

<b>INVITATION TO BID</b>	<b>BID DUE DATE AND TIME:</b>
<b>UNIVERSITY OF LOUISIANA AT LAFAYETTE</b>	<b>Thursday, July 28, 2016 2:00PM CST</b>
<b>SOLICITATION No. 17026</b>  For further information, prospective bidder is to contact Dawn Provost 337.482.6351.	<b>RETURN BID TO:</b>  University of Louisiana at Lafayette Office of Purchasing Martin Hall, Room 123 104 University Circle Lafayette, LA 70503  <b>BUYER: Roxanne J. Jones</b> <b>BUYER PHONE: (337) 482-2955</b> <b>BUYER EMAIL: roxanne.jones@louisiana.edu</b>  <b>ISSUE DATE: July 8, 2016</b>
<b>TITLE: PRINTING OF CONTINUING EDUCATION CATALOG</b>	

### General Instructions to Bidders

1. Sealed bids for furnishing the items and/or services specified are hereby solicited, and will be received by the issuing UL Lafayette Campus/Department at the "Return Bid To" address stated above, until the specified due date and time. Bidder is solely responsible for the timely delivery of bid documents. The Purchasing Office is not responsible for any delays caused by the bidder's chosen means of bid delivery. Bidder is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location.
2. Bids must be signed by a person authorized to bind the vendor. In accordance with Louisiana R.S. 39:1594, 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 bidder submits or provides upon request a corporate resolution, certification as to the corporate principal, or other documents indicating authority which are acceptable to the public entity, including registration on an electronic Internet database maintained by the public entity; or (3) 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.
3. The bid must be submitted in a sealed envelope/package preferably with the Solicitation No. on the outside of the SEALED envelope/package.
4. Read the entire solicitation, including all terms, conditions and specifications.
5. All bid information and prices must be typed or written in ink. Any corrections, erasures or other forms of alteration to unit prices are to be initialed by the bidder.
6. Bid prices shall include all delivery charges paid by the vendor, F.O.B. UL Lafayette Destination, unless otherwise provided in the solicitation. Any invoiced delivery charges not quoted and itemized on the UL Lafayette purchase order are subject to rejection and non-payment.
7. Payment is to be made within 30 days after receipt of properly executed invoice, or delivery and acceptance, whichever is later.
8. 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.

SOLICITATION NO. 17026

BID DUE DATE AND TIME: Thursday, July 28, 2016 2:00 PM CST

These standard terms and conditions shall apply to all UL Lafayette 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 Louisiana Procurement Code (R.S. 39:1551-1736); Purchasing Rules and Regulations (Title 34 of the Louisiana Administrative Code); Executive Orders; 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 UL Lafayette Office of Purchasing 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 UL Lafayette 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 UL Lafayette Office of Purchasing 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 UL Lafayette employee or consultant. Any interpretation of the documents will be made by formal addendum only, issued by the UL Lafayette Office of Purchasing, and mailed or delivered to all bidders known to have received the solicitation. UL Lafayette 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 UL Lafayette Office of Purchasing 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 UL Lafayette Office of Purchasing 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 (NOT APPLICABLE)**

**8. Descriptive Information**

Bidders proposing an equivalent brand or model are to submit descriptive information (such as literature, technical data, illustrations, etc.) sufficient for UL Lafayette to evaluate quality, suitability, and compliance with the specifications five (5) days prior to bid opening. Failure to 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. UL Lafayette Destination, i.e. title passing upon receipt and inclusive of all delivery charges, any item discounts, etc.
- Bids other than F.O.B. UL Lafayette 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. UL Lafayette 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/ UL Lafayette Signature Authority**

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

The University's Vice President of Administration and Finance, chief procurement officer, or authorized designee, is delegated sole authority to execute/sign any vendor contracts, forms, etc., on behalf of UL Lafayette. 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 UL Lafayette in any dispute arising therefrom. Vendors who present any such forms to department users for signature without regard to this strict UL Lafayette policy may face contract cancellation, suspension, and/or debarment.

**13. Awards**

Award will be made to the lowest responsible and responsive bidder. UL Lafayette 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 UL Lafayette purchase order, contract, Notification of Award letter, or a Notification of Intent to Award letter shall constitute the University's acceptance of a bid. UL Lafayette shall not be responsible in any way to a vendor for goods delivered or services rendered without an official purchase order and/or 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 UL Lafayette contract are approved for delivery, acceptance, and payment purposes. Any substitutions require prior approval of the UL Lafayette Office of Purchasing. 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. UL Lafayette reserves the right to test products for conformance to specifications both prior to and after any award. Vendor shall bear the cost of testing 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 UL Lafayette Department and/or UL Lafayette Office of Purchasing of any unforeseen delays beyond its control. In such cases, UL Lafayette 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, UL Lafayette 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 UL Lafayette 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 UL Lafayette 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 UL Lafayette Office of Purchasing. 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 UL Lafayette in any dispute arising therefrom.

**23. Contract Cancellation**

UL Lafayette 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.

UL Lafayette 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](http://www.epls.gov).

**28. Substitution of Personnel**

The University intends to include in any contract resulting from this ITB the following condition:

Substitution of Personnel: If, during the term of the contract, the Contractor or subcontractor cannot provide the personnel as proposed and requests a substitution, that substitution shall meet or exceed the requirements stated herein. A detailed resume of qualifications and justification is to be submitted to the University for approval prior to any personnel substitution. It shall be acknowledged by the Contractor that every reasonable attempt shall be made to assign the personnel listed in the Contractor’s bid.

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**GENERAL SPECIFICATIONS**

**Furnish all labor, materials, equipment, transportation, etc. necessary to provide a contract for CATALOG PRINTING AND MAIL SERVICE AS NEEDED for the University of Louisiana at Lafayette Continuing Education Department located on the University of Louisiana at Lafayette, Lafayette, Louisiana beginning July 1, 2016 through June 30, 2017...**

**SPECIAL TERMS & CONDITIONS**

- 1. Term of Contract:** All terms of the solicitation shall be firm for the duration of Contract.
- 2. Notification of Fund Appropriation:** The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Legislature. If the Legislature fails to appropriate sufficient monies to provide for the continuation of the contract or if such appropriation is reduced by the veto of the Governor or by any means provided in the Appropriations Act to prevent the total appropriations for the year from exceeding revenues for that year or for any lawful purpose and the effect of such reduction is to provide

insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

All bidders should be aware that our Legislative process is such that it is often impossible to give prior notice of the non-appropriation of funds.

3. **Insurance Requirements:** Please note attached insurance requirements. Successful bidder will be required to furnish a certificate of insurance evidencing required coverages and naming the University of Louisiana at Lafayette as an additional insured on all liability policies.
4. **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 in the special bid return envelope 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.
5. **Number of Bid Response Copies:** Each bidder must submit one (1) signed original bid to the Office of Purchasing at the address specified in this solicitation document. The original must be marked "ORIGINAL" and CONTAIN ORIGINAL SIGNATURES of those company officials or agents duly authorized to sign on behalf of the organization.
6. **Nonperformance:** Successful bidder is required to perform in strict accordance with all contract specifications, terms, and conditions. Successful bidder will be advised in writing of nonperformance issues and shall be required to promptly implement corrective actions to ensure contract compliance and to prevent recurrences. In the event the successful bidder is issued three or more complaints of nonperformance, UL Lafayette reserves the right at its sole discretion to cancel the contract with a ten (10) day written notice. Contract cancellations due to nonperformance may be cause to deem vendor non-responsible in future solicitations.
7. **Invoicing shall be billed by event.** Successful bidder shall administer all billing relative to this contract. Successful bidder will submit a separate invoice for each job.
8. **Official University Recognized Holidays**  
The following is a list of officially recognized University Holidays:  
New Year's Day  
Martin Luther King Day  
Mardi Gras Day  
Good Friday  
Memorial Day  
July 4<sup>th</sup>  
Labor Day  
Thanksgiving Day  
Acadian Day  
Christmas Day
9. **No Smoking Campus:** The Successful bidder shall be responsible for compliance with all University policies, security measures and vehicle regulations. Specifically, the University is a NO SMOKING campus and all prospective bidders are cautioned that smoking will not be permitted inside or outside on ANY part of this facility at any time. Any 4 employee who is found to be in violation of this policy will be subject to immediate dismissal.

## **MANDATORY BID REQUIREMENTS**

Failure to meet all of the listed mandatory requirements will result in rejection of bid without further consideration.

### **1. CERTIFICATION STATEMENT**

The Bidder **must** sign and include the Certification Statement as set forth in solicitation document. The signature of Bidder's Authorized Representative **must contain an ORIGINAL signature** and should be in **blue ink**.

### **2. BID FORM**

The bidder must submit bid on the form herein provided. The proposal must be signed in ink, with the blank space(s), filled in for each and every item. The bidder must state the UNIT price (written in ink or typewritten) for each item and shall show the total amount for each item based on the quantities shown.

## **GENERAL REQUIREMENTS**

The Contractor shall furnish and install all labor and material necessary to provide and install the complete portion of this contract, including all materials and equipment as shown on the plans. It is the intention of these specifications that all systems be furnished complete with whatever necessary items are required to produce a satisfactory installation in a working order. The Contractor shall be responsible for bringing to the attention of the Owner any shortcomings of the design, or thereby, shall be responsible in full to meet the conditions set forth, that being, the system is to be in a satisfactory working order.

All material shall be installed in accordance with the instructions of the manufacturers. The work shall be done in strict compliance with state and local ordinances governing this class of work. The prospective bidder shall visit the job site and become familiar with all existing conditions found at the site. The Contractor shall become acquainted with all existing factors and conditions which affect the work. Failure to do so shall not relieve meeting the responsibility to install the work correctly.

The Contractor shall protect the entire installation from injury on the project until final acceptance. Failure to do so shall be sufficient cause for the Agent to reject any work.

## **DEFINITIONS**

Agent - The University's representative in the Facility Management who is referred to throughout these documents as singular in number.

Contractor - The person who contracts with UL Lafayette to perform the work as called for on these documents who is referred to as singular in number.

Owner - The University of Louisiana at Lafayette (UL Lafayette)

## **APPROVALS FOR CHANGE**

At no time shall the Contractor deviate from the intent of the drawings or these specifications unless these deviations are approved in writing by the Agent.

## **FAMILIARITY WITH CONDITIONS**

Prior to the submission of the bid proposal, the Prospective Bidder shall make and shall be deemed to have made a careful examination of the project site, the plans, and specifications. The Prospective Bidder shall become informed as to the location and nature of the proposed construction, the kind and character of terrain to be

encountered, the kind of facilities required before and during the construction of the project, general local conditions and all other matters that may affect the cost and the time of completion of the project.

### **CODES AND PERMITS**

Said work shall comply with all local codes and ordinances.

### **DEQ NOTIFICATION**

The Contractor shall be responsible for the proper notification of the Department of Environmental Quality whenever demolition work is to be performed. Copies of the DEQ Notification Form AAC-2 and any additional correspondence with DEQ shall be copied to the University.

### **STANDARDS**

All materials furnished under this contract shall be designed, constructed and rated in accordance with the latest applicable standards, and shall pass tests as recommended therein.

### **WORKMANSHIP AND MATERIALS**

The workmanship shall conform to the best accepted construction practice. Should it become evident that during the course of construction that the items indicated on the plans, are for any reason undesirable, the Contractor shall immediately bring the situation to the attention of the Agent for a decision. The Contractor shall be responsible for installing the proper materials as described by the drawings and specifications.

All materials furnished for this project shall be new, undamaged, and bear the label of the Underwriters' Laboratories, Inc. Deliver materials in manufacturer's original package and store on skids so that the materials are off the ground, and so that product labels are exposed for easy inspection.

The Bidder shall base the proposal on materials herein specified. Reference to specific manufacturers or trade names is not intended to limit or indicate preference to specific manufacturers, but to indicate a standard of quality. Written approval from the Agent is required on all substitutions prior to installations.

### **GUARANTEE**

The Contractor shall guarantee new materials and workmanship for a minimum of one (1) full year after formal acceptance of the project. The Contractor will replace defective material and repair all workmanship defects promptly, and absorb all costs.

This provision shall not override any other warranties that are specified herein.

### **SUBMITTALS**

The Contractor shall submit samples of the materials called for in the section titled "Detailed Specifications". The Agent's approval of samples shall not relieve the Contractor from the responsibility of incorrectly figured dimensions or any other errors that may be contained in these drawings. The omission from the samples, or specifications, even though approved by the Agent, shall not relieve the Contractor from furnishing and erecting same.

The contractor shall be responsible to meet specifications, and the intent of the specifications. Deviation from the specifications in any form, whether reviewed by the Agent in the shop drawings or not, shall imply the Contractor is intending to present a substitution to the materials specified. The Contractor shall give specific written notice of each variation that the shop drawings may have from the requirements of the specifications, and, in addition,

shall cause a specific notation (in a very clear manner) to be made on each shop drawing for review of each variation.

**CAMPUS SAFETY POLICY**

Contractor shall adhere to the campus safety policy. Information regarding campus safety can be found on the UL Lafayette website at: <http://www.safety.louisiana.edu>

**COORDINATION OF WORK**

The Contractor shall inform the Agent each day of his work location before proceeding to work, and each time the Contractor moves into a different area.

**PAYMENT**

The Contractor may invoice the Owner for work performed on a monthly basis. The work performed shall meet the approval of UL Lafayette. UL Lafayette shall process payment after verification of the invoice. **FINAL PAYMENT WILL NOT BE ISSUED UNTIL ALL UNIVERSITY KEYS HAVE BEEN RETURNED TO THE FACILITY MANAGEMENT OFFICE.**

All UL Lafayette logos are to be printed in two (2) colors – PMS 193 red and black. Files are to be furnished by the UL Lafayette Continuing Education Department.

Upon completion of each job, vendor is to provide invoice to the UL Lafayette Continuing Education Department. Each invoice is to show date of service, type of service provided, quantity, cost, etc. and **must have signature of authorized person approving service.** Invoices are to be processed by the UL Lafayette Continuing Education Department monthly.

For each work day that deliveries are late from date specified, it is to be agreed that ten percent (10%) of the net price will be deducted.

The UL Lafayette Continuing Education Department is located at 1606 Johnston Street, Lafayette, LA and is open Monday - Thursday, 7:30 am - 5:00 pm, and Fridays, 7:30 am – 12:30 pm excluding holidays and weekends.

The University may monitor the promptness of response. This contract is subject to cancellation if services are not rendered and successfully completed within time specified. Quality of materials and services will be a determining factor in renegotiating contract.

All workmanship must be of the highest quality and each job in whole or part must meet Continuing Educations approval. **Vendor MUST include a sample of work that was designed/created in house. Vendor must include a digital copy and a hard/physical copy for review and comparison. Bids submitted without sample may be cause for rejection of bid.**

All labor, materials, equipment, transportation, mileage, etc. are to be included in prices quoted.

## DETAILED SPECIFICATIONS

**Furnish all labor, materials, equipment, transportation, etc. necessary to provide a contract for CATALOG PRINTING AND MAIL SERVICE AS NEEDED for the University of Louisiana at Lafayette Continuing Education Department located on the University of Louisiana at Lafayette, Lafayette, Louisiana beginning July 1, 2016 through June 30, 2017...**

For the purpose of evaluation of bid for award, the University will bid one (1) single print job, the Fall catalog. The University will have the option to print additional jobs. Approximate number of print jobs per fiscal year four (4), Winter, Spring, Summer and Fall Potpourri Catalogs. This is approximate and not guaranteed. First year of contract shall contain approximately three (3) printings, Fall, Spring and Summer. The University reserves the right to increase or completely eliminate any portion of the quotation.

All UL Lafayette logs are to be printed in two (2) colors – PMS 193 red and black. Files are to be furnished by the UL Lafayette Continuing Education Department.

The University is requesting prices for the following option:

Design, Layout, Artwork and Graphics to be provided by successful bidder:

Printing and mailing of the following catalog (approximately 62,000 copies per brochure printing – this quantity is not guaranteed). For the purpose of parity the sample job will be used for award of bid. Actual printing jobs may vary in length, design, and quantity. Length of catalog will begin at 12 pages; prices shall be given for each additional 4 pages added to the catalog.

Number of pages: 8 – 20

Trim size: 10" x 10.5"

Paper: 45# enamel

Bleed size of 10.5" x 11"

Image area: 9.5" x 10"

Binding: Saddle stitch

Details: Full bleed on all pages, includes 4 color process throughout. Price to include set up (design, layout, and concept), stitched and trimmed and bound, as well as freight. Postage to be paid by University USPS account.

Mail Distribution:

Solo mail to residential homes and businesses with full saturation to zip codes provided by University: catalogs to be scheduled for home delivery at time of printing. Mail service to include set up, direct imprint address and mailing permit, sort/process for USPS acceptance, and truck drop off at USPS.

Shared mail approximate weight 1/3 oz, to approximately 18,704 households via USPS.

The successful bidder will obtain the appropriate data to obtain full saturation to zip codes provided by the Continuing Education Department.

The following to be used for quote purpose only, actual zip codes to be provided by department:

Solo – Lafayette, 70503; Lafayette, 70508

Shared – Lafayette, 70506

Price to include 4% Spoilage.

**NOTE: Vendor MUST include a sample of work that was designed/created in house. Vendor must include a digital copy and a hard/physical copy for review and comparison. Bids submitted without sample may be cause for rejection of bid.**

# CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Invitation to Bid (ITB), including any attachments.

**OFFICIAL CONTACT.** The University requests that the Bidder designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly)

Date \_\_\_\_\_ Official Contact Name: \_\_\_\_\_

A. E-mail Address: \_\_\_\_\_

B. Telephone Number with area code: (    ) \_\_\_\_\_

C. Facsimile Number with area code: (    ) \_\_\_\_\_

Bidder certifies that the above information is true and grants permission to the University to contact the above named person or otherwise verify the information provided. By its submission of this Proposal and authorized signature below, Bidder certifies that:

1. The information contained in its response to this ITB is accurate;
2. Bidder complies with each of the mandatory requirements listed in the ITB and will meet or exceed the requirements specified therein;
3. Bidder agrees to provide all tasks, services, and deliverables listed in Scope of Services for the total cost stated on Bid Form;
4. Bidder accepts the procedures, evaluation criteria, mandatory contract terms, and all other administrative requirements set forth in this ITB.
5. Bidder confirms that its bid will be considered valid until award is made.
6. Bidder understands that if selected as the successful Bidder, he/she will have ***seven (7)*** calendar days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.
7. In making this bid, each bidder represents that: They have read and understand the bid documents and the bid is made in accordance herewith, and the bid is based upon the specifications described in the bid documents without exception.
8. Bidder certifies, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at [www.epls.gov](http://www.epls.gov).)

Title: \_\_\_\_\_

Official Company Name: \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**SIGNATURE of Bidder's Authorized Representative:** \_\_\_\_\_

(Signature MUST be **HAND SIGNED** and should be in Blue ink)

**Date:** \_\_\_\_\_

**BID FORM**

Proposal for furnishing all labor, materials, equipment, transportation, etc. necessary to provide a contract for **CATALOG PRINTING AND MAIL SERVICE AS NEEDED** for the University of Louisiana at Lafayette Continuing Education Department located on the University of Louisiana at Lafayette, Lafayette Louisiana beginning **July 1, 2016 through June 30, 2017...**

**TOTAL BASE BID FOR ALL WORK REQUIRED BY THESE BID DOCUMENTS, THE SUM OF:**

\$ \_\_\_\_\_ PER YEAR (IN FIGURES)

\$ \_\_\_\_\_ PER YEAR (IN WORDS)

**Part 1 – 8 Page Catalog**

**Printing per 1000 \$** \_\_\_\_\_

**Shared Distribution w/4% per 1000 \$** \_\_\_\_\_

**Solo Mail Prep w/4% per 1000 \$** \_\_\_\_\_

**Folding additional Copies per 1000 \$** \_\_\_\_\_

**Design, Concept, Artwork, graphics, and layout \$** \_\_\_\_\_

**Part 2 – Each additional 4 pages added to original 8** **Per 1000 \$** \_\_\_\_\_

**Catalogs can be printed and delivered to Continuing Education \_\_\_\_\_ days after final approval of design is given from department. May be criteria used in award of bid.**

**NOTE: Vendor MUST include a sample of work that was designed/created in house. Vendor must include a digital copy and a hard/physical copy for review and comparison. Bids submitted without sample may be cause for rejection of bid.**

In making this bid, each bidder represents that: They have read and understand the bid documents and the bid is made in accordance herewith, and the bid is based upon the specifications described in the bid documents without exception.

It is the responsibility of the prospective bidder to visit and examine job-site, take measurements to his/her own satisfaction and determine conditions under which work is to be done. Owner will not accept responsibility for conditions which careful examination of premises would have shown existed.

**BIDDER ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA:**

ADDENDUM NO. \_\_\_\_\_ DATED \_\_\_\_\_ NO. \_\_\_\_\_ DATED \_\_\_\_\_

FIRM NAME \_\_\_\_\_

SIGNED BY (signature) \_\_\_\_\_

SIGNED BY (printed) \_\_\_\_\_

TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

FAX NO. \_\_\_\_\_

DATE \_\_\_\_\_