

INVITATION TO BID		LSU	BID DUE DATE AND TIME		
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE			07/07/2016	11:00 AM	CT
SOLICITATION 000014152			RETURN BID TO		
VENDOR #			LSU		
VENDOR NAME AND ADDRESS			LOUISIANA STATE UNIV. PROCUREMENT OFFICE 213 THOMAS BOYD HALL Baton Rouge LA 70803		
<div style="border: 1px solid black; height: 80px; width: 100%;"></div>			BUYER Chassity J Queen BUYER PHONE (225)578-8651 BUYER EMAIL cqueen@lsu.edu ISSUE DATE 06/21/2016		

TITLE: REBID: PRINTING: MEDIA GUIDES - TERM CONTRACT

To Be Completed By Bidder

- _____ "No Bid" (sign and return this page only).
- _____ My Company does not wish to receive future solicitations for this commodity code.
- Specify your Delivery: To be made within _____ days after receipt of order.
- Specify your Payment Terms: _____.
Prompt payment cash discounts for less than 30 days and less than 1% will be accepted, but will not be considered in determining awards. On indefinite quantity term contracts, cash discounts will be accepted and taken, but will not be considered in determining awards.

General Instructions to Bidders

- Sealed bids for furnishing the items and/or services specified are hereby solicited, and will be received by the issuing LSU Campus/Department at the "Return Bid To" address stated above, until the specified due date and time.
- Bids must be signed by a person authorized to bind the vendor. In accordance with LAC 34: XIII.517, the person signing the bid must be: (1) any corporate officer listed on the most current annual report on file with the secretary of state, or the signature on the bid is that of any member of a partnership or partnership in commendam listed in the most current partnership records on file with the secretary of state; or (2) an authorized representative of the corporation, partnership, or other legal entity and the bid is accompanied by a corporate resolution, certification as to the corporate principal, or other documents indicating authority which are acceptable to the public entity; or (3) the entity has filed in the appropriate records of the secretary of state in which the public entity is located, an affidavit, resolution, or other acknowledged or authentic document indicating the names of all parties authorized to submit bids for public contracts.
- Read the entire solicitation, including all terms, conditions and specifications.
- 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 bidder.
- Bid prices shall include all delivery charges paid by the vendor, F.O.B. LSU Destination, unless otherwise provided in the solicitation. Any invoiced delivery charges not quoted and itemized on the LSU purchase order are subject to rejection and non-payment.
- Payment is to be made within 30 days after receipt of properly executed invoice, or delivery and acceptance, whichever is later.
- By signing this solicitation, the bidder certifies compliance with all general instructions to bidders, terms, conditions and specifications; and further certifies that this bid is made without collusion or fraud.

BIDDER (Name of Firm)	MAILING ADDRESS
AUTHORIZED SIGNATURE	CITY, STATE ZIP
PRINTED NAME	PHONE #
TITLE	FAX #
E-MAIL	FEDERAL TAX ID #

SOLICITATION 000014152

DUE DATE 07/07/2016

DUE TIME 11:00 AM

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

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

1. Bid Delivery and Receipt

To be considered, sealed bids must be received and time-stamped at the "Return Bid To" address no later than the due date and time specified herein. Sealed bids cannot be accepted by telegraph, fax, or e-mail. Price alterations and addenda to bids may be submitted by telegraph or fax, and will be considered provided bidder's sealed bid, price alterations and addenda have been received in the purchasing office prior to bid opening time. Late bids cannot be accepted per L.A.C. 34:I.517, and shall be returned unopened.

2. Bid Forms

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

3. Interpretation of Solicitation/Bidder Inquiries

If bidder is in doubt as to the meaning of any part or requirement of this solicitation, bidder may submit a written request for interpretation to the Buyer-of-Record at the address and/or fax number shown above. Written inquiries must be received in the Procurement Office no later than five (5) calendar days prior to the opening of bids, and shall be clearly cross-referenced to the relevant solicitation/specification in question.

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

4. Bid Opening

Bidders may attend the public bid opening of sealed bids and proposals. No information or opinions concerning the ultimate contract award will be given at bid opening or during the evaluation process. Written bid tabulations will not be furnished. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting the Procurement Office during normal working hours.

5. Special Accommodations

Any "qualified individual with a disability" as defined by the Americans with Disabilities Act, who has submitted a bid and desires to attend the public bid opening, must notify the Procurement Office in writing not later than seven days prior to the bid opening date of their need for special accommodations. If the request cannot be reasonably provided, the individual will be informed prior to the bid opening.

6. Standards of Quality

Any product or service bid shall conform to all applicable federal, state and local laws and regulations, and the specifications contained in the solicitation. Any manufacturer's name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired; and is not intended to limit or restrict competition. 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 product specified in the solicitation.

7. New Products/Warranty/Patents

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

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

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

8. Descriptive Information

Bidders proposing an equivalent brand or model are to submit with the bid descriptive information (such as literature, technical data, illustrations, etc) sufficient for LSU to evaluate quality, suitability, and compliance with the specifications. Failure to

SOLICITATION 000014152

DUE DATE 07/07/2016

DUE TIME 11:00 AM

submit descriptive information may cause bid to be rejected. Any changes made by bidder to a manufacturer's published specifications shall be verifiable by the manufacturer. If items bid do not fully comply with specifications, bidder must state in what respect items deviate. Bidder's failure to note exceptions in its bid will not relieve the bidder from supplying the actual products requested.

9. Bids/Prices/F.O.B. Point

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

10. Taxes

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

11. Terms and Conditions

This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, vendor agrees that contrary terms and conditions which may be included in its bid are nullified; and agrees that this contract shall be construed in accordance with this solicitation and governed by the laws of the State of Louisiana.

12. Vendor Forms/LSU Signature Authority

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

The University's chief procurement officer, or authorized designee, is delegated sole authority to execute/sign any vendor contracts, forms, etc, on behalf of LSU. Departments are expressly prohibited from signing any vendor forms.

Any such vendor contracts/forms bearing unauthorized signatures shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom. Vendors who present any such forms to department users for signature without regard to this strict LSU policy may face contract cancellation, suspension, and/or debarment.

13. Awards

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

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

14. Acceptance of Bid

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

15. Applicable Law

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

16. Awarded Products/Unauthorized Substitutions

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

17. Testing/Rejected Goods

Vendor warrants that the products furnished will be in full conformity with the specification, drawing or sample, and agrees that this warranty shall survive delivery, acceptance, and use. Any defect in any product may cause its rejection. LSU reserves the right to test products for conformance to specifications both prior to and after any award. Vendor shall bear the cost of testing

SOLICITATION 000014152

DUE DATE 07/07/2016

DUE TIME 11:00 AM

if product is found to be non-compliant. All rejected goods will be held at vendor's risk and expense, and subject to vendor's prompt disposition. Unless otherwise arranged, rejected goods will be returned to the vendor freight collect.

18. Delivery

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

19. Default of Vendor

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

20. Vendor Invoices

Invoices shall reference the LSU purchase/release order number, vendor's packing list/delivery ticket number, shipping/delivery date, etc. Invoices are to be itemized and billed in accordance with the order, show the amount of any prompt payment discount, and submitted on the vendor's own invoice form. Invoices submitted by the vendor's supplier are not acceptable.

21. Delinquent Payment Penalties

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

22. Assignment of Contract/Contract Proceeds

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

23. Contract Cancellation

LSU has the right to cancel any contract for cause, in accordance with purchasing rules and regulations, including but not limited to: (1) failure to deliver within the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; (3) misrepresentation by the vendor; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the University; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract.

LSU has the right to cancel any contract for convenience at any time by giving thirty (30) days written notice to the vendor. In such cases, the vendor shall be entitled to payment for compliant deliverables in progress.

24. Prohibited Contractual Arrangements

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

25. Equal Employment Opportunity Compliance

By submitting and signing this bid, vendor agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972; federal Executive Order 11246; federal Rehabilitation Act of 1973, as amended; the Vietnam Era Veteran's Readjustment Assistance Act of 1974; Title IX of the Education Amendments of 1972; the Age Act of 1975; the Americans with Disabilities Act of 1990. Vendor agrees not to discriminate in its employment practices, and will render services under any contract entered into as a result of this solicitation without regard to race, color, religion, sex, age, national origin, veteran status, political affiliation, handicap, disability, or other non-merit factor. Any act of discrimination committed by vendor, 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.

26. Mutual Indemnification

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

27. Certification of No Suspension or Debarment

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

PRICE SHEET

INVITATION TO BID

SOLICITATION 000014152

DUE DATE 07/07/2016

DUE TIME 11:00 AM

ITEM No.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
0001	<p>UNLESS SPECIFIED ELSEWHERE, SHIP ALL ITEMS TO: LSU ATHLETICS Sports Information North Stadium Drive Tiger Stadium Equip. Room Baton Rouge, LA 70803</p> <p>ALL-OR-NONE AWARD: It is the intent of the University to award all items on an all-or-none basis to the overall lowest responsive and responsible bidder.</p> <p>Commodity Code: 966-00 Base - Football Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In , Estimated pages: 240, Size: 8.5" x 11" , per attached specifications.</p>	6500.00	EA	\$ _____	\$ _____
0002	<p>Commodity Code: 966-00 Alt. #1 - Football Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 240, Size: 5.5" x 8.5" , per attached specifications.</p>	6500.00	EA	\$ _____	\$ _____
0003	<p>Commodity Code: 966-00 Alt. #2 - Football Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 240, Size: 8.5" x 11" , per attached specifications.</p>	6500.00	EA	\$ _____	\$ _____
0004	<p>Commodity Code: 966-00</p>	6500.00	EA	\$ _____	\$ _____

PRICE SHEET

INVITATION TO BID

SOLICITATION 000014152

DUE DATE 07/07/2016

DUE TIME 11:00 AM

ITEM No.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
0005	Alt. #3 - Football Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 240, Size: 5.5" x 8.5", per attached specifications. Commodity Code: 966-00 Base - Men's Basketball Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 240, Size: 8.5" x 11", per attached specifications.	1000.00	EA	\$ _____	\$ _____
0006	Commodity Code: 966-00 Alt. #1 - Men's Basketball Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 240, Size: 5.5" x 8.5", per attached specifications.	1000.00	EA	\$ _____	\$ _____
0007	Commodity Code: 966-00 Alt. #2 - Men's Basketball Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 240, Size: 8.5" x 11", per attached specifications.	1000.00	EA	\$ _____	\$ _____
0008	Commodity Code: 966-00 Alt. #3 - Men's Basketball Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 240, Size: 5.5" x 8.5", per attached specifications.	1000.00	EA	\$ _____	\$ _____

PRICE SHEET

INVITATION TO BID

SOLICITATION 000014152

DUE DATE 07/07/2016

DUE TIME 11:00 AM

ITEM No.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
0009	Commodity Code: 966-00 Base - Women's Basketball Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 240, Size: 8.5" x 11", per attached specifications.	500.00	EA	\$ _____	\$ _____
0010	Commodity Code: 966-00 Alt. #1 - Women's Basketball Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 240, Size: 5.5" x 8.5", per attached specifications.	500.00	EA	\$ _____	\$ _____
0011	Commodity Code: 966-00 Alt. #2 - Women's Basketball Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 240, Size: 8.5" x 11", per attached specifications.	500.00	EA	\$ _____	\$ _____
0012	Commodity Code: 966-00 Alt. #3 - Women's Basketball Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 240, Size: 5.5" x 8.5", per attached specifications.	500.00	EA	\$ _____	\$ _____
0013	Commodity Code: 966-00 Base - Baseball Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 240, Size: 8.5" x 11", per attached specifications.	1500.00	EA	\$ _____	\$ _____

PRICE SHEET

INVITATION TO BID

SOLICITATION 000014152

DUE DATE 07/07/2016

DUE TIME 11:00 AM

ITEM No.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
0014	Commodity Code: 966-00 Alt. #1 - Baseball Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 240, Size: 5.5" x 8.5", per attached specifications.	1500.00	EA	\$ _____	\$ _____
0015	Commodity Code: 966-00 Alt. #2 - Baseball Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 240, Size: 8.5" x 11", per attached specifications.	1500.00	EA	\$ _____	\$ _____
0016	Commodity Code: 966-00 Alt. #3 - Baseball Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 240, Size: 5.5" x 8.5", per attached specifications.	1500.00	EA	\$ _____	\$ _____
0017	Commodity Code: 966-00 Base - Softball Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 150, Size: 8.5" x 11", per attached specifications.	500.00	EA	\$ _____	\$ _____
0018	Commodity Code: 966-00 Alt. #1 - Softball Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 150, Size: 5.5" x 8.5", per attached specifications.	500.00	EA	\$ _____	\$ _____
0019	Commodity Code: 966-00 Alt. #2 - Softball Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 150, Size: 8.5" x 11", per attached specifications.	500.00	EA	\$ _____	\$ _____

PRICE SHEET

INVITATION TO BID

SOLICITATION 000014152

DUE DATE 07/07/2016

DUE TIME 11:00 AM

ITEM No.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
0020	Commodity Code: 966-00 Alt. #3 - Softball Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 150, Size: 5.5" x 8.5", per attached specifications.	500.00	EA	\$ _____	\$ _____
0021	Commodity Code: 966-00 Base - Football Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 240, Size: 8.5" x 11", per attached specifications.	6500.00	EA	\$ _____	\$ _____
0022	Commodity Code: 966-00 Alt. #1 - Football Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 240, Size: 5.5" x 8.5", per attached specifications.	6500.00	EA	\$ _____	\$ _____
0023	Commodity Code: 966-00 Alt. #2 - Football Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 240, Size: 8.5" x 11", per attached specifications.	6500.00	EA	\$ _____	\$ _____
0024	Commodity Code: 966-00 Alt. #3 - Football Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 240, Size: 5.5" x 8.5", per attached specifications.	6500.00	EA	\$ _____	\$ _____
0025	Commodity Code: 966-00 Base - Men's Basketball Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 240, Size: 8.5" x 11", per attached	1000.00	EA	\$ _____	\$ _____

PRICE SHEET

INVITATION TO BID

SOLICITATION 000014152

DUE DATE 07/07/2016

DUE TIME 11:00 AM

ITEM No.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
0026	specifications. Commodity Code: 966-00 Alt. #1 - Men's Basketball Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 240, Size: 5.5" x 8.5", per attached specifications.	1000.00	EA	\$ _____	\$ _____
0027	Commodity Code: 966-00 Alt. #2 - Men's Basketball Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 240, Size: 8.5" x 11", per attached specifications.	1000.00	EA	\$ _____	\$ _____
0028	Commodity Code: 966-00 Alt. #3 - Men's Basketball Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 240, Size: 5.5" x 8.5", per attached specifications.	1000.00	EA	\$ _____	\$ _____
0029	Commodity Code: 966-00 Base - Women's Basketball Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 240, Size: 8.5" x 11", per attached specifications.	500.00	EA	\$ _____	\$ _____
0030	Commodity Code: 966-00	500.00	EA	\$ _____	\$ _____

PRICE SHEET

INVITATION TO BID

SOLICITATION 000014152

DUE DATE 07/07/2016

DUE TIME 11:00 AM

ITEM No.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
0031	Alt. #1 - Women's Basketball Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 240, Size: 5.5" x 8.5", per attached specifications. Commodity Code: 966-00 Alt. #2 - Women's Basketball Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 240, Size: 8.5" x 11", per attached specifications.	500.00	EA	\$ _____	\$ _____
0032	Commodity Code: 966-00 Alt. #3 - Women's Basketball Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 240, Size: 5.5" x 8.5", per attached specifications.	500.00	EA	\$ _____	\$ _____
0033	Commodity Code: 966-00 Base - Baseball Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 240, Size: 8.5" x 11", per attached specifications.	1500.00	EA	\$ _____	\$ _____
0034	Commodity Code: 966-00 Alt. #1 - Baseball Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 240, Size: 5.5" x 8.5", per attached specifications.	1500.00	EA	\$ _____	\$ _____
0035	Commodity Code: 966-00	1500.00	EA	\$ _____	\$ _____

PRICE SHEET

INVITATION TO BID

SOLICITATION 000014152

DUE DATE 07/07/2016

DUE TIME 11:00 AM

ITEM No.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
0036	<p>Alt. #2 - Baseball Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 240, Size: 8.5" x 11", per attached specifications.</p> <p>Commodity Code: 966-00</p> <p>Alt. #3 - Baseball Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 240, Size: 5.5" x 8.5", per attached specifications.</p>	1500.00	EA	\$ _____	\$ _____
0037	<p>Commodity Code: 966-00</p> <p>Base - Softball Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In , Estimated pages: 150, Size: 8.5" x 11", per attached specifications.</p>	500.00	EA	\$ _____	\$ _____
0038	<p>Commodity Code: 966-00</p> <p>Alt. #1 - Softball Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 150, Size: 5.5" x 8.5", per attached specifications.</p>	500.00	EA	\$ _____	\$ _____
0039	<p>Commodity Code: 966-00</p> <p>Alt. #2 - Softball Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 150, Size: 8.5" x 11", per attached specifications.</p>	500.00	EA	\$ _____	\$ _____
0040	<p>Commodity Code: 966-00</p> <p>Alt. #3 - Softball Media Guides - Binding: Spine (Spiral), color: 4 Out; 1 In, Estimated pages: 150, Size: 5.5" x 8.5", per attached specifications.</p>	500.00	EA	\$ _____	\$ _____

SOLICITATION 000014152

DUE DATE 07/07/2016

DUE TIME 11:00 AM

- 01 Sealed Bid Delivery Instructions and Advisory: To assure consideration, your bid must be submitted in a sealed envelope or package and should be clearly and prominently marked with the solicitation number and bid due date, or may be submitted using the special bid return label if one was furnished for that purpose. Bidders are advised that the U.S. Postal Service does not make deliveries to our physical location. USPS mail is delivered to the University's mail center and is redelivered using internal resources. Bidders may deliver bids by hand or by a courier service to our physical location at the "Return Bid To" address specified. The University shall not be responsible for any delays caused by the Bidder's chosen means of bid delivery. Bidder is solely responsible for the timely delivery of its bid, and failure to meet the bid due date and time shall result in rejection of the bid. Your attention is also directed to Standard Terms & Conditions No. 1 - Bid Delivery and Receipt.
- 02 The University reserves the right to accept the Base Bid or the Alternate Bid for each item, whichever it deems in its best interest.
- 03 All art, color separations, film, negatives, tapes, floppy disks, special plates, dies, etc, created by the vendor to produce this job are to become the unconditional property of the University. Successful vendor is to forward all such items to the department upon completion of this job, unless otherwise arranged.
- 04 Bid prices are to be quoted FOB LSU/DESTINATION and inclusive of any and all applicable shipping and handling charges.
- 05 Quality of Workmanship and Stock: All articles furnished and work done must be of a first class quality. The use of poor type, poor presswork or the use of a different color of ink from that ordered, inferior binding, inferior quality or mismatched paper stock, a lesser grade of paper than that ordered, or any other discrepancies will be sufficient cause for the rejection of the work and for refusal of payment until the contract controversy is resolved.
- 06 INSIDE DELIVERY/NON-GROUND LEVEL: The Vendor (and/or its contracted freight carrier) is responsible for delivering, offloading, and setting shipping containers inside the department's specified non-ground level receiving area. Elevators are available for use by the vendor/carrier for this purpose. All associated costs shall be borne by the Vendor. The University is responsible for further delivery and product distribution beyond this point.
- 07 LSU is a member of the National Association of Educational Procurement (NAEP) and the E & I Cooperative Purchasing Service.

SPECIFICATIONS
LSU MEDIA GUIDES – TERM CONTRACT

I. Media Guides

Timeline of Production:

After the final transfer protocol (FTP) from LSU to printer's pre-press department, the printer has three (3) business days to return to LSU. LSU has one (1) business day to return proof to printer. When proof is returned to printer, the printer has six (6) business days to deliver the finished media guides to LSU. This process shall take no longer than **ten (10) business days. This stands for the production of all guides.**

Business days are defined as: Monday through Friday.
Each day past deadline, \$500 is deducted from total cost.

Production:

Printers must have capabilities of receiving digital files over FTP or a other high speed upload capabilities.
Printer must be able to work with PC and Mac formats

Quantity and Page Count:

See attached for the estimated number of each type of media guide.

Media Guide Specifications:

1. Base Media Guide (please provide pricing for each sport)
 - Text Paper weight:** 80 lb. gloss enamel text grade #2 or better
 - Text Ink:** black with bleeds
 - Pages:** See attached for number of pages for each media guide
 - Size:** 8.5" x 11"
 - Binding:** Must use Plastikoil
 - Cover Paper weight:** 100 lb. gloss enamel over Grade #2 or better. *Cover weight paper.*
 - Cover Ink:** 4-color process plus film lamination on outside covers only with bleeds.
Film lamination is to be 1.5 mil
2-sided 4-color printing

2. Alt #1 (please provide pricing for each sport)
 - Text Paper weight:** 80 lb. gloss enamel text grade #2 or better
 - Text Ink:** black with bleeds
 - Pages:** See attached for number of pages for each media guide
 - Size:** 5.5" x 8.5"
 - Binding:** Must use Plastikoil
 - Cover Paper weight:** 100 lb. gloss enamel over Grade #2 or better. *Cover weight paper.*
 - Cover Ink:** 4-color process plus film lamination on outside covers only with bleeds.
Film lamination is to be 1.5 mil
2-sided 4-color printing
3. Alt #2 (please provide pricing for each sport)
 - Text Paper weight:** 80 lb. matte text grade #2 or better
 - Text Ink:** black with bleeds
 - Pages:** See attached for number of pages for each media guide
 - Size:** 8.5" x 11"
 - Binding:** Must use Plastikoil
 - Cover Paper weight:** 100 lb. Matte cover Grade #2 or better. *Cover weight paper.*
 - Cover Ink:** 4-color process. Flood Soft Touch Aqueous Coating on Outside Covers.
2-sided 4-color printing
4. Alt #3 (please provide pricing for each sport)
 - Text Paper weight:** 80 lb. matte text grade #2 or better
 - Text Ink:** black with bleeds
 - Pages:** See attached for number of pages for each media guide
 - Size:** 5.5" x 8.5"
 - Binding:** Must use Plastikoil
 - Cover Paper weight:** 100 lb. Matte cover Grade #2 or better. *Cover weight paper.*
 - Cover Ink:** 4-color process. Flood Soft Touch Aqueous Coating on Outside Covers.
2-sided 4-color printing

***** LSU would only select one option for each Sport. For example, a different media guide may be used for Football vs Men's Basketball, but no particular sport would have multiple options produced.

Proofing:

All costs for changes during the proofing process are to be included in total bid amount. Printer must be able to provide a digital blueline. All mailing charges to and from printer must be included in total.

Delivery:

Vendor shall be responsible for:

All finished guides must be delivered in boxes as per packaging specifications below.

Finished media guides must be shipped inside delivery FOB LSU Sports Information Office (**5th Floor**), LSU Athletic Administration Building, Baton Rouge, LA 70803.

Building does not have a freight elevator. Boxes shall not to be dropped off in 1st floor lobby.

LSU will not accept damaged books. LSU will not be responsible for cost associated with returning damaged books.

II. Packaging Specifications (delivery box specs)**Media Guides**

9" wide

9" tall

11 ½" deep

III. Samples**Sample provided to LSU:**

The University may request the submission of samples of university athletics media guides or books of similar size and binding upon bid review. Requested samples must be sent to **LSU Procurement Services Office, Attention: Chassity Queen, 213 Thomas Boyd Hall, Baton Rouge, LA 70803**. Failure to submit samples upon request may be cause for rejection of bid.

Sample provided by LSU:

Sample Media Guides, Folders and Envelopes are available for review in the LSU Office of Procurement Services, 213 Thomas Boyd Hall.

Vendors should request an appointment by emailing Chassity Queen at cqueen@lsu.edu.

LSU expects a premium printing job. Written specifications take precedence over the sample that may be provided. All production must be done under the direction of the vendor awarded this contract and shall be vendor's responsibility to ensure that deadlines are met and quality standards are upheld.

2016-2017 LSU Athletics Media Guide Bid List

Category	Description	Sport	Binding	Color	Total Qty	Spiral Bound Qty	Estimated Pgs.
Media Guide	Football Media Guide	Football	Spine (Spiral)	4 Out; 1 In	6,500	6,500	240
Media Guide	Men's Basketball Media Guide	Men's Basketball	Spine (Spiral)	4 Out; 1 In	1,000	1,000	240
Media Guide	Women's Basketball Media Guide	Women's Basketball	Spine (Spiral)	4 Out; 1 In	500	500	240
Media Guide	Baseball Media Guide	Baseball	Spine (Spiral)	4 Out; 1 In	1,500	1,500	240
Media Guide	Softball Media Guide	Softball	Spine (Spiral)	4 Out; 1 In	500	500	150

LSU TERM CONTRACT – SPECIAL CONDITIONS

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

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

1. Scope of Contract

This solicitation is issued to establish a term contract for the specified goods and/or services for the period beginning 07/01/2016 and ending 06/30/2017, in accordance with all specifications, terms, and conditions.

2. Initial Contract Period

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

3. Contract Renewals/Extensions

At the option of LSU and acceptance by the Vendor, this contract may be renewed for 2 additional 12 month periods, or extended in partial increments thereof, at the same prices, terms and conditions of the original contract award. Total contract period not to exceed 36 months.

4. Estimated Quantities

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

5. Firm Pricing

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

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

6. Insurance Requirements

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

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

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

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

8. Vendor Non-Performance

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

9. Contract Amendments

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

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

10. Price Reductions

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

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

11. Product Substitutions

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

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

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

12. Right to Add Department Users

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

13. Non-Exclusivity

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

14. Contract Usage Report

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

15. Contract Evaluation

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

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

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

16. Termination for Non-Appropriation of Funds

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

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

Solicitation # 000014152

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