

BOOKLET AND PAMPHLET PRINTING**GENERAL DESCRIPTION**

dated 8/3/16

I. Group 1: Offset Printing of Pamphlets and Books 8-1/2" x 11"**A. Page Sizes:**

- i. 8-1/2" x 11"

B. Book Quantities (SubGroups):

- i. 250-499
- ii. 500-999
- iii. 1,000-4,999
- iv. 5,000-9,999

II. Group 2: Digital Printing and Perfect Binding for Small Quantity Books**A. Page Size: 8-1/2" X 11"****B. Book quantities: 250 to 499****GENERAL CONDITIONS**

1. **PUBLIC PRINTING LAW:** The contract resulting from this solicitation shall be subject to the provisions of R.S. 43:1, State Printing.
2. **SUBLETTING CONTRACT:** The Contractor shall be held responsible for the work of any sub-contractor(s) and shall see that the work is done without unnecessary delay in a good workmanlike manner, and that all necessary priority over other work is given. The Contractor shall not be relieved of any obligation to the State of Louisiana by any subletting of a contract in whole or in part to another.
3. **BASIS OF AWARD:** It is the State's intent to solicit pricing in two (2) Groups. Group 1: Off-Set Book Printing for Pamphlets and Books 8-1/2" x 11" and Group 2: Digital Book Printing for Small Quantity, 8-1/2" X 11" Books, Perfect Bound, Quantities of 250-499. The State reserves the right to award this contract to the lowest overall bidder in each group. The State reserves the right to delete line items as well as groups or subgroups from the award as deemed in the best interest of the state.
4. **QUALITY OF WORKMANSHIP AND STOCK:** Representatives of the State shall have access to the Contractor's plant at any time during working hours to inspect work in process. However, such inspection shall not relieve the Contractor from any responsibility under this agreement for material or workmanship found defective after delivery.

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 than 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 thereof.

Contractor must have offset printing capabilities in order to produce the signature type products represented in this contract, insuring the most economical pricing and ability to meet turn time requirements. Contractor must have digital printing and perfect binding capabilities in order to produce the small quantity books in this contract, insuring the most economical pricing and ability to meet the turn time requirements.

The Contractor must at all times be able to furnish within a reasonable period of time those supplies named in the specifications, unless a substitute is approved by State Purchasing. If any different kind is substituted, the quality shall be equal and the prices shall not exceed that named for similar articles in the specifications. Substitutions of stock made

without the approval of the State Director of Purchasing will be grounds for non-payment for that particular job.

In all printing, the proof shall be read by original copy and corrected in the establishment of the Contractor. All typeset material is to be free from printer's errors. A "clean" proof is to be furnished to the department, board or institution ordering the printing. Proofs shall be submitted for all orders.

5. **ORDERING PROCEDURES:** Orders will issue directly to the contractor, using a printing authorization form specific to this contract, similar to the form attached. In no case shall the contractor accept an order from without an authorization in writing.

The contractor shall only accept orders, which can be produced within the provisions of this contract. If an order requested cannot be priced under the price schedule herein, or if the quantity requested exceeds the maximum allowed on this contract, the order must be returned to the ordering agency.

The contractor is to provide cost estimates prior to all orders in accordance with contract pricing.

The contractor shall also provide status on orders, whenever requested by phone, within 24 hours.

The contractor must furnish the agency one finished sample and a copy of the itemized billing upon completion of each job produced under this contract.

6. **DELIVERY:** Delivery is to be FOB inside agency which shall include all cost of transportation and inside delivery within any office or building as specified. Completed work shall be shipped or delivered promptly without any unnecessary or avoidable delay.

Whenever because of inefficiency, inaccuracy, or delay, for which the Contractor is responsible, it is necessary for the ordering agency to communicate with the Contractor; this will be done through the requesting agency and the cost of such communication between the requesting agency and the Contractor such as over-night express shall be paid by the Contractor.

By accepting a contract for printing, binding, engraving, or lithographing, the Contractor agrees to complete the work and deliver the goods as specified promptly, satisfactorily, and without unnecessary delay. The Contractor will give said work the necessary priority over other work to assure timely delivery. The Director of State Purchasing reserves the right to determine what is an unnecessary delay and/or unsatisfactory goods. After fully hearing the reasons for delay in doing the work, the Director of State Purchasing may fix a definite date by which same must be completed and goods delivered. If work is not completed and goods satisfactorily delivered within the specified time, the Director of State Purchasing reserves the right to have the work done elsewhere charging the contractor any excessive cost for work above contract pricing. Should it become necessary to purchase a contract item from another source, other legal actions and/or immediate cancellation of the contract could result.

7. **ON-SITE ASSISTANCE:** There will be occasions where the contractor is required to provide on-site assistance in those instances where there is a lack of "know-how" to initiate the requirements of the job to be printed. Historically, this on-site assistance has represented approximately 36% of the jobs under this contract. In order to accommodate this requirement, the contractor's should be able to meet with the requesting agency within four (4) hours of notice.
8. **PRICING:** Prices will be calculated at the rate bid per lot.

In no case will a contractor be allowed to charge for more than the exact amount of any article ordered without the consent of State Purchasing except that under ordinary conditions an overrun and an underrun may be approved.

Each job will be billed at the per thousand rate according to the quantity ordered but calculated based on amount shipped.

Substitutes used without the consent of State Purchasing will not be approved for payment.

9. **INVOICES:** Invoices will be submitted by the contractor to the ordering agency, and the invoice shall refer to the

delivery ticket number, delivery date, purchase order number, quantity, unit price and delivery point. A separate invoice for each order delivered and accepted shall be submitted by the contractor in duplicate directly to the accounting department of the ordering agency. Invoices shall show the amount of any cash discount and shall be submitted on the contractor's own invoice form.

Each invoice shall be accompanied by a copy of the Printing Contract Order Form submitted by the agency, and the contractor's billing worksheet showing the various components of the job and their respective charges, and showing the calculations done to arrive at the total amount of the invoice.

10. **QUANTITY BRACKET PRICING:** Where prices are solicited on a from/to quantity basis, the State of Louisiana expects and will only accept progressively lower prices for each increasing quantity or quantity range specified. If quoted otherwise, the State of Louisiana reserves the right to reject any non-descending bid.
11. **RESERVATIONS:** The right shall be reserved by the State Director of Purchasing to use state facilities for printing, rather than purchasing under contract.

In case of any emergency, when delivery is required by a date earlier than the contractor is required to furnish under this contract, and when the contractor cannot meet the delivery required, the Director of State Purchasing reserves the right to secure bids for printing from persons other than the Contractor, and to purchase from any other source he may deem fit without liability either on the part of the State of Louisiana or the Contractor.

12. **BIDDER SUBMITTAL REQUIREMENT:** All bidders should furnish:

A copy of bidder's equipment list for the entire printing operation as it applies within the scope of the contract. Note: Contractors must have offset printing and binding capabilities for Group 1 in order to produce the large quantities and page counts required for this contract. Contractors must have digital printing and perfect binding capabilities for Group 2.

If not submitted with bid, must be furnished within five (5) days of request by the State of Louisiana. Failure to provide as requested will result in rejection of bid without further consideration.

13. **AUDITING:** The Division of Administration, State Purchasing Office reserves the right to audit jobs produced under this contract. If required, at least once a month, the contractor, shall provide two (2) copies of the agency's written authorization form, billing worksheet, invoice and complete samples of the job to be audited. Contractor shall therefore be required to retain all information, including samples pertaining to each job produced within the most recent, previous 12-month period. Failure to provide the requested material may be grounds for cancellation of the contract. Detailed instructions will be given to successful vendor.

GENERAL REQUIREMENTS**1. SCOPE:**

This solicitation is for the purchase of the following:

Group 1: Offset Printing of Pamphlets and Books, page size 8-1/2" x 11"

- A. The designation "pamphlet and book" is used interchangeably. Pamphlets are designed as books of fewer pages.
- B. Pamphlets are bound by stitching and have self or protective covers.
- C. Books are bound by any method and may have self or protective covers.
- D. All offset printing must be at least 150 DPI minimum.
- E. Only standard PMS (Pantone Matching System) inks are to be utilized for this contract for additional colors. Pro-match (CMYK) are not to be substituted for PMS Colors.
- F. Contractor must have offset printing capabilities in order to produce the signature type products represented in this contract, insuring the most economical pricing and ability to meet turn time requirements.
- G. Copy submitted in PDF format with crop marks and fonts included.

Group 2: Digital Printing and Perfect Binding for Small Quantity Books (250 to 499), 8-1/2" X 11"

- A. Books printed under this group will be produced on a digital printer and perfect bound.
- B. Pricing will be per impression. Agency will furnish PDF file with fonts embedded, bleeds and trim marks included.
- C. Quantities: Minimum order quantity of 5000 total impressions will be required for delivery by vendor.

Maximum order quantity shall be 499 copies of the complete book, as long as the total number of impressions does not exceed 100,000.

Examples: Books containing 5 impressions (e.g., 2 sheets front and back, and one sheet front only: No more than 499 copies are allowed.

Books containing 200 impressions: only 499 copies of this complete document will be allowed. (499 books x 200 impressions/book = 99,800)
- D. This group is for "black and white" text pages only. No color text pages are permitted under this group.
- E. Number of pages will vary.
- F. Contractor must have digital printing capabilities in order to produce the small quantity books required, insuring the most economical pricing and ability to meet the turn time requirements.

2. SIZE:

Group 1 Offset Printing: Books printed under the group shall be 8-1/2" x 11" and saddle stitched, Perfect Bound or Mechanical.

Group 2 Digital Printing: Books printed under the group shall be 8-1/2" X 11" and perfect bound.

3. COPY:

Group 1: Contractor to provide PDF electronic file and hard copy of job to be printed. **It will be the contractor's responsibility to communicate with the ordering agency prior to beginning a job in order to clarify any issues regarding the copy submitted, and to obtain a complete understanding of the results expected by the agency.**

Group 2 Digital printing: Copy is to be submitted electronically as a PDF file and must be furnished with fonts embedded, bleeds and trim marks included.

- 4. Special Jobs -** If the book requested cannot be priced from the price schedule, the requisition must be returned to the Agency. Books that cannot be priced from this contract may be purchased by the normal bid procedure.
- 5. Property of the State –** All corrected files are to become property of the State of Louisiana. The contractor will be responsible for archiving all files of printed jobs and maintaining a written inventory of these files. Upon award of contract to a new vendor, the contract vendor will provide all files of printed jobs to the new contractor, if required or needed.

The contractor may be requested to furnish electronic files to the Division of Administration, State Printing Office, or other state printing facility. In such case, the contractor providing the electronic files will be responsible for any associated transportation charges.

The contractor will not dispose of any electronic files without obtaining written approval from the user agency and furnishing a copy of this approval to the Office of State Purchasing.

It will be the contractor's responsibility to maintain proof of electronic files transfer or disposal. If at any time, the contractor cannot provide any electronic files for which he has initially confirmed receipt and cannot provide proof of transfer or approved disposal, he shall be required to remake the electronic files at his expense.

It is recommended that the contractor obtain written disposition for the electronic files from the ordering agency immediately after delivery of the publication. Should the agency require continued storage, a follow-up request may be made at six (6) month intervals if the contractor so chooses. This procedure will help eliminate the storage of unwanted electronic files.

It is the responsibility of the contractor to keep all files archived for three (3) years after the current contract that the job was produced in expires.

6. COST STATEMENT

R.S. 43:31 requires all bulletins, leaflets, house organs, circulars, books, reports or similar publications to have a cost statement printed adjacent to the identification of the agency responsible for the publication. This statement shall be printed in the same size type as the body copy and be set in a one-point rule.

If the State Agency does not furnish the contractor with the cost statement information, the contractor will be responsible for inquiring about the statement, providing the agency with a copy of the cost statement format, and providing the cost of printing. The cost statement format may be obtained from the Office of State Purchasing.

The cost statement consists of approximately 5 - 7 lines of type. If it is necessary for the contractor to typeset all or part of the cost statement, it will be done at **no charge** to the customer.

7. Underruns and Overruns-

Group 1: Under ordinary conditions, the Office of State Purchasing will approve an underrun or an overrun not to exceed:

500 – 9,999 - 10%

Group 2: Under ordinary conditions, the Office of State Purchasing will approve an overrun or and underrun not to exceed 2% on orders.

8. Packaging-

A. Contractor's standard inner packing is acceptable. Contractor's standard packing must be of a test strength to withstand handling by freight lines without bursting or crushing. The contractor will be responsible for remaking any books damaged in shipment. All prices include the cost of preparing shipping bundles, packing, and sealing shipping containers, and marking packages and shipping bundles or containers by printing, stenciling, or labeling. All materials which will be required, including shipping containers, are to be furnished by the contractor. The cost of such materials is to be included in the prices indicated.

Shipping containers and bundles shall not exceed 45 pounds when fully packed. Weight limitation may be exceeded to comply with specifications when a specific quantity per shipping container or bundle is ordered.

B. Pamphlets and Books will be packed in a new outer carton of corrugated fiberboard. Shipping containers must be durable to permit delivery of the job to the destination without damage.

C. The label will contain the purchase order number, title of book, name of agency, and quantity.

D. The ordering agency may request poly shrink wrapping for packing specific quantities per pack within a carton. A charge will be allowed for the number of wrappings.

9. Time of Delivery-

In general, a normal delivery schedule (except Louisiana Register) shall be as follows:

Electronic files or camera ready copy on a disk requiring no formatting or work on the part of the contractor - Five (5) to eight (8) working days for dated materials such as newsletters, programs, etc.

Electronic files or camera ready copy on a disk requiring minor preparation - Ten (10) to fifteen (15) working days.

Proofs required - Add an additional five (5) working days to the appropriate delivery requirements above for proofs. If additional proofs are required, five (5) more working days may be added to the total delivery schedule (if additional proofs are required due to printer's errors, no additional time will be allowed).

All shipments shall be F.O.B. Inside Destination, including all costs of transportation and inside delivery within any office of building as specified. The contractor shall ship by any reasonable method to insure prompt delivery at destinations.

If the original printing work order includes an authorization for the order to be delivered in less than the above normal schedule, a rush upcharge may apply (not to exceed 10% of the total cost of the billed job).

Should an agency require expedited shipment, whether on an order entered initially as a normal delivery, or whether above and beyond the delivery required to be provided by the contractor on a rush order, they will provide written authorization for the expedited delivery, and the contractor shall be responsible for the freight cost only to the extent of standard truck freight rates, and may be reimbursed for any amount exceeding this. Express charges shall be prepaid and the excess amount (exceeding standard truck rates) added to the invoice. This charge must be substantiated with a copy of the shipper's invoice and freight bill and an estimate of standard truck rates for the items shipped.

The *Louisiana Register* is printed each month. By law this book must be published by the twentieth (20th) of each month. The Office of the State Register transmits files electronically to the contractor by 5:00 p.m. on the evening of the sixteenth (16th) of the month. If the sixteenth (16th) falls on a weekend, then an electronic copy will be transmitted to the contractor by 12:00 noon the following Monday. The Office of State Register requires a proof within 2-3 hours from receipt of electronic files.

Approximately 250 copies are ordered per month. The number of pages varies from month to month. No underruns will be accepted under the amount ordered, but the contractor can ship an overrun not to exceed ten percent.

Completed books must be delivered no later than 12:00 Noon on the twentieth (20th) of each month. If the twentieth (20th) falls on a weekend, then books must be delivered before noon on the following Monday.

**GROUP 1: OFFSET PRINTING OF BOOKLETS AND PAMPHLETS, 8-1/2" x 11"
SPECIFICATIONS**

PAPER- Paper is as specified by the State Agency. All papers bid must be nationally recognized mill brands. Paper shall be bid per pound. The State will only pay for paper actually used in the finished product. The contractor will charge the actual number of pounds of paper for the delivered quantity. Contractor will not be allowed to charge for excess or spoilage required to produce the end product. The size of paper used to produce the job should be the most economical size resulting in the smallest possible waste.

Refer to Price Schedule, Paper, Lines 1 through 3

Commodity Offset - white, 50, 60.

Coated One Side Cover - White, 10 pt.

ARTWORK/DESIGN (Refer to Price Schedule Line 4)

There will be occasional jobs where the contractor is required to provide extensive assistance to the agency with design, layout, etc. of publication. This would be over and above any normal pre-press work. In such instances, an hourly charge will be allowed.

DISK OUTPUT (Refer to Price Schedule Line 5)

Copy will be provided to the contractor as PDF by the State Agency electronically. When a disk is furnished, the agency should also provide a hard copy. **A charge per page, will be allowed** for output from disk furnished by the agency. **The charge is to include page proofs** that are suitable for producing excellent quality, clear, sharp printing which is uniform in detail, and one set of imposed proofs. Output charges includes imposition and platemaking.

Output from PDF provided by the agency will be charged under one of the following categories:

4. Output of pages where the diskette is **completely formatted** and no "cleanup" is necessary.

AUTHOR'S ALTERATIONS (Refer to Price Schedule Line 6)

Alterations are changes made in the proof that are different than the original manuscript or previous proofs. Corrections or errors marked by the author due to typesetter's mistakes are printer's errors and not to be charged. When alterations are charged, the contractor must furnish proof of alterations (original manuscript, page proofs, blue line proofs, etc.). Only the pages of manuscript and the proofs that are involved need to be sent to the agency with the contractor's worksheet.

The following charges will apply to alterations, whether typesetting was done by the contractor, or whether a disk was furnished by the agency.

5. **Alteration:** This per page charge shall include all materials, electronic manipulation, and all operations necessary to correct and restore the page to print ready copy. This charge includes one set of revised laser proofs of the corrected pages.

FILES (Refer to Price schedule Lines 7)

6. **Reprints:** Exact reprints will be charge per page per color. This charge shall include pulling the archived files and all operations necessary to prepare the files and platemaking. If minor changes are required, alteration charges will be allowed for the pages requiring changes.

PRINTING (Refer to Price Schedule, Printing, Quantity Bracket Pricing, 8 and 9)

7. **Cover:** Pricing to include the four page cover signature plus backbone (spine) if required.
 - A. **One Color:** The per thousand charge shall include makeready, paper handling, one color ink, press washup and offset lithography printing the four-page signature.

8. **Text:**
 - A. **One Color:** The per page, per thousand charge shall include makeready, one color ink, press washup, paper handling and offset lithography printing.

BINDING (Refer to Price Schedule, Binding, 10-12)

9. **Saddle Stitching:** This charge is for binding the material and cover together through the center of the whole pamphlet or book. There will be at least one staple for each three inches of binding edge. This charge shall include **scoring** (if necessary), folding, collating, saddle stitching, trimming, packaging, delivery and all materials necessary to produce a saddle stitched book.
10. **Mechanical Binding:** This will have round or slotted holes punched on the binding edge with plastic wire, plastic combs or plastic rings woven through the holes. This charge shall include folding, collating, punching, comb, trimming, packaging, delivery and all materials necessary to produce a spiral type bound book.
11. **Perfect Binding:** This will bind the pages and cover by slitting, notching or roughing the backbone, applying a flexible adhesive to the backbone and registering the cover. This charge shall include **scoring** (if necessary), folding, collating, perfect binding, trimming, packaging, delivery and all materials necessary to produce a perfect bound book.

MISCELLANEOUS (Refer to Price Schedule, Lines 13-16)

12. **Drilling:** This is to produce one to four round holes drilled on the binding edge of the completed book. This charge is to include drilling up to a maximum of four holes per sheet for one thousand sheets. (2 pages equal one sheet)
13. **Poly Shrink Wrap:** Shrink wrap to be a minimum of 100 gauge polypropylene clear film. When the agency requests an exact number of books to be shrink wrapped to a package, a flat charge per package will be allowed.
14. **Multiple Destinations (preparation and delivery):** If shipment is required to more than one destination, the contractor will charge a unit price for each destination after the first. All shipments to be FOB destination, inside delivery.
15. **Rush Charge:** Upcharge for rush handling. This upcharge shall not exceed 10% of the total cost of the billed job.

Bid Worksheet

Group 1 Book Contract

Worksheet Number 1

Size 8-1/2 x 11

No. Pages 606

Agency

Title LA Administrative Code

Quantity Shipped 275

		Wt.	S Size	No. Out	Sub. Wt.	Sheets	Pounds	Price
Cover	3 10 Pt. C1S Cover - White	10	20 x 28	2	147	138	20	\$ _____
Text	1 50# Commodity Offset - White	50	23 x 35	16	85	10,460	888	\$ _____

COMPOSITION		DISK OUTPUT		Pages	Total
Artwork	@ _____ / Hr. \$ _____	Output from Disk, no formatting required or manipulation required @ \$3.00 per Page		612	@ _____ \$ _____
AUTHOR'S ALTERATIONS					
Page Prep	@ _____ / Pg \$ _____	REPRINT _____ Pgs @ _____ / Page		\$ _____	

PRINTING			
COVER:			
	Quantity	Price per M	
One Color	.275	_____	\$ _____
TEXT:			
	Per Page	Quantity	Price per M
One Color	608	.275	_____ \$ _____

BINDING:				FINISHING			
	Pages	Quantity	Price/M	Drilling	@ _____ /M Shts	\$ _____	
Saddlestitch			_____ \$ _____	Shrink Wrap	@ _____ /Pck	\$ _____	
Mechanical	612	.275	_____ \$ _____	Mult Dest	@ _____ /Dest	\$ _____	
Perfect			_____ \$ _____	Rush Charge	@ _____ %	\$ _____	

Grand Total \$ _____

Bid Worksheet

Group 1 Book Contract

Worksheet Number 2

Size 8-1/2 x 11

No. Pages 200

Agency

Title Register

Quantity Shipped 500

		Wt.	S Size	No. Out	Sub. Wt.	Sheets	Pounds	Price
Cover	3	10 Pt. C1S Cover - White	10	20 x 26	2	147	250	37 _____ \$ _____
Text	1	50# Commodity Offset - White	50	23 x 35	16	85	6,250	531 _____ \$ _____

<p align="center">COMPOSITION</p> <p>Artwork @ _____ /Hr. \$ _____</p> <p align="center">AUTHOR'S ALTERATIONS</p> <p>Page Prep ³ @ _____ /Pg \$ _____</p>	<p align="center">DISK OUTPUT</p> <p>Output from Disk, no formatting required or manipulation required @ \$3.00 per Page</p> <p>Pages 204 @ _____ \$ _____</p> <p align="center">REPRINT _____ Pgs @ _____ / Page \$ _____</p>
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PRINTING			
COVER:			
	Quantity	Price per M	
One Color	.500	_____	\$ _____
TEXT:			
	Per Page	Quantity	Price per M
One Color	200	.500	_____ \$ _____

BINDING:				FINISHING			
	Pages	Quantity	Price/M				
Saddlestitch			_____ \$ _____	Drilling	51.000	@ _____ /M Shts	\$ _____
Mechanical			_____ \$ _____	Shrink Wrap		@ _____ /Pck	\$ _____
Perfect	204	.500	_____ \$ _____	Mult Dest	1	@ _____ /Dest	\$ _____
				Rush Charge		@ _____ %	\$ _____

Grand Total \$ _____

Bid Worksheet

Group 1 Book Contract

Worksheet Number 3

Size 8-1/2 x 11

No. Pages 36

Agency

Title Activity Book

Quantity Shipped 2,200

		Wt.	S Size	No. Out	Sub. Wt.	Sheets	Pounds	Price
Cover	3 10 PL C1S Cover - White	10	20 x 28	2	147	1,100	162	\$ _____
Text	1 60# Commodity Offset - White	60	23 x 35	16	102	4,950	505	\$ _____

<p align="center">COMPOSITION</p> <p>Artwork @ _____ /Hr. \$ _____</p> <p align="center">AUTHOR'S ALTERATIONS</p> <p>Page Prep @ _____ /Pg \$ _____</p>	<p align="center">DISK OUTPUT</p> <p>Output from Disk, no formatting required or manipulation required @ \$3.00 per Page</p> <p>Pages _____ Total \$ _____</p> <p>REPRINT 40 Pgs @ _____ / Page \$ _____</p>
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PRINTING			
COVER:			
	Quantity	Price per M	
One Color	2,200	_____	\$ _____
TEXT:			
	Per Page	Quantity	Price per M
One Color	35	2,200	_____ \$ _____

<p align="center">BINDING:</p> <table> <tr> <td></td> <td>Pages</td> <td>Quantity</td> <td>Price/M</td> </tr> <tr> <td>Saddlestitch</td> <td>40</td> <td>2,200</td> <td>_____ \$ _____</td> </tr> <tr> <td>Mechanical</td> <td></td> <td></td> <td>_____ \$ _____</td> </tr> <tr> <td>Perfect</td> <td></td> <td></td> <td>_____ \$ _____</td> </tr> </table>		Pages	Quantity	Price/M	Saddlestitch	40	2,200	_____ \$ _____	Mechanical			_____ \$ _____	Perfect			_____ \$ _____	<p align="center">FINISHING</p> <table> <tr> <td>Drilling</td> <td>@ _____ /M Shts</td> <td>\$ _____</td> </tr> <tr> <td>Shrink Wrap</td> <td>2200 @ _____ /Pck</td> <td>\$ _____</td> </tr> <tr> <td>Mult Dest</td> <td>@ _____ /Dest</td> <td>\$ _____</td> </tr> <tr> <td>Rush Charge</td> <td>@ _____ %</td> <td>\$ _____</td> </tr> </table>	Drilling	@ _____ /M Shts	\$ _____	Shrink Wrap	2200 @ _____ /Pck	\$ _____	Mult Dest	@ _____ /Dest	\$ _____	Rush Charge	@ _____ %	\$ _____
	Pages	Quantity	Price/M																										
Saddlestitch	40	2,200	_____ \$ _____																										
Mechanical			_____ \$ _____																										
Perfect			_____ \$ _____																										
Drilling	@ _____ /M Shts	\$ _____																											
Shrink Wrap	2200 @ _____ /Pck	\$ _____																											
Mult Dest	@ _____ /Dest	\$ _____																											
Rush Charge	@ _____ %	\$ _____																											

Grand Total \$ _____

PRICE SCHEDULE
Group 1: OFFSET PRINTING OF BOOKLETS AND PAMPHLETS
8-1/2" x 11"

<u>PAPER</u>	<u>Unit Price</u>
<u>Classification of Paper</u>	<u>Per Pound</u>
1. <u>Commodity Offset - White, 50-lb.</u>	\$ _____
2. <u>Commodity Offset - White, 60-lb.</u>	\$ _____
3. <u>Coated CIS Cover - White, 10-pt.</u>	\$ _____
 4. <u>ARTWORK/DESIGN</u>	 \$ _____ per hour
 <u>DISK OUTPUT</u>	
5. Output from Disk, no formatting required	\$ _____ per page
 <u>AUTHOR'S ALTERATIONS</u>	
6. Alterations	\$ _____ per page
 <u>FILES</u>	
7. Reprints	\$ _____ per page

GROUP 1: OFFSET PRINTING OF BOOKLETS AND PAMPHLETS, 8-1/2" x 11"
PRICE SCHEDULE (CONTINUED)

PRINTING (8-9)

(QUANTITY BRACKET PRICING: Where prices are solicited on a from/to quantity basis, the State of Louisiana expects and will only accept progressively lower prices for each increasing quantity or quantity range specified. If quoted otherwise, the State of Louisiana reserves the right to reject any non-descending bid.)

Unit Price Per Thousand Books

	250 Thru 499	500 Thru 999	1,000 Thru 4,999	5,000 Thru 9,999
4-Page Cover Signature				
One Color	\$	\$	\$	\$

Unit Price Per Page, Per Thousand Books

	250 Thru 499	500 Thru 999	1,000 Thru 4,999	5,000 Thru 9,999
Text - 4, 8, 16, or 32-Page Signature				
One Color	\$	\$	\$	\$

BINDING (10-12)

Unit Price Per Page, Per Thousand Books

	250 Thru 499	500 Thru 999	1,000 Thru 4,999	5,000 Thru 9,999
Saddle Stitch	\$	\$	\$	\$
Mechanical	\$	\$	\$	\$
Perfect	\$	\$	\$	\$

GROUP 1: OFFSET PRINTING OF BOOKLETS AND PAMPHLETS, 8-1/2" x 11"
PRICE SCHEDULE (CONTINUED)**MISCELLANEOUS**

- | | | |
|-----|--|------------------------------|
| 13. | Drilling (each run) | \$ _____ per thousand sheets |
| 14. | Poly Shrink Wrap | \$ _____ per package |
| 15. | Multiple Destinations | \$ _____ per destination |
| 16. | Rush Charge – Upcharge for rush handling | \$ _____ per lot |

GROUP 1: OFFSET PRINTING OF PAMPHLETS & BOOKS 8-1/2" X 11"**EVALUATION FORMAT**

Those unit price bid in the Price Schedule on the previous pages will be used to determine the total price on each of the following sample worksheets.

The following sample worksheets will be used as the evaluation format to determine the lowest bidder on each item. The right is reserved to award the items in this solicitation separately, grouped, or on an all-or-none basis.

When pricing worksheets, the description will prevail in determining appropriate price to pick up from the price schedule. All prices on worksheets will be verified and any errors will be corrected before determining the lowest bidder.

Bidders must complete the following worksheets. Failure to complete the worksheets may be cause for your bid to be disqualified.

The award of the contract is not solely based on sample worksheets. Bidders shall also comply with all specifications and terms and conditions outlined in this solicitation.

BIDDERS ARE PLACED ON NOTICE THAT ILLEGIBLE BIDS MAY BE REJECTED BY STATE PURCHASING.

NOTE: M=TH=Thousand

GROUP 1: OFFSET PRINTING OF BOOKLETS AND PAMPHLETS, 8-1/2" x 11"
TABULATION OF WORKSHEETS

WORKSHEET 1: \$ _____

WORKSHEET 2: \$ _____

WORKSHEET 3 \$ _____

GRAND TOTAL: \$ _____

NOTE: Enter this amount on page 16

GROUP 2: Digital Printing and Perfect Binding for Small Quantity Books (250 to 499), 8-1/2" X 11"
SPECIFICATIONS

Paper – (Refer to Group 2 Price Schedule, Lines 1-3) Paper will be priced per thousand sheets. The paper will be specified by the state agency. The following papers are included:

Commodity Offset - White, 50, 60
10 pt. CIS Cover

Alteration – (Refer to Group 2 Price Schedule, Line 4) This per page charge shall include all materials, electronic manipulation, and all operations necessary to correct and restore the page to print ready copy. This charge includes one set of revised laser proofs of the corrected pages.

Running – (Refer to Group 2 Price Schedule, Lines 5 and 6) The price per each impression is to include all operations to reproduce clear, sharp printing with no background tones, collating, factory option packaging. Example: 4 page cover is four 8-1/2" X 11" impressions.

Perfect Binding - (Refer to Group 2 Price Schedule, Line 7) This will bind the pages and cover by slitting, notching or roughing the backbone, applying a flexible adhesive to the backbone and registering the cover. This charge shall include **scoring** (if necessary), folding, collating, perfect binding, trimming, packaging, delivery and all materials necessary to produce a perfect bound book.

Drilling: (Refer to Group 2 Price Schedule, Line 8) A price per thousand sheets will be allowed for bindery drilling of from one to four holes. An additional charge on the same amount may be charged for each four holes or fraction thereof after the first four. (2 pages equal one sheet)

Poly Shrink Wrap: (Refer to Group 2 Price Schedule, Line 9) Shrink wrap to be a minimum of 100 gauge polypropylene clear film. When the agency requests an exact number of books to be shrink wrapped to a package, a flat charge per package will be allowed.

Delivery Charge: (Refer to Group 2 Price Schedule, Line 10) When an agency requests delivery, a charge per destination will be allowed. The charge includes preparation and delivery.

Rush Charge: (Refer to Group 2 Price Schedule, Line 11) Upcharge for rush handling. This upcharge shall not exceed 10% of the total cost of the billed job.

Group 2: Digital Printing and Perfect Binding for Small Quantity Books (250 to 499), 8-1/2" X 11"

PRICE SCHEDULE FOR GROUP 2

Estimated quantities on this price sheet are for evaluation purposes only.

PAPER – 8-1/2" X 11" Classification of Paper	Est. Qty.	Unit Price Per M	Extended Total
1. <u>Commodity Offset - White, 50-lb.</u>	359,300/M	\$	\$
2. <u>Commodity Offset – White, 60-lb.</u>	1.0/M	\$	\$
3. <u>Coated CIS Cover – White, 10-pt.</u>	6,520/M	\$	\$
4. <u>Alterations</u>		State Price per page:	\$
Running			
5. <u>Per Impression (Black Ink) 8" X 11"</u>	718,600	\$	per IMP \$
6. <u>Per Impression Cover only (4 color ink, which includes Pro-Matching PMS Colors)</u>	13,040	\$	per IMP \$
7. <u>Perfect Binding</u>	3,260	\$	per Book
8. <u>Drilling (each run)</u>	365,820	\$	M
9. <u>Poly Shrink Wrap</u>		Price per package:	\$
10. <u>Delivery Charge</u>		State price per destination:	\$
11. <u>Rush Charge – Upcharge for rush</u>		State percent upcharge:	%

GRAND TOTAL

\$ _____
NOTE: Enter this amount on page 16

**TABULATION OF WORKSHEETS
GRAND TOTALS**

GROUP 1 Grand Total \$ _____

GROUP 2 Grand Total \$ _____

GRAND TOTAL OF BID \$ _____

GROUP 1

THIS DOCUMENT WILL ACCOMPANY ALL JOBS TO BE PRINTED ON THIS CONTRACT

**PRINTING CONTRACT ORDER FORM
PAMPHLETS & BOOKLETS 8-1/2" x 11"**

Contract No.: _____

Agency's Order No.: _____

Delivery Address:

Billing Address:

(Agency)

(Agency)

(Mailing address)

(Mailing address)

(City/State/Zip Code)

(City/State/Zip Code)

(Delivery contact person)

(Accounts Payable Contact)

Name/Description of Publication: _____

Quantity: _____ Exact Reprint? _____ Delivery desired: _____

Specifications:

Trim Size of Book (page size): _____ No. of Pages: _____

Paper for Cover: _____ Paper for Text: _____

Ink Colors – Cover: _____ Ink Colors – Text: _____

Materials provided:

Binding: _____

Additional information/instructions: _____

Agency contact for questions: _____

Phone: _____ Fax: _____ Email: _____

Approving Authority:

Print Name

Signature

Date

GROUP 2

THIS DOCUMENT WILL ACCOMPANY ALL JOBS TO BE PRINTED ON THIS CONTRACT

SMALL QUANTITY, PERFECT BOUND BOOKS REQUEST FORM – CONTRACT # _____

Contract No.: _____

Agency's Order No.: _____

Delivery Address:

Billing Address:

(Agency)

(Agency)

(Mailing address)

(Mailing address)

(City/State/Zip Code)

(City/State/Zip Code)

(Delivery contact person)

(Accounts Payable Contact)

Name/Description of Publication: _____

Quantity: _____ Exact Reprint? _____ Delivery desired: _____

Specifications:

QUANTITY OF BOOKS: _____ No. of Pages: _____ Number of Impressions: _____
(Total number of impressions cannot exceed 100,000)

Paper for Cover: _____ Paper for Text: _____

Ink Colors – Cover: _____

Materials provided:

Additional information/instructions: _____

Agency contact for questions: _____

Phone: _____ Fax: _____ Email: _____

Approving Authority:

Print Name Signature Date