without further consideration.

Continuation:

If mutually agreeable between Southeastern Louisiana University and the successful bidder this contract may be extended for four (4) additional, twelve (12) month periods at the same prices, terms and conditions.

ORDER / Delivery Time:

Bidder must guarantee **three-day order fulfillment**, shipped from warehouse in three days. Diplomas will be ordered at the end of each academic semester after degrees are granted and for academic honors to be printed on diplomas.
[] Acceptance (please initial) _____

NAME OF BIDDER: _____ BIDDER'S INITIALS _____

SOUTHEASTERN LOUISIANA UNIVERSITY
Hammond, Louisiana

PADDED DIPLOMA COVER SPECIFICATIONS

- I. **SIZE** To fit diploma inserts measuring
 8 ½” x 11” and 11” x 14”.
- II. **COVER MATERIAL** .010 morocco grain leatherette in
 medium green color.
- III. **COVER BOARD** .070 warp resistant red label davey
 board or equivalent.
- IV. **PADDING** 1/8” polyfoam laminated to a .18 kraft paper*
 protection sheet on side exposed material. Quality,
 density and compressibility equal to or better than
 industry standard of “Code 3800”. None of the
 padding can be exposed to the cover material.
- V. **PANEL** a) University seal is hot leaf stamped in
 decorative gold foil. Seal size to be
 1-1/2 in diameter. Manufacture of die for gold stamp
 seal is responsibility of contractor.
- b) The school name is hot leaf stamped
 in decorative gold foil. This stamping is
 to be two lines using the following type
 style: Line one in 36 pt. Society; line
 two in 24 pt. Society. Copy as follows:
 Southeastern Louisiana University
 Hammond, Louisiana
- VII. **LININGS** a) The linings consist of two pads, size
 to fit a diploma measuring 8 1/2” x 11”.
- *bKraft refers to fiber length. The more “kraft”, the more strength.
- b) All material is #180 moired taffeta
 based stock laminated to a 25x38-50 lb.
 basis white solid bleached book paper. The lining
 should be PMS 123 gold. Before printing, University
 must approve color.
 All moire patterns must be uniform and
 consistent. P.I.C. must be a minimum of 54.
- c) Four 7/8” vat-dyed satin corner pockets
 are located on the lower lining. Corner pocket and lining
 will be PMS 123 gold. Before printing, University must
 approve color.
- d) Lining board is .040 binders cloth board.

SOUTHEASTERN LOUISIANA UNIVERSITY
Hammond, Louisiana

PADDED DIPLOMA COVER SPECIFICATIONS CONTINUED

- | | | |
|-------|--------------------|--|
| VIII. | HINGE | The inside of the cover will have a .010 morocco grain leatherette hinge made of the same material as the outside cover. |
| IX. | COVER CONSTRUCTION | The cover is regular fold, hinged at top, rigid cover. All corners are to be neatly tucked and formed. The cover padding is to be glued neatly in place. The lining pads must be in line and glued securely. The cover must be neat and taut. All four corners of the cover must coincide when the case is closed. |

DIPLOMA INSERT SPECIFICATIONS

- | | | |
|------|----------------------|--|
| I. | SIZE | 8 1/2" x 11" AND 11" x 14" |
| II. | STOCK | <p><u>Registry Matte Parchment</u> or better equivalent paper.</p> <p>Basis weight 20x26-47-1/2 cover weight pre 500 sheets.</p> <p>Color: Natural shade to simulate ancient parchments. 'S' in Southeastern, 'L' in Louisiana, and 'U' in University is gold color.</p> <p>Weight: 35x45 – 143# per 500 sheets.</p> <p>Finish: Antique</p> <p>Caliper: Thickness varies from .00775 to .00875, for simulation of genuine sheepskin.</p> |
| III. | METHOD OF PRODUCTION | <p>Diplomas to be engraved from steel engraved plates of the finest banknote quality. Engraved items are Southeastern Louisiana University, Hammond Louisiana, Diploma and the university seal. Processed plates of any kind are not acceptable. Examination of the steel plates required upon request.</p> |

IV. ENGROSSING

Diplomas are to be mechanically engrossed, using non-fading black ink. This includes the text, graduate's name, degree, date of graduation, comments under the degree, such as honors, majors, and consortium comments, and signatures are to be engrossed.

V. SIGNATURES

Four signatures on each diploma. The system President, Chairman of the Board, President and Provost of Southeastern Louisiana University.

VI. SEAL

A genuine engraved reproduction of the seal will be reproduced in gold engraving ink. Background color reproduced in metallic foil, dark green in color.

GENERAL CONDITIONS

1. Bidder must be a registered manufacturer of diplomas, not a jobber. Orders may not be sublet to other manufacturers.
2. Bidder is required to submit a sample diploma prepared in accordance to the specifications.
3. All workmanship must be of superior quality and the job in whole or part must meet the above specifications.
4. Bidder must guarantee three-day order fulfillment, shipped from warehouse in three days. Diplomas will be ordered at the end of each academic semester after degrees are granted and for academic honors to be printed on diplomas.
5. Southeastern must be able to reorder diplomas weekly and expect a three-day order fulfillment.
6. Bidder should have no minimum quantities on diploma orders.
7. Bidder must provide an electronic method of storing and editing diploma information. Must have a software system to ensure that correct information is printed on diplomas every time. This system should have a signature library to enable automatic printing of appropriate signatures on all diplomas, including older graduation dates.
8. The software system should provide Southeastern a way to electronically edit information regarding the student's diploma name, degree, honors, majors, date of graduation, and comments. For efficiency, the system should store all relevant information to diploma printing, including Southeastern degrees, honors, confer dates, signatures, and comments.
9. Bidder should provide a way for Southeastern to electronically order diplomas.
10. Price must include individual cost of diploma, packing and shipping charges and all dies necessary for all items of the diploma.