


<b>INVITATION TO BID</b>		<b>BID DUE DATE AND TIME</b>
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE		<b>06/18/2024    11:00 AM    CT</b>
<b>SOLICITATION RFQ-0000002259</b> <b>SUPPLIER #</b> <b>SUPPLIER NAME AND ADDRESS</b> <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 10px;"></div>	<b>RETURN BID TO</b> Louisiana State University and Agricultural and Mechanical College Procurement 213 Thomas Boyd Hall Baton Rouge, LA 70803  <b>Buyer</b> Nicole Covarrubias <b>Buyer Phone</b> <b>Buyer Email</b> ncovarrubias1@lsu.edu <b>Issue Date</b> 05/30/2024	
TITLE: Printing & Finishing 2024-25		
Addendum 01: Notice is given to all parties that this Solicitation is amended by the University as stated herein. This Addendum is hereby made an official part of this solicitation. See attached for Supplier inquiries and responses. See attached Revised Attachment A. Failure to submit Revised Attached A shall be cause for rejection of bid.		
<b>To Be Completed By Supplier</b>  1.     _____ "No Bid" (sign and return this page only). 2.     _____ My Company does not wish to receive future solicitations for this spend category. 3.     Specify your Delivery: To be made within _____ days after receipt of order. 4.     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.  <b>General Instructions to Suppliers</b> 1.     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. 2.     Read the entire solicitation, including all terms, conditions and specifications. 3.     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. 4.     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. 5.     Payment is to be made within 30 days after receipt of properly executed invoice, or delivery and acceptance, whichever is later. 6.     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.		
<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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Addendum 01

Supplier Inquiry & Response, Change in Specification

Q1. What are the approximate breakdown of quantities to each location?

A1. Supplier shall deliver to 4 locations in Baton Rouge by August 19, 2024: the fulfillment supplier (location to be named at time of delivery) and designated quantities to 3 locations on Louisiana State University's campus: 2000 to B155 Pleasant Hall, the LSU Athletic Administration Building, 4th Floor, 70803 and 50 samples to 3960 W. Lakeshore Dr., Baton Rouge, LA 70808. The supplier is responsible for all manpower needed to offload. No LSU staff will be available to assist. The fulfillment supplier has a delivery dock.

**See attached Revised Attachment A. Failure to submit Revised Attached A shall be cause for rejection of bid.**

**REVISED ATTACHMENT A – BID PRICE SHEET**

*All fields in this bid price sheet must be completed in order to consider bid responsive.*

The bid shall be awarded all-or-none to the overall lowest responsible and responsive bidder, based on the total cost of the order, using **Option 2** as the basis of award.

**PAPER COMMITMENT:**

- We are bidding on the specified cover weight paper
- We are bidding on the specified text weight papers
- We are bidding on an **equivalent cover** stock and providing 2 samples in the specified weight.
- We are bidding on an **equivalent text** stock and providing 2 samples in the specified weight.

**Paper choice for Cover is:** \_\_\_\_\_

**Paper choice for Text is:** \_\_\_\_\_

Each sample must be labeled with the mill name, brand name, weight and finish. Each sample must be labeled with its specs for brightness, caliper, gloss and opacity. Failure to label samples will result in disqualification

2024-25 LSU VIEW BOOK										
	80,000	Unit costs	115,000	Unit costs	125,000	Unit costs	140,000	Unit costs	150,000	Unit costs
<b>Option 1:</b> 6/4 = CMYK + dull + gloss coating / CMYK										
<b>Option 2:</b> 7/4 = CMYK + dull + gloss coating+ gold foil (approx. 3.5” wide x 1”) / CMYK										
<b>Option 3:</b> 4/4 = CMYK + Gold Foil (approx. 5.25” wide x 2”) / CMYK										
Mailing services for 40,000 booklets										
<b>Estimate drop shipping</b>										

**\*In the event of a discrepancy in the table above and the pricing in Part I, the table shall prevail.**

**PART I: PRINTING AND FINISHING OF 2024-25 LSU VIEW BOOK**

Bid price must include all supplier costs related to printing and finishing the 2024-25 LSU View Books.

**VIEW BOOK:** Price for printing/finishing of **125,000** copies of the 24 pages + cover saddle stitched booklet **Option 2:** 7/4 = CMYK + dull + gloss coating+ gold foil / CMYK \$ \_\_\_\_\_ each \$ \_\_\_\_\_ total

**MAILING SERVICES:** Price to inkjet, and mail 40,000 copies of the View Books: \$ \_\_\_\_\_ each \$ \_\_\_\_\_ total

**DROP SHIPPING ESTIMATE**  
Price for drop shipping \$ \_\_\_\_\_ each \$ \_\_\_\_\_ total

**PART II: ADDITIONAL PROOF CHARGES**

Price of color proofs in excess of the two proofs included in bid price. Including production and delivery of the proof to/from LSU. \$ \_\_\_\_\_

**PART III: DELIVERY**

**DELIVERY:** Price to deliver to fulfillment supplier and 3 LSU campus locations: Pleasant Hall, Athletics, and Office of Communications and University Relations (see delivery section for distribution) \$ \_\_\_\_\_

**TOTAL PRICE OF ORDER (PART I, II and III)** \$ \_\_\_\_\_

**PRESS SPECIFICATIONS:**

Please specify if you are using traditional offset, LED or UV cured presses: \_\_\_\_\_

**DEADLINE COMMITMENT**

Please specify the latest date you can receive files in order to make the deadline: \_\_\_\_\_