

THIS IS A REQUEST FOR A SEALED BID

INSTRUCTIONS TO BIDDERS

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.
2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER.
3. THIS BID IS TO BE MANUALLY SIGNED IN INK.
4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D" REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER.
5. AMOUNT OF BID BOND REQUIRED: EVERY BID SUBMITTED FOR IN EXCESS OF FIFTY THOUSAND DOLLARS SHALL BE ACCOMPANIED BY A BID BOND GUARANTEED BY A SURETY COMPANY QUALIFIED TO DO BUSINESS IN THE STATE OF LOUISIANA. THE BID BOND SHALL BE FOR FIVE PERCENT OF THE OFFICIAL BID AMOUNT.
6. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER, OR SUBMITTED IN THE SPECIAL ENVELOPE IF FURNISHED FOR THAT PURPOSE.
7. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.
8. IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO. 30). ALL BID INFORMATION SHALL BE IN INK OR TYPEWRITTEN.

9. ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE LOUISIANA TECH UNIVERSITY OFFICE OF PURCHASING AT THE ADDRESS AND TELEPHONE NUMBER LISTED HERIN. (SEE SCHEDULE OF EVENTS)

10. BID FORMS: ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED, PROPERLY SIGNED (SEE NO. 21). BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED:
 - A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND;
 - B. BID FILLED OUT IN PENCIL; AND
 - C. BID NOT SUBMITTED ON THE DESIGNATED BID FORMS.

11. BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED.

12. STANDARDS OF QUALITY – SEE BID DOCUMENT FOR FULL REQUIREMENTS.

13. BID OPENING: BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING THE LOUISIANA TECH UNIVERSITY PURCHASING OFFICE DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED PRIOR TO 72 HOURS.

14. PRICES: UNLESS OTHERWISE SPECIFIED BY LOUISIANA TECH UNIVERSITY IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD.

15. TAXES: VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES AND FEES AND TARIFFS IN THE BID PRICE. STATE AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.

16. CONTRACT RENEWALS: UPON AGREEMENT OF THE STATE OF LOUISIANA AGENCY AND THE CONTRACTOR, A TERM CONTRACT MAY BE EXTENDED FOR 4 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 60 MONTHS.

17. CONTRACT CANCELLATION: THE STATE OF LOUISIANA HAS THE RIGTH TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE, INCLUDING BUT NOT LIMITED TO, THE FOLLOWING: (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPEL 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 SATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT.

18. APPLICABLE LAW: ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.

19. COMPLIACNE WITH CIVIL RIGHTS LAWS: BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI 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 VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICNS WITH DISABILITIES ACT OF 1990. BIDDER 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, RELGION, NATIONAL ORIGIN, BETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, 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.

20. SPECIAL ACCOMMODATION: ANY "QUALIFIED INDIVIDUAL WITH A DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT, WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN 7 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.

21. INDEMNITY: CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, THE STATE, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE STATE, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.

22. SIGNATURE AUTHORITY: ATTENTION: R.S. 39:1594(C) (4) REQUIRES EVIDENCE OF AUTHORITY TO SIGN AND SUBMIT BIDS TO THE STATE OF LOUISIANA. YOU MUST INDICATE WHICH OF THE FOLLOWING APPLY TO THE SIGNER OF THIS BID.

PLEASE CIRCLE ONE:

- 1) THE SIGNER OF THIS BID IS EITHER A CORPORATE OFFICER WHO IS LISTED ON THE MOST CURRENT ANNUAL REPORT ON FILE WITH THE SECRETARY OF STATE OR A MEMBER OF A PARTNERSHIP OR PARTNERSHIP IN COMMENDAM AS REFLECTED IN THE MOST CURRENT PARTNERSHIP RECORDS ON FILE WITH THE SECRETARY OF STATE. A COPY OF THE ANNUAL REPORT OR PARTNERSHIP MUST BE SUBMITTED TO THIS OFFICE BEFORE CONTRACT AWARD.
- 2) THE SIGNER OF THIS BID IS A REPRESENTATIVE OF THE BIDDER AUTHORIZED TO SUBMIT THIS BID AS EVIDENCED BY DOCUMENTS SUCH AS, COPORATE RESOLUTION, CERTIFICATION AS TO CORPORATE PRINCIPAL. ETC. IF THIS APPLIES A COPY OF THE RESOLUTION, CERTIFICATION, OR OTHER SUPPORTIVE DOCUMENTS MUST BE ATTACHED HERETO.
- 3) THE BIDDER HAS FILED WITH THE SECRETARY OF STATE AN AFFIDAVIT OR RESOLUTION OR OTHER ACKNOWLEDGED/AUTHENTIC DOCUMENT INDICATING THAT THE SIGNER IS AUTHORIZED TO SUBMIT BIDS FOR PUBLIC CONTRACTS. A COPY OF THE APPLICABLE DOCUMENT MUST BE SUBMITTED TO THIS OFFICE BEFORE CONTRACT AWARD.

4) THE SIGNER OF THE BID HAS BEEN DESIGNATED BY THE BIDDER AS AUTHORIZED TO SUBMIT BIDS ON THE BIDDER'S VENDOR REGISTRATION ON FILE WITH HIS OFFICE.

23. IN ACCORDANCE WITH THE PROVISIONS OF R.S. 39:2182, IN AWARDED CONTRACTS AFTER AUGUST 15, 2010, ANY PUBLIC ENTITY IS AUTHORIZED TO REJECT A PROPOSAL OR BID FROM, OR NOT AWARD THE CONTRACT TO, A BUSINESS IN WHICH ANY INDIVIDUAL WITH AN OWNERSHIP INTEREST OF FIVE PERCENT OR MORE, HAS BEEN CONVICTED OF, OR HAS ENTERED A PLEA OF GUILTY OR NOLO CONTENDERE TO ANY STATE FELONY OR EQUIVALENT FEDERAL FELONY CRIME COMMITTED IN THE SOLICITATION OR EXECUTION OF A CONTRACT OR BID AWARDED UNDER THE LAWS GOVERNING PUBLIC CONTRACTS UNDER THE PROVISIONS OF CHAPTER 10 OF TITLE 38 OF THE LOUISIANA REVISED STATUTES OF 1950, PROFESSIONAL, PERSONAL, CONSULTING, AND SOCIAL SERVICES PROCUREMENT UNDER THE PROVISIONS OF CHAPTER 16 OF TITLE 39, OR THE LOUISIANA PROCUREMENT CODE UNDER THE PROVISIONS OF CHAPTER 17 OF TITLE 39.

24. IT IS AGREED THAT THE LEGISLATIVE AUDITOR OF THE STATE OF LOUISIANA AND/OR THE OFFICE OF THE GOVERNOR, DIVISION OF ADMINISTRATION AUDITORS SHALL HAVE THE OPTION OF AUDITING ALL ACCOUNTS WHICH RELATE TO THIS CONTRACT.

25. THE CONTINUATION OF THIS CONTRACT IS CONTINGENT UPON THE 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 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 CONTRACT.

26. WHENEVER A PUBLIC ENTITY ENTERS INTO A CONTRACT IN EXCESS OF FIVE THOUSAND DOLLARS FOR THE CONSTRUCTION, ALTERATION, OR REPAIR OF ANY PUBLIC WORKS, THE OFFICIAL REPRESENTATIVE OF THE PUBLIC ENTITY SHALL REDUCE THE CONTRACT TO WRITING AND HAVE IT SIGNED BY THE PARTIES. WHEN AN EMERGENCY AS PROVIDED IN R.S. 38:2212(D) IS DEEMED TO EXIST FOR THE CONSTRUCTION, ALTERATION, OR REPAIR OF ANY PUBLIC WORKS AND THE CONTRACT FOR SUCH

EMERGENCY WORK IS LESS THAN FIFTY-THOUSAND DOLLARS, THERE SHALL BE NO REQUIREMENT TO REDUCE THE CONTRACT TO WRITING. (R.S. 38:2241)

(2) FOR EACH CONTRACT IN EXCESS OF TWENTY-FIVE THOUSAND DOLLARS PER PROJECT, THE PUBLIC ENTITY SHALL REQUIRE OF THE CONTRACTOR A BOND WITH GOOD, SOLVENT, AND SUFFICIENT SURETY IN A SUM OF NOT LESS THAN FIFTY PERCENT OF THE CONTRACT PRICE FOR THE PAYMENT BY THE CONTRACTOR OR SUBCONTRACTOR TO CLAIMANTS AS DEFINED IN R.S. 38:2242. THE BOND FURNISHED SHALL BE A STATUTORY BOND AND NO MODIFICATION, OMISSIONS, ADDITIONS IN OR TO THE TERMS OF THE CONTRACT, IN THE PLANS OR SPECIFICATIONS, OR IN THE MANNER AND MODE OF PAYMENT SHALL IN ANY MANNER DIMINISH, ENLARGE, OR OTHERWISE MODIFY THE OBLIGATIONS OF THE BOND. THE BOND SHALL BE EXECUTED BY THE CONTRACTOR WITH SURETY OR SURETIES APPROVED BY THE PUBLIC ENTITY AND SHALL BE RECORDED WITH THE CONTRACT IN THE OFFICE OF THE RECORDER OF MORTGAGES IN THE PARISH WHERE THE WORK IS TO BE DONE NOT LATER THAN THIRTY DAYS AFTER THE WORK HAS BEGUN.

27. IF BIDDING OTHER THAN REQUESTED BRAND AND PRODUCT NUMBER (OR STYLE), ENCLOSE SUFFICIENT LITERATURE TO DETERMINE COMPLIANCE WITH SPECIFICATIONS. FAILURE TO COMPLY WITH THIS REQUEST MAY ELIMINATE YOUR BID FROM CONSIDERATION. ANY MANUFACTURER'S NAMES, TRADE NAMES, BRAND NAMES, OR CATALOG NUMBERS USED IN THE SPECIFICATIONS ARE FOR THE PURPOSE OF DESCRIBING AND ESTABLISHING GENERAL QUALITY LEVELS. SUCH REFERENCES ARE NOT INTENDED TO BE RESTRICTIVE. BIDS WILL BE CONSIDERED FOR ANY BRAND WHICH MEETS OR EXCEEDS THE QUALITY OF THE SPECIFICATIONS LISTED FOR ANY ITEM.

LOUISIANA TECH UNIVERSITY

INVITATION TO BID ONLY



BIDDER MUST FILL IN COMPANY NAME AND COMPLETE ADDRESS (PRINTED OR TYPED)

PHONE:

FAX:

EMAIL:

FAILURE TO SIGN WILL DISQUALIFY BID

BID OPENING:

Wed., July 6, 2016 By 2:00 p.m.

BID NUMBER:

50012-335-16

DEPARTMENT

Admissions

PRICE MUST BE FIRM FOR AT LEAST 30 DAYS FROM OPENING DATE

DELIVERY IN DAYS

TERMS

BIDDER AGREES TO COMPLY WITH ALL CONDITIONS BELOW AND ATTACHED TO THIS REQUEST.

Prices are to be complete and the FOB point to be Louisiana Tech University unless otherwise specified.

RETURN THIS FORM TO:

PURCHASING OFFICE
P.O. Box 3157
408 Keeny Hall
College Drive
RUSTON, LA 71272

Phone: 318-257-4205
Fax: 318-257-3772

Company Quote
if applicable

Typed or Printed Name

Authorized Signature/Title

| ITEM: | COMPLETE SPECIFICATIONS | QTY. & UNIT: | UNIT PRICE: | AMOUNT: |
|-------|--|---------------|-------------|---------|
| | Louisiana Tech University's Admissions Department is now accepting SEALED bids for printing various brochures and other items: | | | |
| 1. | State & T cut out alternate for additional lot quantities of 500 | 30,000 500 | _____ | |
| 2. | OSFW-Bulldog Out of State Fee Waiver Brochure alternate for additional lot quantities of 500 | 40,000 500 | _____ | |
| 3. | Financial Aid Brochure alternate for additional lot quantities of 500 | 30,000 500 | _____ | |
| 4. | Acceptance Folder alternate for additional lot quantities of 250 | 5,500 250 | _____ | |
| 5. | Envelopes alternate for additional lot quantities of 250 | 5,500 250 | _____ | |
| 6. | Time Out for Tech Brochure alternate for additional lot quantities of 500 | 30,000 500 | _____ | |
| 7. | Admissions Information Card | 15,000 | | |

IMPORTANT: If bidding other than requested brand and product number (or style), enclose sufficient literature to determine compliance with specification. Failure to comply with this request may eliminate your bid from consideration. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references or not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any item.

LOUISIANA TECH UNIVERSITY

INVITATION TO BID ONLY



BIDDER MUST FILL IN COMPANY NAME AND COMPLETE ADDRESS (PRINTED OR TYPED)

PHONE:

FAX:

EMAIL:

RETURN THIS FORM TO:

PURCHASING OFFICE
 P.O. Box 3157
 408 Keeny Hall
 College Drive
 RUSTON, LA 71272

Phone: 318-257-4205
 Fax: 318-257-3772

Company Quote
 # if applicable

BID OPENING:

BID NUMBER:

DEPARTMENT

PRICE MUST BE FIRM FOR AT LEAST 30 DAYS FROM OPENING DATE

DELIVERY IN DAYS

TERMS

BIDDER AGREES TO COMPLY WITH ALL CONDITIONS BELOW AND ATTACHED TO THIS REQUEST.

Prices are to be complete and the FOB point to be Louisiana Tech University unless otherwise specified.

FAILURE TO SIGN WILL DISQUALIFY BID

Typed or Printed Name

Authorized Signature/Title

| ITEM: | COMPLETE SPECIFICATIONS | QTY. & UNIT: | UNIT PRICE: | AMOUNT: |
|--|--|---------------|-------------|---------|
| 8. | PAGE 2 Tech @ A Glance Brochure alternate for additional lot quantities of 500 | 30,000 500 | _____ | |
| 9. | Cover the Earth Brochure alternate for additional lot quantities of 500 | 45,000 500 | _____ | |
| <p>See attached specifications and information</p> <p>**BIDS MUST BE RETURNED VIA MAIL OR IN PERSON, PLEASE DO NOT FAX/EMAIL!**</p> <p>For more information, please call Lisa Lowe at 318-257-3036.</p> | | | | |

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| <u>ITEM</u> | <u>Description</u> | <u>QUANTITY</u> | <u>UNIT PRICE</u> | <u>AMOUNT</u> |
|-------------|--|--------------------------|---------------------------------|-----------------|
| 1 | <p>State and T cut out</p> <p>Size finished: 7w x 6.30h Paper: Die cut decal / Ultra removable 7w x 6.30h Ink: 2 Spots - PMS 1797 Red / PMS 287 blue w/ black back Final Output: File provided in InDesign CC or pdf ready for printing</p> <p>Note: Include shipping if applicable</p> <p>Quantity: Base Bid 30,000 copies</p> <p>Alternate for additional lot quantities of 500</p> <p>Admit from Univ Comm 6.8.16 Need finished cards delivered by 8.8.16</p> | <p>30,000</p> <p>500</p> | <p>\$ _____</p> <p>\$ _____</p> | <p>\$ _____</p> |

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|-------------|--|--------------------------|---------------------------------|---------------------------------|
| 2 | <p>OSFW - Bulldog Out of Fee Wavier Brochure</p> <p>Size Flat: 7.375w x 8.5h Size Folded: 3.6875w x 8.5h Total pages: 1 page printed front and back / Folds in half Paper: 100lb text velvet or Silk - Need a matte finish (not dull, plain paper or glossy) post office handling Ink: 4c process/4c process with full bleed Bindery: Trimmed, folded, tabs according to mail specs Final Output: File provided in InDesign CC or pdf ready for printing</p> <p>Note: Printer must provide Laser mock-up to show bindery/registration and match color print.</p> <p>Note: Include shipping if applicable</p> <p>Quantity: Base Bid 40,000 copies Alternate for additional lot quantities of 500</p> <p>Admit from Univ Comm 6.8.16 Need finished cards delivered by 8.8.16</p> | <p>40,000</p> <p>500</p> | <p>\$ _____</p> <p>\$ _____</p> | <p>\$ _____</p> <p>\$ _____</p> |



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|-------------|--|--------------------------|---------------------------------|---------------------------------|
| 3 | <p>Financial Aid Brochure</p> <p>Size Flat: 16 x 8.5 flat Size Folded: 4 x 8.5 finished Total pages: 8 page double parallel fold Paper: 100lb text velvet or Silk - Need a matte finish (not dull, plain paper or glossy) post office handling Ink: 4c process/4c process with full bleed Bindery: Trimmed, folded, tabs according to mail spec Final Output: File provided in InDesign CC or pdf ready for printing</p> <p>Note: Printer must provide Laser mock-up to show bindery/registration and match color print.</p> <p>Note: Include shipping if applicable</p> <p>Quantity: Base Bid 30,000 copies</p> <p style="padding-left: 40px;">Alternate for additional lot quantities of 500</p> <p>Admit from Univ Comm 6.8.16 Need finished cards delivered by 8.8.16</p> | <p>30,000</p> <p>500</p> | <p>\$ _____</p> <p>\$ _____</p> | <p>\$ _____</p> <p>\$ _____</p> |

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|-------------|--|-------------------------|---------------------------------|---------------------------------|
| 4 | <p>Acceptance Folder</p> <p>Size Flat: 25.75 x 11 (w/o bleed) Size Folded: 8.625 x 11 (w/o bleed) Frame area cutout/die inside: 6 x 7.5 Paper: Cover 14pt coated 1 side white Ink: 2 sides front and back - 4c process with bleed Bindery: Diecut inside, Scored, Folded Final Output: File provided in InDesign CC or pdf ready for printing</p> <p>Note: Printer must provide Laser mock-up to show bindery/registration and match color print. Note: Include shipping if applicable</p> <p>Quantity: Base Bid 5,500 copies</p> <p>Alternate for additional lot quantities of 250</p> | <p>5,500</p> <p>250</p> | <p>\$ _____</p> <p>\$ _____</p> | <p>\$ _____</p> <p>\$ _____</p> |
| 5 | <p>Envelope</p> <p>Size: 9 x 12 env Paper: 28# Booklet env - Ultra White Ink: Prints 1 side - 4c process NO bleed artwork Bindery: N/A Final Output: File provided in InDesign CC or pdf ready for printing</p> <p>Note: Printer must provide Laser mock-up to show bindery/registration and match color print.</p> <p>Quantity: Base Bid 5,500 copies</p> <p>Alternate for additional lot quantities of 250</p> <p>Admit from Univ Comm 6.8.16 Need finished cards delivered by 8.8.16</p> | <p>5,500</p> <p>250</p> | <p>\$ _____</p> <p>\$ _____</p> | <p>\$ _____</p> <p>\$ _____</p> |

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|-------------|--|--------------------------|---------------------------------|---------------------------------|
| 6 | <p>TOFT Time out for Tech Brochure</p> <p>Size Flat: 23 x 8.75 flat Size Folded: 5.75 x 8.75 finished Total pages: 1pg printed frt&bk - 8pg double parallel fold Paper: 100lb text velvet or Silk - Need a matte finish (not dull, plain paper or glossy) post office handling Ink: 4c process/4c process with full bleed Bindery: Trimmed, Scored, Folded, tabs according to mail spec Final Output: File provided in InDesign CC or pdf ready for printing</p> <p>Note: Printer must provide Laser mock-up to show bindery/registration and match color print.</p> <p>Note: Include shipping if applicable</p> <p>Quantity: Base Bid 30,000 copies Alternate for additional lot quantities of 500</p> <p>Admit from Univ Comm 6.8.16 Need finished cards delivered by 8.8.16</p> | <p>30,000</p> <p>500</p> | <p>\$ _____</p> <p>\$ _____</p> | <p>\$ _____</p> <p>\$ _____</p> |

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|-------------|--|-----------------|-------------------|---------------|
| 7 | <p>Admissions Information card</p> <p>Size finished: 8.5 c 5.5 (w bleed) Paper: 14pt ultra thick cardstock or 100lb cover uncoated Ink: 4c process w/bleed on frt & 1c on back (5,000 print on back 10,000 are blank on back = total 15,000 cards) Bindery: n/a Final Output: File provided in InDesign CC or pdf ready for printing</p> <p>Note: Include shipping if applicable</p> <p>Quantity: Base Bid 15,000 copies</p> <p>5,000 print 1c on back / remaining 10,000 blank on back</p> <p>Admit from Univ Comm 6.8.16 Need finished cards delivered by 8.8.16</p> | 15,000 | \$ _____ | \$ _____ |

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| <u>ITEM</u> | <u>Description</u> | <u>QUANTITY</u> | <u>UNIT PRICE</u> | <u>AMOUNT</u> |
|-------------|---|--------------------------|---------------------------------|---------------------------------|
| 8 | <p>T@G TECH @ A GLANCE Brochure</p> <p>Size Flat: 12 x 9 Size Folded: 6 w x 9h finished Total pages: 12 pages 3 signatures total Paper: 100lb text velvet or Silk - Need a matte finish (not dull, plain paper or glossy) post office handling Ink: 4c process/4c process with full bleed Bindery: Trimmed, folded, stitch, tabs according to mail specs Final Output: File provided in InDesign CC or pdf ready for printing</p> <p>Note: Printer must provide Laser mock-up to show bindery/registration and match color print.</p> <p>Note: Include shipping if applicable</p> <p>Quantity: Base Bid 30,000 copies</p> <p>Alternate for additional lot quantities of 500</p> <p>Admit from Univ Comm 6.8.16 Need finished cards delivered by 8.8.16</p> | <p>30,000</p> <p>500</p> | <p>\$ _____</p> <p>\$ _____</p> | <p>\$ _____</p> <p>\$ _____</p> |

Schedule of Items

Page No. _____
 Purchase Req. # _____
 Bid No. _____

Important: If bidding other than requested brand and product number (or style), please enclose sufficient literature to determine compliance with specification. Failure to comply with this request may eliminate your bid from consideration. Any manufacture's names, trade, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand, which meets or exceeds the quality of the specifications listed for any items.

| <u>ITEM</u> | <u>Description</u> | <u>QUANTITY</u> | <u>UNIT PRICE</u> | <u>AMOUNT</u> |
|-------------|--|--------------------------|---------------------------------|---------------------------------|
| 9 | <p>Cover the Earth Brch (8.5 x 11)</p> <p>Size Flat: 11 x17 (with bleed) Size Folded: 8.5 x 11 Total pages: 1 folds in half Paper: 100# Corniche Gloss book or equivalent (note if different) Ink: 4c process/4c process with full bleed Bindery: folds Final Output: Files in InDesign CC or pdf ready for printing</p> <p>Note: Printer must provide Laser mock-up to show bindery/registration and match color print.</p> <p>Note: Include shipping if applicable</p> <p>Quantity: Base Bid 45,000 copies</p> <p>Alternate for additional lot quantities of 500</p> <p>Admit from Univ Comm 6.8.16 Need finished cards delivered by 8.8.16</p> | <p>45,000</p> <p>500</p> | <p>\$ _____</p> <p>\$ _____</p> | <p>\$ _____</p> <p>\$ _____</p> |

