



MCNEESE STATE UNIVERSITY

LAKE CHARLES, LOUISIANA 70609

AN EQUAL OPPORTUNITY INSTITUTION

PHONE: (337) 475-5087

FAX: (337) 475-5082

REQUEST FOR BID

DATE 06/15/16	BID NUMBER H1700008
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PURCHASING CONTACT Marcia Haigh	PHONE 337-475-5087	REQUEST NO. R1700009	DEPARTMENT Media Services	VENDOR I.D. NO. 000029655
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SEE STANDARD TERMS & CONDITIONS TO BIDDERS.
VENDOR MUST SIGN AND RETURN BID FORM TITLED "STANDARD TERMS & CONDITIONS TO BIDDERS" WITH BID RESPONSE TO BE CONSIDERED FOR BID AWARD.

VENDOR:

Return this bid to McNeese State University
 Purchasing Department, Smith Hall
 150 Lawton Dr. Box 92415
 Lake Charles LA 70605 Lake Charles LA 70609

RESPONSE DUE 07/14/16 2:00 PM

No.	Quantity	Description	Unit	Unit Price	Extension
		<p>Request for Sealed Bid (SB)</p> <p>TERMINATION FOR CONVENIENCE: MCNEESE MAY TERMINATE THIS AGREEMENT AT ANY TIME BY GIVING THIRTY (30) DAYS WRITTEN NOTICE TO CONTRACTOR OF SUCH TERMINATION OR NEGOTIATING WITH THE CONTRACTOR AN EFFECTIVE DATE.</p> <p>TERMINATION FOR CAUSE: MCNEESE MAY TERMINATE THIS AGREEMENT FOR CAUSE BASED UPON THE FAILURE OF CONTRACTOR TO COMPLY WITH THE TERMS AND/OR CONDITIONS OF THE AGREEMENT PROVIDED THAT MCNEESE SHALL GIVE THE CONTRACTOR WRITTEN NOTICE SPECIFYING THE CONTRACTOR'S FAILURE. IF WITHIN THIRTY (30) DAYS AFTER RECEIPT OF SUCH NOTICE, THE CONTRACTOR SHALL NOT HAVE CORRECTED SUCH FAILURE OR, IN THE CASE OF FAILURE WHICH CANNOT BE CORRECTED IN (30) DAYS, BEGUN IN GOOD FAITH TO CORRECT SUCH FAILURE AND THEREAFTER PROCEEDED</p>			

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

Delivery _____ days ARO/TERMS _____

Phone () _____

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

THIS IS NOT A PURCHASE ORDER

TOTAL CONTINUED

Signature _____ Date _____



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VENDOR:

RESPONSE DUE 07/14/16

No.	Quantity	Description	Unit	Unit Price	Extension
1		<p>Request for Sealed Bid (SB) (Continued...)</p> <p>DILIGENTLY TO COMPLETE SUCH CORRECTION, THEN MCNEESE MAY, AT ITS OPTION, PLACE THE CONTRACTOR IN DEFAULT AND THE AGREEMENT SHALL TERMINATE ON THE DATE SPECIFIED IN SUCH NOTICE. THE CONTRACTOR MAY EXERCISE ANY RIGHTS AVAILABLE TO IT UNDER LOUISIANA LAW TO TERMINATE FOR CAUSE UPON THE FAILURE OF MCNEESE TO COMPLY WITH THE TERMS AND CONDITIONS OF THIS AGREEMENT, PROVIDED THAT THE CONTRACTOR SHALL GIVE MCNEESE WRITTEN NOTICE SPECIFYING MCNEESE'S FAILURE AND A REASONABLE OPPORTUNITY FOR MCNEESE TO CURE THE DEFECT.</p> <p>***** CONTRACT MAY BE RENEWED FOR TWO (2) ADDITIONAL ONE-YEAR PERIODS WITH THE OPTION OF ALL PARTIES, UNDER THE SAME TERMS AND CONDITIONS. *****</p>			
1	1.00	BASE BID FOR PRINTING OF THE 2016 LOG YEARBOOK AS PER BID SPECIFICATIONS, TERMS AND	EA		

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Phone () _____

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REQUEST FOR BID

DATE	BID NUMBER
06/15/16	H1700008

PURCHASING CONTACT	PHONE	REQUEST NO.	DEPARTMENT	VENDOR I.D. NO.
Marcia Haigh	337-475-5087	R1700009	Media Services	000029655

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VENDOR MUST SIGN AND RETURN BID FORM TITLED "STANDARD TERMS & CONDITIONS TO BIDDERS" WITH BID RESPONSE TO BE CONSIDERED FOR BID AWARD.

VENDOR:

RESPONSE DUE 07/14/16

No.	Quantity	Description	Unit	Unit Price	Extension
1		Request for Sealed Bid (SB) (Continued...) CONDITIONS			

Bid must be signed below. I hereby certify that the above bid prices will remain in effect until the goods are delivered if the order is placed within 30 days after bid opening date. Validity of this bid is dependent on the following information:
 Delivery _____ days ARO/TERMS _____
 Phone () _____
 All bids include prepaid delivery, F.O.B. to McNeese State University

THIS IS NOT A PURCHASE ORDER

TOTAL

Signature _____ Date _____

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

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

STANDARDS OF QUALITY AND ANY ALTERNATE: Any product or service bid shall conform to all applicable Federal and State Laws and Regulations and the specifications contained in the solicitation. Unless otherwise specified in the solicitation, any manufacturer's name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition. Bidder must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the solicitation.

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

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

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

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

PRICES: Unless otherwise specified by McNeese in the solicitation, bid prices must be complete, including transportation prepaid by bidder to destination and firm for acceptance for a minimum of 30 days. If accepted, prices must be firm for the contractual period. Bids other than F.O.B. destination may be rejected. Prices should be quoted in the unit (each, box, case, etc.) as specified in the solicitation.

BID OPENING: Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting McNeese during normal working hours. Written bid tabulations will not be furnished.

AWARD OF BIDS: McNeese State University reserves the right to award items separately, grouped, or on an all-or none basis, and to reject any or all bids and waive any informalities incident thereto.

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

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

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

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

SOLICITATIONS FOR (MOST) GOODS, NOT SERVICES, INCLUDE THE LOUISIANA PRODUCT PREFERENCE AS STATED BELOW:

IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1604, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY.

PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.

Do you claim this Preference? YES _____ NO _____

Specify Line Number(s): _____

Specify location within Louisiana where this product is manufactured, produced, grown or assembled _____ (NOTE: If more space is required, include on separate sheet.)

Do you have a Louisiana business workforce? YES _____ NO _____

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

IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:

1. A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or
2. An individual authorized to bind the vendor as reflected by a corporate resolution, certificate or affidavit; or
3. Other documents indicating authority which are acceptable to the public entity.

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

Signature & Company Name

Date

**2016 McNeese State University Yearbook
Printing and Bid Specifications**

This Invitation For Bid is to establish a contract for the printing and binding of The Log Yearbook for McNeese State University. The total bid shall cover all of the materials and operations necessary for the production of this job. The printing and production shall be of excellent quality, which includes but is not limited to paper stock, printing, in-plant and on-site assistance, packaging and delivery.

This Invitation For Bid will be awarded to the responsible, responsive bidder that best serves the needs and interest of McNeese State University. McNeese reserves the right to reject any or all bids submitted.

This bid proposal is submitted by:

Company

Date

Name-Printed

Phone

Signature

Fax

Title

Email

Mailing Address/City/State/Zip

FEDERAL ID#: _____

All bid proposals shall be sealed bids submitted as specified below to the Purchasing Agent of McNeese State University hereinafter called "McNeese."

TO: Purchasing Agent
 Box 92415
 McNeese State University
 Lake Charles, LA 70609

GENERAL INSTRUCTIONS AND CONDITIONS

The "Printer" or "Bidder" must provide all information requested in this Invitation to Bid and deliver required samples to the McNeese Purchasing Agent as noted. Bidders that do not comply will be rejected.

The Bidder proposes to print and bind the above mentioned publication in accordance with the terms, instructions and conditions, basic specifications and general conditions hereinafter set forth in Sections One (1) through Sixteen (16), inclusive, and which are hereby made a part of the proposal.

All bids and submissions must be submitted to the satisfaction of the McNeese Director of Purchasing. In addition, any contract entered into through this proposal shall be governed by, and be subject to all terms and conditions provided in, the statutes of the State of Louisiana relating to such contracts.

The Student Publications Adviser, or "The Log Adviser," refers to the McNeese State University employee assigned this duty, currently the Director of Public Relations and University Events. The Student Editor, Editor or staff refers to the McNeese State University students selected to produce The Log.

The contract shall be for a term of one yearbook for the 2015-2016 academic year with options to renew for the 2016-2017 and 2017-2018 yearbooks at the same terms. Renewals are not automatic.

Section 1 PROPOSAL SUBMISSION:

Proposals are for the 2016 edition of The Log (academic year 2015-16), a 9 x 12-inch yearbook. This yearbook is to be considered a summer delivery book, and the publication and deadline schedule will be set and agreed to by the Printer, Adviser and Student Editor. Bids are to be returned on the forms furnished for that purpose or exact copies. Bids submitted on any other forms will not be considered and will be rejected. All quotations requested must be filled in and prices stated in words and figures. Conditional bids will not be considered. McNeese reserves the right to reject any or all bids submitted. All bids received will be evaluated on the basis of:

- (a) Responsiveness and adherence to bid specifications;
- (b) Base Bid (Section 12) plus other optional prices quoted;
- (c) Required samples, data, and supplemental documents required representing the quality of work performed by Bidder and his capability of meeting the needs of McNeese.

Section 2 PROPOSAL RECEIPT:

Sealed bids subject to the conditions herein stated will be received by the McNeese Purchasing Agent until 2:00 P.M. , July 14, 2016, and then publicly opened.

Section 3 BONDS:

Each bidder shall accompany their proposal with a certified or cashier's check or bid bond for 5% (five percent) of his quotation for the edition only, for all labor, services and materials as described herein for 3,500 copies of one 304-page yearbook. This check or

bid bond shall be drawn in favor of McNeese State University. Should the bidder to whom the work is awarded fail to execute the contract and furnish a performance bond in the full amount of the bid within 10 (ten) working days after notice from McNeese that the work has been awarded to them, their check or bid bond shall be forfeited to the McNeese as liquidated damages and the bidder shall cease to have any right to or in the contract. The performance bond must be legally enforceable in the State of Louisiana and it is incumbent upon the successful bidder to provide such. In the event the successful bidder cannot perform any of the terms of the proposal, McNeese will have the option to award the contract to one of the other bidders or to re-advertise for bids. **Each bidder must submit a notarized letter attesting to the fact that they meet all requirements in the Invitation to Bid specifications.**

Section 4 CONTRACT:

Any contract made does not compel McNeese to publish the yearbook nor to spend any specified sum. If the yearbook is not published, and no materials ordered, or mechanical or printing work performed, there is no financial obligation incurred on the part of McNeese neither to publish the yearbook nor to spend any specified sum. If the book is abandoned after production has begun, the Printer is to be paid only for the materials ordered and actual work produced and any materials ordered shall become the property of McNeese to be disposed of as it sees fit.

Section 5 CANCELLATION:

McNeese reserves the right to cancel any contract resulting from this proposal at any time for non-performance on the part of the Printer including his failure to comply exactly with the production schedules, to provide a knowledgeable and full-time field representative and in-plant account executive that are acceptable to The Log Adviser and student editor and available to McNeese as set forth in Section 7 (D) or upon evidence that any part of the work produced is unsatisfactory and not up to the standards set forth in the specifications. If McNeese decides to cancel the bid contract, it may make arrangements as it sees fit to complete the work elsewhere. The Printer shall not be released from any liability he may have incurred by reason of a breach of this agreement, or any of the terms thereof, or from disbursement to McNeese for any loss or expense occasioned thereby. McNeese shall withhold authorization of payment to the Printer for all work done by him until the damages done by him shall be ascertained.

Section 6 REJECTION:

All information necessary to show ability to complete the contract successfully will be required before an award is made. Failure to submit such information shall be cause for rejection of any bid proposal, and should McNeese doubt the competence of any bidder to produce the quality of work specified and within the time limits specified, it reserves the right to disregard any bid proposal from such bidder and accept the base bid or alternate (s) of another. McNeese reserves the right to reject any or all bids submitted.

SERVICES/FACILITY/SUPPLIES/REPRESENTATIVE/SAMPLES

Section 7 (A) SERVICES:

No-subcontracting. The successful bidder must perform in his own facility all of the necessary plate making, press work and binding. The endsheets, pages, cover case and cover must be

manufactured in the plant of the successful bidder. A current toll-free number and email address to the printing facility must be made available to The Log Adviser and Log staff.

Section 7 (B) FACILITY:

A Printer having facilities in more than one location must comply with all specifications and conditions within the facility where The Log will be printed. The printing facility to be used for the 2015-2016 Log is physically located at:

(facility name, address, city, and state).

The toll-free telephone number for this facility is_____.

The Log Adviser, representatives from the McNeese Purchasing Office and Log staff reserve the right to tour the printing facility to ensure that the equipment is compatible with that of the bid specifications and that the facility and equipment meet industry standards.

Section 7 (C) SUPPLIES AND SUPPLEMENTARY MATERIALS:

(1) An Editor's Kit containing supplies needed to complete the yearbook will be sent to The Log Adviser at no cost. The kit shall contain, but is not limited to, ladders, **poster or book showing all fonts the company can license the end user**, poster showing all company provided colors, but the university is not limited to using those colors, and other expendable supplies deemed necessary by The Log Adviser to produce the yearbook.

(2) At no additional cost to McNeese, the Printer must provide proprietary software plug-ins or extensions that will flow portraits and names on the student computers, it will create all pages for entire book, has capability of moving or adding pages within the book, automatically tags and creates an index out of the entire book, creates finished PDF's. This plug-in is to be designed to facilitate production by students who are not skilled in the use of Adobe InDesign desktop publishing software by also creating and applying page templates, and library items. **This plug-in must demonstrate that it will support InDesign CS6 and Adobe Creative Cloud.**

Provide the name of the proprietary software plug-ins and portrait flow software that will be provided by your company and be specific in describing how this will aid in production of the yearbook. You must specify the types of computers and versions of Adobe InDesign that the software is compatible with. Attach a separate sheet if necessary, clearly labeled McNeese Log Bid Section 7 (C) 2.

(3) McNeese reserves the right to use QR codes for short videos or other uses in the yearbook and the number and placement would vary from year to year. The Printer shall provide assistance with creating the QR codes and a means to efficiently and safely upload the videos to a tamper proof and secure environment. This service shall be provided at no cost to McNeese.

Describe how your company will meet this requirement. Attach a separate sheet if necessary, clearly labeled McNeese Log Bid Section 7 (C) 3.

Section 7 (D) REPRESENTATIVE:

The Printer shall provide consultation services by a highly trained and knowledgeable specialist. The Printer's representative must be a full-time employee of the Printer. Representation will include a knowledgeable Field Representative as well as in-plant Account Executive. The Field Representative must demonstrate to the satisfaction of The Log Adviser and staff complete literacy of Adobe InDesign and Photoshop and be prepared to answer questions about these software programs and the electronic transmission of the completed pages to the Printer. The Field Representative and Account Executive will assist The Log staff and Adviser as requested in planning and executing the production of the yearbook. The Field Representative will make trips to McNeese at times requested by The Log Adviser for training and consultation.

The Printer's Field Representative and in-plant Account Executive for McNeese must be available by phone and email and respond to questions and problems within 24-hours. The Field Representative must be available to meet The Log Adviser and staff at the printing plant during working trips to monitor the production of the yearbook. These services shall be offered at no additional cost to McNeese or yearbook. (McNeese will pay all travel costs for The Log Adviser and staff to travel to the plant.) **Bidders must specifically state in a separate document submitted with the bid proposal, how the company will meet this requirement.** If the bidder does not provide suitable representation, as determined by The Log Adviser, the bid proposal will be rejected.

Provide the names and yearbook production experience of the current Account Executive and Field Representative that will be assigned to McNeese. Describe in detail how your company will meet the customer service and support requirements listed above. In the event the assigned representative is changed, notice to McNeese must be given and approval of the new representative granted by The Log Adviser. Failure to do so could result in the voiding of all contracts.

Attach a separate sheet if necessary, clearly labeled McNeese Log Bid Section 7 (D).

Section 7 (E) REFERENCES AND SAMPLES:

Bidders must provide three (3) references, including contact information for the yearbook adviser, for universities/colleges that the printer has produced yearbooks for during 2013, 2014 or 2015. Bidder must provide two (2) yearbooks from one of these reference schools as samples of print quality. Bidder must have performed all of the work for these samples including the necessary plate making, press work and binding. The endsheets, pages, cover case and cover must have been manufactured in the Bidder's plant.

If the facility where the samples were produced is different from the one in Section 7 (B), provide the facility name, address, city and state.

The samples should be for 9 x 12 inch yearbooks **and must be from consecutive years from one of the universities/colleges listed as a reference.** The samples must be received by the McNeese Purchasing Agent at least 10 (ten) days prior to the opening of the bids. They must be clearly marked as "**Samples**" with the name and address of the Bidder, bid number, and opening date of the bid. These samples must be free of expense to McNeese. Submitted samples will be returned at Bidder's risk and expense if requested at the time the samples are submitted. Failure to submit samples when required will result in disqualification or non-consideration the bid proposal. **Non-college or university yearbooks will not be accepted as samples.**

MECHANICAL REQUIREMENTS & TYPOGRAPHY

The yearbook will be submitted electronically using PDF or source files per McNeese's choice.

The yearbook will be designed using InDesign proprietary plug-ins provided by the Printer, and the Printer's Field Representative will demonstrate appropriate submission methods to The Log Editor and staff.

In the event of an emergency, the Printer agrees to accept delivery of a deadline via CD-ROM, DVD, Dropbox, an internal print company system, or jump drive.

The Printer must have the ability to accept one or more of these transmission formats, process Adobe InDesign files in Macintosh/Apple format and files in PDF format. No re-keyboarding, layout or design is to be done by the Printer without written request and quote authorization from the The Log Adviser.

Section 8 (A-1) PRINT QUALITY:

McNeese reserves the right to have the Printer mail complete press sheets of each form of pages printed as each is completed and if the printed sheets show defects and do not measure up to first class workmanship McNeese will have the right to reject any form that is not up to required standards, and require the Printer to re-print such forms without additional cost. The requirements for the quality of printing are listed below and must be rigidly observed.

Section 8 (A-2):

The term "quality workmanship" shall mean the production of a professional quality product no less attractive or professional than other comparable print publications as determined by The Log Adviser and McNeese Purchasing Agent. Quality standards include, but are not limited to, clear, legible printing with no cut lines, spots or other defects. Color must be in register and clear. The printed sheets must be consistent through the run, with adequate and uniform distribution of ink. All pages must show even ink distribution.

Yearbooks delivered that do not meet the exact specifications requested, including cover material and colors, or books that have printing errors outside the scope of work of the yearbook student staff, will be rejected.

Section 8 (A-3):

The pages are to be printed in forms of eight pages. The printed sheets must be free of broken type, setoff, "hickey," "ghosts," or other defects. Cuts indicated for bleeding must be bled properly without trimming the book undersize and the paper stock must be large enough to accommodate bleeds on all pages, top, bottom, left, and right. Each page is to be considered a bleed page and no additional charges shall be added for bleeding. The printed sheets must be consistent through the run, with adequate and uniform distribution of ink, particularly in four-color process reproduction.

Section 8 (A-4):

Should the Printer fail to meet reasonable printing standards, or allow repeated instances of poor press work, prolonged breakdown of equipment, or generally poor quality of printing, then McNeese may terminate this contract after notifying the Printer in writing.

Section 8 (B) FONTS:

All typefaces must be sharp, clean, and free of defects. In order to qualify, a Printer must have at least 200 Postscript or Postscript compatible fonts in Sans Serif and Serif typefaces, with emphasis faces bold, italic, and bold italic; condensed and extended; and a variety of fonts including the Greek alphabet, American Sign Language and novelty fonts. (The Log Editor or Adviser will notify the Printer of any custom or specialty fonts they may request to use in the book and provide the Printer with a licensed copy of the font.) **The Printer must submit a font sheet that displays a minimum of fifty font families. Printer must provide McNeese the license to use all of these fonts.** These samples must be received by the McNeese Purchasing Agent at least 10 (ten) days prior to the opening of the bids. They must be clearly marked as "**Samples**" with the name and address of Printer, bid number, and opening date of the bid. These samples must be free of expense to McNeese. Submitted samples will be returned at Printer's risk and expense if requested by Printer at the time the samples are submitted. Failure to submit samples when required will result in disqualification or non-consideration the bid proposal.

Section 9 (A) EQUIPMENT:

In order to have sufficient time for careful make-ready and press run, the Printer must have installed and in operation in his plant at the time this bid is submitted a minimum of 2 (two), eight-color offset presses capable of printing a 25 by 38 inch sheet. This minimum size is required to allow the printing of eight pages at a time with enough excess to allow after trimming a page size of 9 inches wide by 12 inches deep (9x12).

Folding machines, with automatic feeders to handle a sheet size 25 x 38 inches or larger; Smythe type sewing machines with straight needles sufficiently to sew folded signatures of 9 1/2 x 12 1/2 inches or larger or 1 (one) automatic Smythe type sewing machine with equivalent or greater capacity; completely automatic paper cutter or three knife trimmers; automatic rounding and backing machine (hand rounding and backing by clamps will not be acceptable); casing-in machine sufficiently large enough to process a 9 x 12 inch sewed book, and standing press with sufficient brass bound boards for books the size of The Log yearbook. SQUARE BACKING WILL NOT BE ACCEPTED.

Section 9 (B):

The requirement for equipment with respect to typography, processes and binding as set forth above are considered the minimum in order to maintain speed in production without sacrificing the quality of workmanship and are therefore a part of the specifications. In case of doubt as to any Printer having equipment which meets the necessary minimum requirements stipulated in this bid proposal, McNeese reserves the right to send a representative to personally inspect the plant of such Printer before awarding any contract.

PRODUCTION SCHEDULE & SERVICES

Section 10 (A), ART SERVICES:

Upon request, the Printer must be able to provide to The Log staff finished art and professional commercial art services in the plant. Further, the Printer must have a staff of highly trained professional artists and technology specialists capable of assisting the student staff in the latest techniques of design, special effects and other modern graphic arts techniques.

Section 10 (B), SPECIAL EFFECTS:

The Printer must have the equipment and personnel capable of providing common special effects. A variety of effects may be used at the discretion of The Log Editor, and with the approval of The Log Adviser, according to prices quoted in this bid.

Section 10 (C-1), PROOFS:

Successful bidder will provide final proof pages, endsheet proofs and cover proofs. The Log Editor will strive to return the final page proofs to the Printer within 5 (five) business days after McNeese receives them. There will be no penalty assessed by the Printer if The Log Editor does not return the corrected proofs within 5 (five) business days of receipt from the Printer. The Log Editor will provide to the Printer any changes made on each page and furnish a new PDF. There will be no charge to The Log to make corrections.

Ordinarily, not more than one set each of proofs are to be furnished. If The Log Adviser requests, or approves The Log Editor's request for, alterations after the final page proofs are submitted, the charges for this work will be specified on a per page basis, to be agreed upon in advance by McNeese and in the case of a dispute, the Printer agrees to abide by the decision of McNeese as to the number of corrections and cost for this work.

The Printer who is awarded the contract shall proofread all work with due care, and furnish clean proofs and revisions.

The Printer will send all proofs to McNeese at no charge and provide for return shipping via Federal Express. At McNeese's request, the Printer will ship, overnight, some proofs at no additional cost to McNeese.

Section 10 (C-2):

The proofs must also show any artwork and photographs that will appear. Four-color proofs will be required for all four-color pages and the Printer will make color correction, if necessary. The Log Editor or Adviser may require revised proofs. The work must be executed as ordered, and work that does not satisfy the staff must be redone without extra or additional charge. **Bidders must submit a sample of the proofs used by the Printer's company.** These samples must be received by the McNeese Purchasing Agent at least 10 (ten) days prior to the opening of the bids. They must be clearly marked as "**Samples**" with the name and address of Printer, bid number, and opening date of the bid. These samples must be free of expense to McNeese. Submitted samples will be returned at Printer's risk and expense if requested by Printer at the time the samples are submitted. Failure to submit samples when required will result in disqualification or non-consideration the bid proposal.

Section 10 (C-3):

If The Log Editor does not receive proofs within 10 (ten) business days after sending the pages to the Printer, The Log Adviser reserves the right to add one day to the next in-plant deadline for each working day the proofs are delayed without affecting the final shipping date in any way.

Section 10 (D) EDITORIAL RESPONSIBILITY:

The Log Editor will retain complete control and discretion of content. The Printer shall in no way edit or censor material submitted to it for publication. If the Printer is concerned about the editorial content, the Printer's representative shall contact The Log Adviser directly.

Section 10 (E-1) DEADLINES:

Deadlines for work to reach the Printer (in-plant dates) will be agreed upon in writing by The Log Adviser and the Printer's representative within 10 (ten) business days after this bid is awarded and no later than September 15 each subsequent year. ***NOTE: The Log is a summer delivery book and deadlines generally begin in December and run through July with delivery in August.*** The number of pages submitted for the copy deadlines will be decided by The Log Adviser and Printer's representative.

Section 10 (E-2):

In addition to the above copy deadlines, the deadlines for cover requirements and endsheets will be set by The Log adviser and Printer's representative within 10 (ten) business days after this bid is awarded and no later than September 15 each subsequent year.

Section 10 (E-3):

By necessity, the production schedule of The Log must be arranged so as to permit the editors to include complete coverage of events occurring during the scholastic year, including those in the spring. The Printer agrees to be flexible with the production schedule and no penalty will be assessed by the Printer if The Log does not meet scheduled deadlines.

PRODUCTION, PRINTING AND BINDING

Section 11 (A) TRIM SIZE:

The size of the trimmed paper is to be 9 x 12 inches.

Section 11 (B) PROOFS:

While the Printer is expected to promptly submit digital four-color proofs as defined above, in order to avoid any risk of errors in compilation and arrangement, McNeese reserves the right to request a final set of page proofs complete in numerical sequence before any presswork of any character is done and The Printer shall not print any sections in advance without the written consent of The Log Adviser.

Section 11 (C) PAPER:

Unless otherwise specified in writing by McNeese in accordance with prices provided for in other sections of this proposal, the inside paper stock shall be 100-lb (one-hundred pound) white enamel or 100-lb (one-hundred pound) satin dull enamel paper stock, having quality equal to or better than Mead's Superb Enamel or Warren's Lustro Offset Enamel, or matte finish in such sizes as to accommodate bleed pages. **Bidders must submit samples of enamel paper and satin dull enamel finish paper proposed for use in The Log.** These samples must be received by the McNeese Purchasing Agent at least 10 (ten) days prior to the opening of the bids. They must be clearly marked as "**Samples**" with the name and address of Printer, bid number, and opening date of the bid. These samples must be free of expense to McNeese. Submitted samples will be returned at Printer's risk and expense if requested by Printer at the time the samples are submitted. Failure to submit samples when required will result in disqualification or non-consideration the bid proposal.

Section 11 (D-1) COVER:

The cover case shall be of material equal to or better than 145-point tempered binder's board and must be properly secured. Posted chipboard or equivalent shall not be accepted. Two, 18 x 12 inch endsheets will be considered as part of the cover case. The base price for the cover shall include a minimum of a two (2) color, silk screen cover. The cover case shall be covered with an artificial leather material, such as Lexatone, to be decided by McNeese.

Printer must have available a minimum of 50 different grain treatments as well as these cover options: three laminates (gloss, matte and satin non-scuff), matte vellum, metallic, Mylar top stamp, Quarter binding in vertical, AND horizontal, AND split horizontal including up to three (3) materials, Plexiglass, embossing and dembossing. Printer must also provide the option of a side sewn book.

Bidders must provide sample covers composed of the following materials/applications/bindings:

- one each of three laminates (gloss, matte and satin non-scuff),
- matte vellum
- metallic
- Mylar top stamp
- quarter binding in vertical, AND horizontal, AND split horizontal including up to three (3) materials
- Plexiglass
- embossing

- dembossing
- Side sewn

These samples must be clearly labeled to show the type of application/binding or option and must be received by the McNeese Purchasing Agent at least 10 (ten) days prior to the opening of the bids. They must be clearly marked as "**Samples**" with the name and address of Printer, bid number, and opening date of the bid. These samples must be free of expense to McNeese. Submitted samples will be returned at Printer's risk and expense if requested by Printer at the time the samples are submitted. Failure to submit samples when required will result in disqualification or non-consideration the bid proposal. These cover samples can be from college/university or high school yearbooks.

Section 11 (D-2) ENDSHEETS:

The endsheets shall be of 65-lb (sixty-five pound) material to the ream of a 20 inch by 25 inch sheet, color to be selected. End sheets may be white or a tinted stock and may be printed with one color ink, same design front and back, at no additional charge. **Printer must provide samples of endsheets.** These samples must clearly marked as endsheets and must be received by the McNeese Purchasing Agent at least 10 (ten) days prior to the opening of the bids. They must be clearly marked as "**Samples**" with the name and address of Printer, bid number, and opening date of the bid. These samples must be free of expense to McNeese. Submitted samples will be returned at Printer's risk and expense if requested by Printer at the time the samples are submitted. Failure to submit samples when required will result in disqualification or non-consideration the bid proposal.

Section 11 (E) BINDING:

The printed sheets are to be folded, gathered and Smythe-sewn with pre-stretched nylon thread in 16-page signatures and then trimmed, rounded, backed, and glued securely in the cover case, with headbands top and bottom. **The headbands will be in the school colors (royal blue and gold).** Each completed book shall be carefully inspected for blemishes and no imperfect books are to be delivered.

Section 11 (F) STANDARD OF QUALITY:

Where a manufacturer's product is named or specified, it is understood that "or equal" shall apply, whether stated or not. Such name and number is meant to establish the standard of quality. Where a substitution is to be made, The Log Adviser must agree in writing. Representatives from McNeese State University shall be the sole judge as to whether or not the material offered is equal to that specified.

SHIPPING AND DELIVERY

All shipments shall be insured to cover damages that may occur during shipment. Shipments shall be motor freight or by a carrier acceptable to the University and prepaid by the Printer. The shipper will unload the entire shipment and place the boxes/pallets inside the McNeese Warehouse. No delivery or unloading charges will be assessed to McNeese. **Delivery to**

McNeese State University must be made within 14 days of return of final proofs. One book must be delivered to The Log Adviser prior to bulk shipment for approval.

Section 12 (A) PACKING:

The books shall be packed with a protective sheet of paper between each book in corrugated cardboard boxes which meet all construction requirements of the uniform freight classification.

Section 12 (B) NOTIFICATION:

The Printer must give at least 24-hour notice of the proposed delivery date to The Log adviser by telephone at (337) 475-5635. The Log Adviser will decide the exact delivery day that the yearbooks will be delivered in order to meet McNeese Warehouse needs. If the McNeese Warehouse cannot accept delivery, the Printer must hold and safely store the shipment until notified by McNeese that it is ready to accept delivery of the yearbooks. This will be done at no cost to McNeese. Failure to meet the terms of this section will result in a 5% (five percent) deduction from the final invoice total and cancellation of any future yearbook printing contracts.

Section 12 (C) SHIPPING AND DELIVERY:

The books are to be printed, bound, packed, and must be delivered to McNeese State University within 14 (fourteen) days after receipt of the final proofs approved by The Log Editor or approved with corrections by The Log Editor. If the entire order of the completed books are not delivered 14 (fourteen) days after receipt of the final page proofs, McNeese reserves the right to deduct 5% (five percent) from the contract price for each delay of one day or a fraction thereof as liquidated damages and not as a penalty, provided that such delay is not occasioned by fires, and/or uncontrollable conditions existing in the Printer's plant and provided further that evidence of such conditions existing in the Printer's plant must be presented to the satisfaction of the McNeese Purchasing Agent.

Delivered yearbooks that do not meet the exact specifications requested by The Log staff, including cover material and colors, or books that have printing errors outside the scope of work of the yearbook staff, will be rejected. McNeese reserves the right to reject finished books that contain errors corrected on proofs by The Log staff and not made by the Printer.

Any necessary reprinting of the yearbooks due to Printer errors or omissions will be completed and new books (same quantity as originally ordered) delivered within 30 (thirty) days of the original delivery date. It will also be the responsibility of the Printer to pick up and destroy rejected yearbooks. McNeese reserves the right to refuse payment if the Printer cannot produce and deliver the reprinted books in the same quantity as originally ordered and pickup and destroy the rejected books within 30 (thirty) days of the original delivery date.

Section 12 (D) ACCEPTANCE OF MERCHANDISE:

Receipt of the merchandise does not necessarily constitute acceptance. McNeese will be granted a reasonable time in which to inspect the yearbooks and determine if the quality meets the requirements and standards of the contract.

Section 12 (E) MAILING COSTS:

It is understood that if a delay on the part of the Printer makes it necessary to mail any copies to the home addresses of the subscribers, the Printer shall bear, in addition to the liquidated damages defined above, all costs of mailing, including wrapping, cartons, postage, and insurance.

BID QUOTATIONS

McNeese reserves the right to reject any or all bids submitted. All bids received will be evaluated on the basis of:

- (a) Responsiveness and adherence to bid specifications;
- (b) Base bid cost plus other optional services quoted;
- (c) Required samples, data, and documents representing the quality of work performed by bidder and his capability of meeting the needs of McNeese.

Section 13: BASE QUOTE AND QUALITY CONTROL

For the ink and labor for printing and binding, the covers as set forth in Section 10, 11 and 12 and for all necessary materials, labor, and delivery, the bidder agrees to charge for 3,500 copies of a 9 x 12, 304 page, four-color book printed on 100-lb. paper with the same printing and binding specifications indicated in Section 11 including headbands in McNeese State University colors and all process reproductions, screens, and pages of close register as follows:

Delivery charges shall be included in the bid and the Printer shall not assess any additional taxes, penalties or interest charges.

ADDITIONAL CHARGES

Section 14 (A): Additional pages in multiples of 8 ("flat") may be added to the basic contract. On the basis of 3,500 copies the cost to add an 8-page flat will be \$_____ set-up and \$_____ per book.

Section 14 (B): Fewer pages in multiples of 8 ("flat") may be deleted from the basic contract. On the basis of 3,500 copies the credit to delete an 8-page flat will be \$_____ per book.

Section 14 (C): Additional copies may be ordered by The Log provided notification is given the Printer before covers are ordered and the first plates go to press. On the basis of 304 pages, additional copies will be \$_____ per book.

Section 14 (D): Fewer copies may be ordered by The Log provided notification is given the Printer before covers are ordered and the first plates go to press. On the basis of 304 pages, the credit to print fewer copies will be \$_____ per book.

Section 14 (E): The cost to print endsheets in one additional color for the same design front and back will be \$_____ for 3,500 copies.

Section 14 (F): For artwork that The Log may require of the Printer, the Printer agrees to have artwork done at _____ per hour. McNeese requires that an estimate of time be given before any artwork is done and all art charges must be approved in advance, in writing, by The Log Adviser.

Section 14 (G): The Printer will supply one set of proofs for each deadline submitted. The cost for additional proofs or second proofs will be \$_____ per page. The Log Adviser must approve requests for additional proofs and all charges in advance, in writing.

Section 14 (F): Credit for defective or damaged books will be \$_____ per book. If it is necessary to return damaged or defective books to the Printer, the Printer will make all arrangements to pick up and destroy the damaged/defective books at no cost to McNeese.

The Printer is to keep a record by page to substantiate charges. Charges will not be honored unless a record is provided and verified.

TERMS OF PAYMENT

Section 15 (A): ADDITIONAL CHARGES:

Any additional expense not provided for elsewhere in this agreement, or any additional work of any nature involving a total expenditure of \$100 or more, shall not be charged until The Log Adviser has been notified and the Printer has received written approval from The Log Adviser.

No staff member, including The Log Editor, may enter into any contractual agreement for additional cost items, including options, without a written proposal/estimate of charges prepared by the Printer's representative and approved in advance by The Log Adviser. Failure to obtain written authorization for any such charge shall release McNeese from any financial, legal, or moral obligation to pay such charges.

Failure on the part of the Printer to send such notification, or to receive such approval, will release McNeese from any financial, legal, or moral obligation to pay the Printer for the unauthorized additional expenditures.

Section 15 (B):

The Printer shall charge no overtime unless prior approval, confirmed in writing, is secured from The Log Adviser

Section 15 (C):

It is understood that there are no verbal agreements or conditions attached to this proposal, and the contract resulting from the acceptance of this proposal by the McNeese. This shall not be construed to prevent The Log from subsequent changes or additions to the publication after the agreement by both parties has been signed, such alterations to be mutually agreed upon by The Log Adviser and the Printer.

Section 15 (D):

Owing to manufacturing fluctuations, a variation of not more than 1% (one percent) in the number of books ordered shall constitute an acceptable delivery. McNeese will not be charged for any yearbooks delivered that exceed the number requested by McNeese.

Section 15 (E): Credit for defective or damaged books will be \$ _____ per book. If it is necessary to return damaged or defective books to the Printer, the Printer will make all arrangements to pick up and destroy the damaged/defective books at no cost to McNeese.

Section 15 (F):

All billing shall be in accordance with instructions from the McNeese State University Purchasing Agent. McNeese reserves the right to request a quotation in advance for any work not specifically mentioned in this proposal.

RENEWAL OPTION

Section 16:

This bid is for the 2016 McNeese State University student yearbook known as The Log (Academic Year 2015-16). If agreeable to both parties it may be renewed for the 2017 Log (Academic Year 2016-17) and again for the 2018 Log (Academic Year 2017-18) at the same specifications and terms.