



**PROCUREMENT SERVICES
SOUTHERN UNIVERSITY LAW CENTER
BATON ROUGE, LA**

Solicitation Number: A-00002
File Number: A-00037-SB-LM
Bid Name: Printing of Southern University Law Center Law Review
Bid Opening Date: November 15, 2016 at 10:00 AM

BIDS/PROPOSALS WILL BE RECEIVED BY THE PROCUREMENT SERVICES DEPARTMENT,
SOUTHERN UNIVERSITY LAW CENTER
A.A. LENOIR HALL, ROOM 208N
2 ROOSEVELT STEPTOE DRIVE
BATON ROUGE, LOUISIANA 70813

Bids/Proposals will be accepted until: November 15, 2016 at 10:00 AM (CT)

Bidders are solely responsible for ensuring timely delivery of their bids. The Purchasing Department is not responsible for any delays caused by bidders' chosen means of bid delivery. Failure to meet bid opening date and time will result in rejection of bids.

THIS IS THE BID/PROPOSAL OF: _____ **FEIN/TAX ID #:** _____

Company: _____

Address: _____

Street/Box Number

City/State/Zip Code

Telephone Number _____ **Fax Number:** _____

Email: _____ **Date** _____

Submitted by (printed name): _____ **Title:** _____

Signature: _____

(Signature Authority: In accordance with R.S. 39:1594)

Please read bidding instructions on the next page(s) carefully!

IMPORTANT: A cashier's check, certified check, or bid bond equal to 5% of the total amount of the bid **is not** required.

Southern University Law Center, 2 Roosevelt Steptoe Drive, Baton Rouge, LA 70813

Initial and Return with Bid: _____

Southern University Law Center – Baton Rouge Bid #: A-00002

Bidders must comply with all requirements on these pages, where applicable.

Revised 10/05/2016

Bid Form#: SULC 006

Return this Page with Bid**GENERAL TERMS & CONDITIONS**

Southern University Law Center Procurement Services Department will receive sealed bids until the time and date specified in this Invitation for Bid (IFB). No bid will be considered if received by the Purchasing Department after the specified time and date. Beginning at that time, bids will be publicly opened and read in the Faculty & Staff Lounge, Located on at A. A. Lenoir Hall, 2 Roosevelt Steptoe Drive, Baton Rouge, LA 70813, or another designated area.

Bids should be mailed to:

Southern University Law Center, Procurement Services Department
Post Office Box 9294
Baton Rouge, Louisiana 70813-9294

As an alternative, bids may be hand delivered to:

A.A. Lenoir Hall, Room 201N
2 Roosevelt Steptoe Drive
Baton Rouge, LA 70813

Bids submitted are subject to provisions of but not limited to La.R.S.39:1551-1736; Purchasing Rules and Regulations; Executive Orders; the General Conditions; and Special Conditions; and Specifications listed in this Invitation for Bid. Southern University reserves the right to award items separately, grouped or on an all or none basis and to reject any or all bids and waive any informalities.

**COMPLETE WORDING FOR ALL REVISED STATUTES CAN BE SEARCHED ON THE STATE WEBSITE AT
WWW.LEGIS.STATE.LA.US**

INQUIRIES:

No negotiations, decisions, or actions will be executed by any bidder as a result or any oral discussion with any SULC employee or State Consultant. Only those transactions which are in writing, sent to **Michele B. McKee, Procurement Services Manager** will be considered as valid. Likewise, SULC will only consider communication from bidders, signed and in writing, either by email: mmckee@sulc.edu, fax: (225)771-3779 or by mail; to the attention of the Purchasing Department, Post Box 9394, Baton Rouge, Louisiana 70813, Attention: Michele B. McKee. Please note that all inquiries sent via mail/fax/email should be sent on seven (7) calendar days prior to bid opening or any scheduled date and time.

INSTRUCTIONS TO BIDDERS**1. Bid Forms**

All written bids, unless otherwise provided for, must be submitted on, and in accordance with forms provided and properly signed in ink. Bids submitted in the following manner **will not** be accepted:

Bid containing no signature indicating intent to be bound

- (1) Bid filled out in pencil
- (2) Bid not submitted on SULC standard forms

A copy of the applicable signature authority document should be submitted with Bid.

Bids must be received at the address specified in the Invitation for Bid prior to bid opening time in order to be considered. Telegraphic and fax alterations to bids received before bid opening time will be considered provided formal bid and written alteration have been received and time-stamped before bid opening time.

2. Envelope

Bidders are requested to submit bid package in an envelope of your choice that is clearly marked identifying the company's name, complete address, bid number, time of bid opening, the scheduled opening date and license number if applicable.

3. Standards of Quality

Any product or service bid shall conform to all applicable federal, state and local laws, regulations and the specifications contained in the IFB. Unless otherwise specified in the IFB, any manufacturer's name, trade name, brand name, or catalog numbers used in the

Southern University Law Center, 2 Roosevelt Steptoe Drive, Baton Rouge, LA 70813

Initial and Return with Bid: _____

Southern University Law Center – Baton Rouge Bid #: A-00001

Bidders must comply with all requirements on these pages, where applicable.

Revised 10/05/2016

Bid Form#: SULC 006

Return this Page with Bid

specifications is for the purpose of describing the quality level, performance and characteristics required. Bidder must specify the brand and model number of the product offered in his/her bid. Bids not specifying brand and model numbers will be considered as offering the exact product(s) specified in the IFB.

4. Descriptive Information

Bidders proposing an equivalent brand or model should submit information with bid (such as illustrations, descriptive literature, technical data) sufficient for the University to evaluate quality, suitability and compliance with the specifications in the IFB. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specification submitted for a product should be verifiable by the manufacturer. If item(s) bid do not fully comply with specifications (including brand and/or product number), bidder must state in what respect the item(s) deviate. Failure to note exceptions on the bid form will not relieve the successful bidder(s) from supplying the actual products requested.

5. Bid Opening

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

6. Prices

Unless otherwise specified by the Purchasing Department in the IFB, bid prices must be complete, including transportation, prepaid by bidder to destination. Bids other than FOB destination may be rejected. In the event of extension errors, the unit price shall prevail.

7. Payment Terms

Payment is to be made within thirty (30) days after receipt of properly executed invoice, or delivery and acceptance, whichever is later. Delinquent payment penalties are governed by L.R.S. 39:1695.

8. Deliveries

Bids may be rejected if the delivery time indicated is longer than that specified in the IFB.

9. Vendor Invoices

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

10. Tax Information/State of Louisiana

Vendor is responsible for including all applicable taxes in the bid prices. Southern University 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. In accordance with Act Number 1029 of the 1991 Regular Session, effective September 1, 1991 state agencies will no longer be required to pay state sales tax.

11. New Products

Unless specifically called for in the IFB, all products for purchases must be new (never previously used) and the current model and/or packaging. The manufacturer's standard warranty will apply unless otherwise specified in the IFB.

12. Contract Renewals (if applicable)

Upon agreement of Southern University and the contractor, an open-ended requirements contract may be extended for two (2) additional twelve (12) month periods at the same prices, terms and conditions. In such cases, the total contract term cannot exceed thirty six (36) months.

12a. Contractual Period. Southern University Law Center intends to award all items for an initial period, not to exceed 12 months. Delays in awarding, beyond the anticipated starting date, may result in a change in the contract period. If the situation occurs, an award may be made for less than 12 months.

12b. Quantities. This is an open-ended requirements contract. Quantities shown are based on the previous contract usage or estimates. Where usage is not available. A quantity of 1 indicates lack of history on this item. The successful bidder must supply at bid prices actual requirements as ordered whether the total of such requirements are more or less than the quantities shown.

Southern University Law Center, 2 Roosevelt Steptoe Drive, Baton Rouge, LA 70813

Initial and Return with Bid: _____

Southern University Law Center – Baton Rouge Bid #: A-00002

Bidders must comply with all requirements on these pages, where applicable.

Revised 10/05/2016

Bid Form#: SULC 006

Return this Page with Bid

13. Contract Cancellation

Southern University reserves the right to cancel this contract with thirty (30) days written notice, and in accordance with Purchasing Rules and Regulations, for cause, including but not limited to, the following: (1) failure to deliver within 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) misrepresentations by the contractor; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the state; (5) conflict of contract provisions with constitutional or statutory provision of state or federal law; (6) any other breach of contract.

14. AWARD

Southern University Law Center reserves the right to award items separately, grouped or on an all or none basis and to reject any or all quotes and waive any informalities.

15. Fiscal Funding Clause

In accordance with LA R.S.39:1615 (c) and (e), any contract entered into by the State of Louisiana and Southern University shall include the following Fiscal Funding Clause:

C. Termination due to unavailability of funds in succeeding years. When funds are not appropriated to support continuation of performance in a subsequent year of a multiyear contract, the contract for such subsequent year shall be terminated. When a contract is terminated under these conditions, no additional funds shall be paid to the contractor as a result of such action. E. With respect to all multiyear contracts, there shall be no provisions for a penalty to the state for the cancellation or early payment of the contract. The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. All proposers should be aware that our legislative process is such that it is often impossible to give prior notice of the non-appropriation of funds.

16. Default of Contactor

Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the state had determined the contractor to be in default, the state reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.

17. Order of Priority

In the event there is a conflict between the Instructions to Bidders or General Conditions and the Special Conditions, the Special Conditions will govern.

18. Applicable Law

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

19. Certification of No Suspension or Debarment (\$25,000 or more)

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.sam.gov.

Federal Funded XX Non-Federal Funded**20. Prohibited Contractual Arrangements**

Per Louisiana R.S. 42:1113.a, no public servant, or member of such public servant's immediate family, or legal entity in which he is 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.

21. 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.

Southern University Law Center, 2 Roosevelt Steptoe Drive, Baton Rouge, LA 70813

Initial and Return with Bid: _____

Southern University Law Center – Baton Rouge Bid #: A-00002

Bidders must comply with all requirements on these pages, where applicable.

Revised 10/05/2016

Bid Form#: SULC 006

Return this Page with Bid

22. Bidder Inquiries

No negotiations, decisions, or actions will be executed by any bidder as a result of any oral discussion with any University employee or State Consultant. Only those transactions which are in writing, signed by **Michele B. McKee, Procurement Services Manager** will be considered as valid. Likewise, the University will only consider communication from bidders, signed and in writing, to the **Procurement Services Department, Post Office Box 9294, Baton Rouge, Louisiana 70813, Attention: Michele B. McKee**. Please note that all inquiries sent via mail/fax/email should be sent (7) calendar days prior to bid opening unless otherwise specified.

23. Fair Labor Standards Act

Contractor shall be in compliance with the **Fair Labor Standards Act 29 USC 201-6**; Establishes minimum wage, overtime pay, equal pay, recordkeeping, and child labor standards for employees or in the production of goods for interstate commerce. **By signing and submitting this bid, bidder certifies that its company, any subcontractors, or**

principals thereof is in accordance with said compliance. **United States Department of Labor website:**

www.dol.gov/esa

24. Davis-Bacon Act (\$2,000 or more)

Contractor shall be in compliance with the **Davis-Bacon Act, 40 USC 276A-7**; ensures that laborers and mechanics employed pursuant to federally funded construction contracts, subcontracts and construction under Federal grants, will be paid wages as determined by the U.S. Secretary of Labor. **By signing and submitting this bid, bidder certifies that its company, any subcontractors, or principals thereof** is in accordance with said compliance. **United States Department of Labor website:** www.dol.gov/esa
Federal Funded XX Non-Federal Funded

25. Small Business Entrepreneurship Programs

The Southern University System is a participant in the Louisiana for the Small Entrepreneurships Program (the Hudson Initiative) and the Louisiana Initiative for Veterans and Service-Connected Disabled Veterans-Owned Business Small Entrepreneurships. Bidders are encouraged to consider participation. A list of certified vendors and additional information can be obtained from website <http://www.ledsmallbiz.com>. Potential participants may also register at this website.

26. Public Work Projects (R.S. 38:2227)

In accordance with the provisions of R.S. 38:2227; in awarding public works projects, any public entity is authorized to reject a proposal or bid, or not award the contract, to a business in which any individual with an ownership interest of ten percent (10%) or more, has been convicted, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime.

27. Tobacco-Free Policy

The use of tobacco products on any Southern University campus is prohibited by students, staff, faculty or visitors in all campus buildings, facilities, or property owned or leased by Southern University System and outside areas of the campus where non-smokers cannot avoid exposure to smoke; on campus grounds, facilities, or vehicles that are the property of the campus; and at lectures, conferences, meetings, and social and cultural events held on school property or school grounds. The sale or free distribution of tobacco products, including merchandise on campus or at school events is prohibited.

28. Equal Opportunity Employer

Southern University and A&M College Systems of the State of Louisiana is an equal opportunity employer and looks to its contractors, sub-contractors, vendors, and suppliers to take affirmative action to effect this commitment in its operations. By submitting and signing this bid, the bidder certifies that he agrees to adhere to the mandates dictated by Title VI and VII of the Civil Rights Act of 1964, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Section 303 of the Rehabilitation Act of 1973; Section 202 of Executive Order 12413, as amended; and the Americans with Disabilities Act of 1990. Bidder agrees that he will not discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, age, national origin, handicap, disability, veteran status, or any other non-merit factor. Bidder further agrees to keep informed of and comply with all Federal, State, and local laws, ordinances, and regulations which affect his employees or prospective employees. Any person who is a "Qualified Individual with a Disability" as defined by 42 USC 12131 of the American with Disabilities Act who has submitted a bid on this procurement and who desires to attend the bid opening, must notify this office in writing no later than seven (7) working days prior to the bid opening date of their need for special accommodations. If the requested accommodations cannot be reasonably provided, the individual will be so informed prior to the bid opening.

Southern University Law Center, 2 Roosevelt Steptoe Drive, Baton Rouge, LA 70813

Initial and Return with Bid: _____

Southern University Law Center – Baton Rouge Bid #: A-00002

Bidders must comply with all requirements on these pages, where applicable.

Revised 10/05/2016

Bid Form#: SULC 006

Return this Page with Bid

29. Code of Ethics

The contractor acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (R.S. 42:1101 et. seq., Code of Governmental Ethics) applies to the Contracting Party in the performance of services called for in this contract. The contractor agrees to immediately notify the state if potential violations of the Code of Governmental Ethics arise at any time during the term of this contract.

30. Vendor Forms/SU Signature Authority

The terms and conditions of the SU solicitation and purchase order/contract shall solely govern the purchase agreement, and shall not be amended by any vendor contract, form, etc. The University's chief procurement officer, or designee, is delegated sole authority to execute any vendor contracts, forms, etc. Departments are prohibited from signing any vendor forms.

31. Prosecution of Work:

The work is to be done when Southern University is in operation. The contractor shall, therefore, plan the repairs and installation in specifications so as not to interfere with normal operations of the facility and shall exert effort to expedite completion of the work once it has started. It is intended that the work shall be done during normal working hours, however, should work require overtime (Saturday, Sunday and/or night working hours), the cost must be borne by the contractor at no extra compensation from the Owner (Southern University).

32. Termination of the Contract for Convenience

The State may terminate the contract at any time by giving thirty (30) days written notice to the Contractor of such termination or negotiating with the Contractor an effective date. The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

33. Termination for Cause

The State may terminate this Contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the Contract; provided that the State shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have either corrected such failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the Owner to comply with the terms and conditions of this contract; provided that the Contractor shall give the State written notice specifying the State's failure and a reasonable opportunity for the Owner to cure the defect.

34. Auditors

It is hereby agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all accounts of contractor which relate to this contract.

35. Awarded Products/Unauthorized Substitutions

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

36. Acceptance

Upon written notice by the Owner to the Division of Administration, a Notice by Owner of Acceptance of Work will be executed and forwarded to the Contractor for recording with the Clerk of Court in the parish in which the work has been performed and shall furnish a clear Lien Certificate from the Clerk of Court (to the owner along with final invoice) forty-five (45) days after recordation of acceptance. Final payment of ten percent (10%) will be made at this time.

37. Guarantee

It is the intention of the specifications to secure a first-class permanent material and construction and to this end, Contractor will be held responsible for and must correct defects discovered in the work within one (1) year from acceptance. Should any materials or methods be called for, of such nature to render this guarantee impossible, written notice to this effect should be given Owner (Southern University) before signing contract and/or beginning of work; failure to do this will be construed as agreement to the strictest terms of the guarantee.

38. Clean-Up

The Contractor will be directed during the progress of work to remove and properly dispose of the resultant and debris. Upon completion, Contractor shall remove all equipment, unused materials and debris and will leave the premises in a clean and first-class condition.

Southern University Law Center, 2 Roosevelt Steptoe Drive, Baton Rouge, LA 70813

Initial and Return with Bid: _____

Southern University Law Center – Baton Rouge Bid #: A-00002

Bidders must comply with all requirements on these pages, where applicable.

Revised 10/05/2016

Bid Form#: SULC 006

Return this Page with Bid

39. Examination of Site

Each bidder will visit the site of the proposed project and will fully acquaint himself with conditions relating to construction and labor so that he may fully understand the facilities, difficulties and restrictions attending the execution of work under this contract. No consideration or allowance will be granted the Contractor for failure to visit the site or for any alleged misunderstanding of the materials to be furnished or the work to be done.

40. Bonds

The University Reserves the right to require a bid bond and/or a performance and payment bond on any award more than 25,000.

41. Anti-Kickback Clause

The Contractor hereby agrees to adhere to the mandate dictated by The Copeland "Anti-Kickback" ACT which provides that each Contractor or Sub-grantee shall be prohibited from inducing, by any means, any person employed in the completion of work, to give up any part of the compensation to which he is otherwise entitled.

42. Clean Air Act

The Contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders or requirements issued under Section 306 of the CLEAN AIR ACT which prohibits the use under non-exempt contracts, grants or loans of facilities included on the EPA list of Violating Facilities.

43. Clean Water Act

The Contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders or requirements issued under Section 508 of the Clean Water Act which prohibits the use under non-exempt federal contracts, grants or loans of facilities included on the EPA list of Violating Facilities.

44. Energy Policy and Conservation Act

The Contractor hereby recognizes the mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

45. Anti-Lobbying and Debarment Act

The Contractor will be expected to comply with federal statutes in the Anti-Lobbying Act and The Debarment Act.

46. Signature Authority

L. R.S. 39:1594 (C)(4), requires the soliciting entity to require bidders to submit evidence of authority to submit the bid.

Louisiana Revised Statutes 39:1594 (C)(4) provides as follows:

(4) Evidence of agency, corporate, or partnership authority shall be required for submission of a bid to the Division of Administration or the state of Louisiana. The authority of the signature of the person submitting the bid shall be deemed sufficient and acceptable if any of the following conditions is met:

(a) The signature on the bid is that of 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 commendams listed in the most current partnership records on file with the secretary of state.

(b) The signature on the bid is that of an authorized representative of the corporation, partnership, or other legal entity and the bid is accompanied by a corporate resolution, certification as to the corporate principal, or other documents indicating authority which are acceptable to the public entity.

(c) The corporation, partnership, or other legal 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. Such document on file with the secretary of state shall remain in effect and shall be binding upon the principal until specifically rescinded and canceled from the records of the respective offices.

Southern University Law Center, 2 Roosevelt Steptoe Drive, Baton Rouge, LA 70813

Initial and Return with Bid: _____

SOUTHERN UNIVERSITY LAW CENTER
 A.A. Lenoir Hall
 2 Roosevelt Steptoe Dr.
 Baton Rouge, LA 70813

BID OPENING DATE
November 15, 2016
at 10:00 AM
BID NO. A-00002

FORMAL INVITATION TO SUBMIT COMPETITIVE SEALED BIDS
NOTE: THIS FORM MUST BE USED TO SUBMIT YOUR BID

VENDORS DELIVERY ARO	PAYMENT TERMS	DELIVERY DATE DESIRED	PURCHASING CONTACT
	NET 30		Michele B. McKee PH: 225-771-2507 Email: mmckee@sulc.edu

FOR DELIVERY TO:
 SOUTHERN UNIVERSITY LAW CENTER
 A.A. Lenoir Hall, 2 Roosevelt Steptoe Drive
 BATON ROUGE, LA 70813

BID PRICES

Item #	Description	Qty	Unit of Measure	Unit Price	Extended Price
1	Printing of Southern University Law Center Law review as per the attached specifications and conditions, for the period beginning Date of Award through June 30, 2017. Text and Covers (items 1-11): Volume 44.1, electronic camera copy version, 200 pages per issue, First 100 copies . See attached specifications. State Price Per Page: \$ _____	1	Each	\$	\$
2	Volume 44.1, electronic camera copy version, 200 pages per issue, Additional 100 or more copies . See attached specifications.	1	Each	\$	\$

Southern University Law Center, 2 Roosevelt Steptoe Drive, Baton Rouge, LA 70813

Initial and Return with Bid: _____

	State Price Per Page: \$ _____				
3	Volume 44.1, electronic camera copy version, 200 pages per issue, 100 or less copies. See attached specifications. State Price Per Page: \$ _____	1	Each	\$	\$
4	Volume 44.2, electronic camera copy version, 200 pages per issue, First 100 copies. See attached specifications. State Price Per Page: \$ _____	1	Each	\$	\$
5	Volume 44.2, electronic camera copy version, 200 pages per issue, Additional 100 or more copies. See attached specifications. State Price Per Page: \$ _____	1	Each	\$	\$
6	Volume 44.2, electronic camera copy version, 200 pages per issue, less than 100 copies. See attached specifications. State Price Per Page: \$ _____	1	Each	\$	\$
7	Perfect Binding, per 100 copies See attached specifications.	1	Each	\$	\$
8	Perfect Binding, less than 100 copies See attached specifications.	1	Each	\$	\$
9	First Color of ink on one side of cover is free. Cost per each additional color per side per issue. See attached specifications.	1	Each	\$	\$
10	Special cover Stock, Cost Per Copy, Per issue. See attached specifications.	1	Each	\$	\$
11	Ink bleed on cover per issue. See attached specifications.	1	Each	\$	\$

Southern University Law Center, 2 Roosevelt Steptoe Drive, Baton Rouge, LA 70813

Initial and Return with Bid: _____

12	Reprints (items 12 & 13): Author's perfect-bound reprints ordered at time of original printing: 0-50 copies, cost per page. See attached specifications.	1	Each	\$	\$
13	Additional 25 copies, cost per page. See attached specifications.	1	Each	\$	\$
14	Fulfillment: Shrink-wrapping, mail list printing, Zip Code sorting, delivery to Post Office and filing of postal forms, cost per thousand. See attached specifications.	1	M	\$	\$
15	Miscellaneous (items 15-18): All typesetting is the responsibility of the publication. Any artwork and/or scanning required, cost per hour. See attached specifications.	1	Hour	\$	\$
16	Any typesetting required, cost per hour. See attached specifications.	1	Hour	\$	\$
17	Additional laser proofs of pages typeset by the vendor, cost per page. See attached specifications.	1	Each	\$	\$
18	Photocopies of proofs, cost per page. See attached specifications.	1	Each	\$	\$
19	Composition Work: Book proof, including typesetting of cover, and style check of articles, cost per hour. See attached specifications.	1	Hour	\$	\$

Southern University Law Center, 2 Roosevelt Steptoe Drive, Baton Rouge, LA 70813

Initial and Return with Bid: _____

Southern University Law Center – Southern University Law Review
 Specifications for Printing of Southern University Law Review
 Electronic Camera Ready Version

Name of Publication: Southern University Law Review

Number of Issues per year: 2

Average Number of
Pages Per issue: 200

Quantity Per Issue: 100

Trim Size: 6 ¾ "10"

Desktop Publishing Macro: At the request of the publication, the vendor will create a desktop Publication macro for use with Microsoft Word™ 2000 or Microsoft Word™ XP. Ongoing technical support will be provided by the vendor Customer Service Technical Support. There will be no charge for this macro.

State Customer Service/Technical Support Toll Free Number:

Text Paper: 50lb Domtar Tradebook vellum Color: to be selected

Bidding Domtar Tradebook vellum: Yes ___ No ___

If bidding other than what is specified, please state item bid:

State item bid: _____

Weight: _____ lb.

State available colors: _____

Cover Paper: 80lb Neenah royal sundance color to be selected

Bidding Neenah royal sundance: Yes ___ No ___

If bidding other than what is specified, please state item bid:

State item bid: _____

Weight: _____ lb.

State available colors: _____

Initial and Return with Bid: _____

- Binding:** Perfect bound, hinge scored, and side-glued cover for greater strength and improved appearance.
- Delivery Schedule:** Postscript™ files or PDF files to Book proofs-4 working days.
Final Approval to completion – 9 working days.
- State Delivery: _____
- Proofs:** Upon initial receipt of the desktop publishing Postscript® files or PDF® files, the vendor will output laser proofs. One copy will be sent to the publication along with the original electronic copy for final approval. There will be no charge for the first round of proofs.
- In the event the publication makes alterations to the original electronic files and asks for additional rounds of laser proofs to be output the charge will \$ _____ per page per round.
- Additional photocopies of proofs will be \$ _____ per page.
- Text and Covers:** First 100 copies @ \$ _____ per page. Additional 100s @ \$ _____ per page per 100 copies. Fewer than 100 @ \$ _____ per page. Perfect binding @ \$ _____ per 100 copies. Necessary blanks are charged. All articles to begin on right hand page.
- First color of ink on one side of cover is free, add \$ _____ per each additional color per side per issue. The cover will be invoiced as four pages. Special cover stock, add \$ _____ per copy per issue. Ink bleed on cover, add \$ _____ per issue.
- Reprints:** Author's perfect-bound reprints ordered at time of original printing:
- 0-50 copies \$ _____ per page
Additional 25s \$ _____ per page
- Price includes regular cover (same as on publication). Cover will be invoiced as four pages. Cover stock is charged at \$ _____ per author per copy. All articles to begin on odd numbered pages. Prices are per author .
- If special covers (article title and author name) are requested add:
0-50 copies \$ _____ per author
Additional 25s \$ _____ per author

Initial and Return with Bid: _____

Fulfillment: Shrinkwrapping, mail list printing, ZIP code sorting, delivery to Post Office and filing of postal forms @ \$ _____ per thousand, inclusive of materials. The publication will supply an electronic ZIP code verified mailing list formatted to enable sorting prior to production of mailing labels.

Shipping & Handling: Shipping must be by U.S. Postal Service and will be billed at published rates.

Miscellaneous: All typesetting is the responsibility of the publication. Any artwork and/or scanning required will be provided @ \$ _____ per hour. Any typesetting required will be provided @ \$ _____ per hour. Additional laser proofs of pages typeset by the vendor @ \$ _____ per page; photocopies of proofs @ \$ _____ per page. The vendor guarantees work in accordance with the printing trade customs of the Printing Industries of America.

Composition Work: Book proof, including typesetting of cover, and style check of articles @ \$ _____ per hour.

Initial and Return with Bid: _____