

INVITATION TO BID	BID DUE DATE AND TIME:
UNIVERSITY OF LOUISIANA AT LAFAYETTE	Thursday, September 15, 2016 2:00PM
SOLICITATION No. 17033	RETURN BID TO: University of Louisiana at Lafayette Office of Purchasing Martin Hall, Room 123 104 University Circle Lafayette, LA 70503 BUYER: Kristi Montet, CPPB BUYER PHONE: (337) 482-5396 BUYER EMAIL: purchasing@louisiana.edu ISSUE DATE: Wednesday, August 24, 2016
TITLE: Non-Exclusive Printing of Admissions & Recruitment Brochures and Postcards	

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. 17033

BID DUE DATE AND TIME: Thursday, September 15, 2016, 2:00 PM CT

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 with the bid descriptive information (such as literature, technical data, illustrations, etc.) sufficient for UL Lafayette to evaluate quality, suitability, and compliance with the specifications. 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.

28. Substitution of Personnel (NOT APPLICABLE)

SPECIAL TERMS & CONDITIONS

1. **Term of Contract:** The duration of this Contract commences from the date specified herein or date of award notification and continues until University accepts final delivery of all deliverables, but not later than June 30, 2017. Total contract period not to exceed twelve (12) months.

All terms of the solicitation shall be firm for the duration of Contract.

2. **Notification of Fund Appropriation:** (NOT APPLICABLE)
3. **Insurance Requirements:** (NOT APPLICABLE)
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 is to 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 print order.** Successful bidder shall administer all billing relative to this contract. Successful bidder will submit invoices detailed with item and quantity, per print order.
8. **Disclosure of minimum order quantities:** Bidder is to disclose any minimum print order requirements in the space provided on the attached Bid Form. Minimum quantities will be considered as part of review and award. University will not be responsible for minimum quantities not disclosed herein.

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.

SCOPE OF SERVICE

1. General Scope of Services

It is the intent of this solicitation to contract with a vendor to be the non-exclusive printer of admissions and recruitment brochures, view books and postcards upon award through June 30, 2017. Award will also include postage which shall be invoicing at the current USPS postage rates.

2. Detailed Scope of Printing

GROUP A - UNDERGRADUATE

Item #	Description	Quantity	Date Needed
1	<p>Undergraduate View Book for Inquiries Size is 8 ½” x 11”, with four pages, four color front and back; mailer will be in cellophane case or envelope mailing agreed to by the printer and the University. Bulk mailed by vendor. University will provide mailing list. Variable printing on demand with personalization defined by the University to include the student’s name, major information, and hometown/school (three to four sites). Template and drop in design provided by printing company; University provides text, color scheme, font information, and photographs – final proof approved by University. Mailing cost will be direct billed to the University. Paper - Cover Coated: 100lb Gloss Cover; 22x6.</p>	Up to 35,000	On-Demand Printing
2	<p>Undergraduate Search Piece – On Demand Size is 6”x9” trifold with perfs, four color front and back; mailer will be in cellophane case or envelope mailing agreed to by the printer and the University. Bulk mailed by vendor. University will provide mailing list. Variable printing on demand with personalization defined by the University to include the student’s name, major information, and hometown/school (three to four sites). Template and drop in design provided by printing company; University provides text, color scheme, font information, and photographs – final proof approved by University. Mailing cost will be direct billed to the University. Paper - Cover Coated: 100lb Glossy Cover; 22x6.</p>	Up to 35,000	On-Demand Printing

Item #	Description	Quantity	Date Needed
3	<p>Undergraduate Drive to Apply Postcard – On Demand</p> <p>Size is 6”x9” postcard, multicolor back and front print. Bulk mailed by vendor. University will provide mailing list.</p> <p>Variable printing on demand with personalization defined by the University to include the student’s name, major information, and hometown/school (three to four sites). Template and drop in design provided by printing company; University provides text, color scheme, font information, and photographs – final proof approved by University. Mailing cost will be direct billed to the University.</p> <p>Paper – 4/4 Gloss Cover</p>	Up to 35,000	On-Demand Printing
4	<p>Undergraduate Senior Postcard Series – On Demand</p> <p>Size is 6”x9” postcard, multicolor printing on both sides. Bulk mailed by vendor. University will provide mailing list. Variable printing on demand with personalization defined by the University to include the student’s name and hometown/school (three or four sites). Template and drop in design provided by printing company; University provides text, color scheme, font information, and photographs – final proof approved by University. Mailing cost will be direct billed to the University.</p> <p>Paper – 4/4 Gloss Cover</p>	Up to 30,000 each postcard in four part series (total = 120,000)	On-Demand Printing
5	<p>Undergraduate Adm - Junior Postcard – On Demand</p> <p>Size is 5”x7” postcard, multicolor, printing on both sides. Bulk mailed by vendor.</p> <p>University will provide mailing list.</p> <p>Variable printing on demand with personalization defined by the University to include the student’s name and hometown/school (three to four sites). Template and drop in design provided by printing company; University provides text, color scheme, font information, and photographs – final proof approved by University. Mailing cost will be direct billed to the University.</p> <p>Paper – 4/4 Gloss Cover</p>	Up to 25,000	On-Demand Printing

Item #	Description	Quantity	Date Needed
6	<p>Undergraduate Adm - Sophomore Postcard – On Demand</p> <p>Size is 4"x6" postcard, multicolor back and front print. Bulk mailed by vendor. University will provide mailing list. Variable printing on demand with personalization defined by the University to include the student's name and hometown/school (three to four sites). Template and drop in design provided by printing company; University provides text, color scheme, font information, and photographs – final proof approved by University. Mailing cost will be direct billed to the University. Paper – 4/4 Gloss Cover</p>	Up to 5,000	On-Demand Printing
7	<p>Undergraduate Adm-Campus Visit Postcard – On Demand</p> <p>Size is 6"x9" postcard, multicolor back and front print. Bulk mailed by vendor. University will provide mailing list. Variable printing on demand with personalization defined by the University to include the student's name and hometown/school (three to four sites). Template and drop in design provided by printing company; University provides text, color scheme, font information, and photographs – final proof approved by University. Mailing cost will be direct billed to the University. Paper – 4/4 Gloss Cover</p>	Up to 50,000 each in fall and in spring (total = 100,000)	On-Demand Printing

GROUP B - GRADUATE

Item #	Description	Quantity	Date Needed
1	<p>Graduate Inquiry Postcard</p> <p>Size is 5 1/2" x 8 1/2" postcard, multicolor, printing on both sides. Bulk mailed by vendor. University will provide mailing list. Variable printing on demand with personalization defined by the University to include the student's name and program information (two to three sites). Template and drop in design provided by printing company; University provides text, color scheme, font information, and photographs – final proof approved by University. Mailing cost will be direct billed to the University. Paper – 4/4 Gloss Cover</p>	Up to 8,000	On-Demand Printing

Item #	Description	Quantity	Date Needed
2	<p>Graduate Brochure Size is 11”x17”, with four pages, four color front and back; mailer will be in cellophane case or envelope mailing agreed to by the printer and the University. Bulk mailed by vendor. University will provide mailing list. Variable printing on demand with personalization defined by the University to include the student’s name, program of study, and hometown/school (three to four sites). Template and drop in design provided by printing company; University provides text, color scheme, font information, and photographs – final proof approved by University. Mailing cost will be direct billed to the University. Paper – Cover Coated: 100lb House Silk/Dull 22x6.</p>	Up to 4,500	On-Demand Printing
3	<p>Graduate Orientation Postcard Size is 6”x9” postcard, multicolor, printing on both sides. Bulk mailed by vendor. University will provide mailing list. Variable printing on demand with personalization defined by the University to include the student’s name and program information (two to three sites). Template and drop in design provided by printing company; University provides text, color scheme, font information, and photographs – final proof approved by University. Mailing cost will be direct billed to the University. Paper – 4/4 Gloss Cover</p>	Up to 1,650	On-Demand Printing

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 unit 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. 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.
7. 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.)

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

FURNISH ALL LABOR, MATERIALS, EQUIPMENT, TRANSPORTATION, SUPERVISION, DESIGN, PERMITS, ETC. NECESSARY TO PROVIDE ON DEMAND PRINTING SERVICES FOR ADMISSIONS AND RECRUITMENT FOR THE UNIT PRICES LISTED BELOW.

GROUP A - UNDERGRADUATE

Item #	Description	Estimated Quantity	Unit Price	Total
1	Undergraduate View Book for Inquiries	35,000		
2	Undergraduate Search Piece	35,000		
3	Undergraduate Application Acknowledgement Postcard	35,000		
4	Undergraduate Senior Postcard Series	120,000		
5	Undergraduate Adm – Junior Postcard	25,000		
6	Undergraduate Adm – Sophomore Postcard	5,000		
7	Undergraduate Adm – Campus Visit Postcard	100,000		

TOTAL GROUP A \$ _____

GROUP B - GRADUATE

Item #	Description	Estimated Quantity	Unit Price	Total
1	Graduate Inquiry Postcard	8,000		
2	Graduate Brochure	4,500		
3	Graduate Orientation Postcard	1,650		

TOTAL GROUP B \$ _____

TOTAL GROUP A & B \$ _____

Unit price listed to be inclusive of all fees necessary to complete assigned deliverables, including associated design cost. Travel expenses will not be reimbursed to Contractor. Unit prices shall be firm for duration of contract. Postage shall be invoiced at the current USPS postage rates.

Estimated Quantity: Quantity is approximate and not guaranteed. Estimated quantities listed will be used to establish a total price. Contractor will bill University for actual units printed ONLY.