

STATE OF LOUISIANA  
SOUTHEASTERN LOUISIANA UNIVERSITY  
HAMMOND, LOUISIANA

A Member of the University of Louisiana System

Invitation to Bid

FURNISH AND DELIVER  
PRINTING OF THE SLU NEWSPAPER, THE LION'S ROAR  
FOR THE SOUTHEASTERN STUDENT PUBLICATIONS DEPT

ISSUING AGENCY: Southeastern Louisiana University  
Purchasing Department  
SLU 10800  
Hammond, LA 70402

PURCHASING DIRECTOR: Richard Humber

PROCUREMENT SPECIALIST: Jennifer F. Lavigne  
Telephone: (985) 549-5414

REQUISITIONER: Lee Lind, Director of Student Publications  
Telephone: (985) 549-3731

RELEASE DATE: November 15, 2016

INQUIRY DEADLINE: November 29, 2016

BID OPENING DATE: December 7, 2016

BID OPENING TIME: 4:00 p.m.

BID OPENING LOCATION: Southeastern Louisiana University  
Purchasing Department  
Property Control & Supply Building  
North Oak Street Maintenance Complex  
Hammond, Louisiana

**THIS SOLICITATION IS A SEALED BID AND MUST BE RETURNED BY MAIL OR DELIVERED IN PERSON. BID RESPONSE FORMS CANNOT BE FAXED AND ANY FAX RESPONSES SHALL BE REJECTED.**

This ITB is available in electronic form at <https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/dspBid.cfm?search=department&term=42>. It is available in PDF format or in printed form by submitting a written request to the Procurement Specialist listed above. It is the Bidder's responsibility to check the Office of State Purchasing LaPAC website frequently for any possible addenda that maybe issued. Southeastern is not responsible for a bidder's failure to download any addenda documents required to complete an Invitation to Bid.

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The Southeastern Louisiana University (SLU) Purchasing Department will receive sealed bids until 4:00 P.M. on the bid opening date specified in the solicitation document. No bid responses will be considered by the SLU Purchasing Department after 4:00 P.M. Beginning at that time, bids shall be publicly opened and read aloud to those present in the SLU Purchasing Department.

Mail address:	Southeastern LA University Purchasing Department SLU 10800 Hammond, LA 70402	Delivery:	Southeastern LA University Purchasing Department Property Control & Supply Bldg 2400 North Oak St Hammond, LA 70402
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Bids submitted are subject to LA R.S. 39:1551-1755; Purchasing Rules and Regulations; Executive Orders; General Conditions; any Special Conditions; and Specifications listed in the solicitation document.

The purpose of this solicitation is to set forth the requirements and specifications of Southeastern Louisiana University. The contents of this solicitation and the Bidder/ Vendor/ Contractor's bid response shall become contractual obligations if a contract (purchase order) ensues.

INSTRUCTIONS TO BIDDERS

- 1) Bid Forms: All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed in ink by an authorized representative of the bidding entity. Bid prices shall be typewritten or in ink. Bids submitted in the following manner will not be accepted: (1) bid contains no signature indicating intent to be bound; (2) bid filled out in pencil; (3) photocopy of bidder's signature; and (4) bid sent by facsimile equipment. Price alterations to bid responses received before bid opening time will be considered provided the written price alteration has been received and time-stamped before bid opening time. Any other alterations of the bid response form or foreign conditions attached thereto may cause rejection of the bid response without further consideration.
- 2) Standard of Quality: Any product or service bid shall conform to all applicable Federal and State laws and regulations and specifications contained in the solicitation document. Unless otherwise specified in the solicitation document, any manufacturer's name, trade name, brand name, or catalog number used in the specifications is for the purpose of describing the quality level and characteristic required. Bidder should 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 products specified in the solicitation document.
- 3) Descriptive Information: Bidders proposing an equivalent brand or model should submit with the bid response information (such as illustrations, descriptive literature, technical data) sufficient for the University to evaluate quality, suitability, and compliance with the specifications of the solicitation document. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specification submitted for a product shall be verifiable by the manufacturer. If item(s) bid does not comply with specifications (including brand and/or product number), bidder should state in what respect the item(s) deviate. Failure to note exceptions on the response form will not relieve the successful bidder(s) from supplying the actual products requested.
- 4) 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 SLU Purchasing Department during normal working hours. Written bid tabulations will not be furnished.

- 5) Louisiana Preference: Preference is hereby given to products produced, manufactured, harvested, grown or assembled in Louisiana which are equal in quality to products produced, manufactured, harvested, grown or assembled outside of Louisiana. The bidder shall state his right to claim the ten percent (10%) preference in his bid response and the bidder should state the respective Louisiana location where each qualifying item is produced, manufactured, harvested, grown or assembled.
- 6) Signature Authority: In accordance with LA Revised Statute 39:1594 (Act 121), the person signing the bid must be: (1) A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or (2) An individual authorized to bind the vendor as reflected by an accompanying corporate resolution or affidavit. By signing the bid, the bidder certifies compliance with the above.

The SLU Purchasing Department 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.

- 1) Prices: Unless otherwise specified in the solicitation, bid prices shall be complete, including transportation and handling prepaid by the bidder to destination - SLU, Hammond, LA. Bids other than FOB destination may be rejected. Bid prices should be quoted in the unit of measure stated. Bid prices shall be firm for a minimum of thirty (30) calendar days, unless otherwise specified by SLU in the solicitation document.
- 2) Payment Terms: Cash discounts for less than 30 days may be offered, but will not be considered in determining awards. Bids containing "payment in advance" or "COD" requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
- 3) Delivery: Bids may be rejected if the delivery time indicated is longer than that specified in the solicitation document.
- 4) Taxes: Bidder is responsible for including all applicable taxes in the bid price. The University is currently exempt from Louisiana State Sales and Use Taxes, and local parish and city taxes. An exemption certificate for state sales and use tax can be provided upon request.
- 5) New Products: Unless specifically called for in the solicitation document, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the solicitation document. The manufacturer's standard warranty will apply unless otherwise stated in solicitation.
- 6) Default of Contractor: Failure to deliver within the time specified in the solicitation document will constitute a default and may cause cancellation of the contract. Where the University has 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.
- 7) Contract Cancellation: The University shall have the right to cancel any contract, in accordance with Purchasing Rules and Regulations, for cause, including but not limited to, the following: (1) failure of the vendor 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 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 provisions of state or federal law; (6) any other breach of contract.
- 8) Applicable Law: All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.

- 9) Equal Opportunity: By submitting and signing this bid, 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.

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**SOUTHEASTERN LOUISIANA UNIVERSITY**

**BID RESPONSE FORM**

BUSINESS NAME: \_\_\_\_\_

TELEPHONE NO.: (\_\_\_\_\_) \_\_\_\_\_ FAX NUMBER: (\_\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
MAILING CITY STATE ZIP

SCOPE OF WORK: **Furnish and deliver printing of the Lion's Roar for the SLU Student Publication Department for the period January 1, 2017 through December 31, 2017.**

I/we do hereby acknowledge receipt of the following addenda (if any):

No. \_\_\_\_\_ Dated \_\_\_\_\_ No. \_\_\_\_\_ Dated \_\_\_\_\_

**OTHER REQUIREMENTS:**

Bidder shall include the cost of transportation and handling in the unit price of item offered - F.O.B. University, Hammond, LA.

If bidding other than the specified make and model, then the bidder should attach illustrations and descriptive literature of the item(s) offered to the bid response form for evaluation purposes.

The attached Instructions To Bidders/General Conditions shall be a part hereof.

**TO THE VENDOR:**

Whenever brand name specifications or catalogue numbers are used to describe the standard of quality, performance and other characteristics, the use of such specifications shall not restrict unless otherwise specified, the submission of equivalent products.

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TERMS: Net 30 Prox., F.O.B. University, Hammond, LA 70402

TAXES: Any taxes, other than state sales and use tax, shall be included within the bidder's unit price. The University is currently exempt from state sales and use tax.

SIGNATURE TO THE BID RESPONSE FORM SHALL BE CONSTRUED AS ACCEPTANCE OF THE BID IN ITS ENTIRETY.

AUTHORIZED OFFICER: \_\_\_\_\_  
(Signature) (Print or Type Name)

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

## NOTICE TO BIDDERS

Louisiana Revised Statute 39:1595 gives preference for all types of products produced, manufactured, or assembled in Louisiana. Southeastern may purchase such materials, supplies, products, provisions, or equipment which are produced, manufactured, or assembled in Louisiana, and which are equal in quality to other materials, supplies, products, provisions, or equipment, provided that all of the following conditions are met:

- (1) The cost of such items does not exceed the cost of other items which are manufactured, produced, or assembled outside the state by more than (10%) ten percent.
- (2) The vendor of such Louisiana items agrees to sell the items at the same price as the lowest bid offered on such items.
- (3) In cases where more than one bidder offers Louisiana items which are within ten percent of the lowest bid, the bidder offering the lowest bid on Louisiana items is entitled to accept the price of the lowest bid made on such items.

If your business qualifies to claim the Louisiana preference as outlined, this form shall be completed and returned with the Bid Response Form/s for consideration and application of any preferences claimed. Bidder to state the following for consideration:

State Bid Item #’s Qualifying	State Whether: Produced   Manufactured   Assembled	State LA Location (City/Town)

If more space is needed, this form may be duplicated and appended.

I certify the above information is an accurate statement and products claimed qualify for application of LA preference per LA R.S. 39:1595:

Name of Business: \_\_\_\_\_

Official Claiming: \_\_\_\_\_  

Signature
Title
Date

## BID RESPONSE FORM CONTINUED

MECHANICAL REQUIREMENTS – Reference Section 8.0  
NEWSPAPER SAMPLES Reference Section 8.2

VENDOR REPRESENTATIVE'S RESUME AND PERSONELL CONTACT INFO  
Reference Section 14.1 Reference Section 14.1

Representative's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

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

Home Telephone: \_\_\_\_\_

PRESSWORK - Reference Section 10.3

List the number of presses installed and operational in plant: \_\_\_\_\_

BID RESPONSE SUBMITTED BY:

AUTHORIZED OFFICER: \_\_\_\_\_  
(SIGNATURE) (PRINT OR TYPE NAME)

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

## **BID RESPONSE FORM CONTINUED**

The Bidder should respond to each question 1.0 through 4.2.1 using a numbering scheme parallel to that used in this section. Failure to respond to any subsection may result in rejection of the bid without further consideration.

***The Lion's Roar*** traditionally publishes weekly on Tuesdays when the University is in session. This schedule usually allows for the publication of 28-32 issues in a calendar year. The number of copies printed may also fluctuate due to the demands of the campus community and the content included by the student editors. Runs of 3,000 copies are traditionally undertaken, however changing news content and community interest may require runs as small as 1,000 copies or those as large as 6,000 copies. A schedule agreed upon by the vendor and the BID Coordinator will be determined at the start of each semester while the number of copies, page count, and additional color will be determined weekly. While most issues are produced in the broadsheet size indicated in the Base Bid (see 1.0), additional sizing options are possible as indicated in section 2.0.

## 1.0 BASE BID

### 1.1. Cost for printing and delivery of newspaper including;

- 12.5 X 22.75 inch Broadsheet trim size **OR** printer's standard Broadsheet size (**Please, indicate final trim size: \_\_\_\_\_**);
- thirty-five pound (35 lb.) HiBrite or heavier best quality newsprint or equivalent paper; half folded; using black ink;
- two (2) pages of CMYK process color (full color) on the front and back (first and last pages);
- inspection visit to plant during any press run of *The Lion's Roar* with allowances to view all pages of newspaper during printing, or viewing of completed and assembled newspapers prior to pick up or delivery.

The entire newspaper will be submitted electronically via email, FTP electronic delivery, or via electronic (online) means supplied by the printer, in PDF or Adobe InDesign formats each week during the Fall and Spring Semesters and monthly during the Summer Semester, exact dates and method of submission to be determined by the BID Coordinator.

4-Page

1<sup>st</sup> thousand copies \_\_\_\_\_  
Additional copies \_\_\_\_\_ per thousand (1,000 copies)

6-Page

1<sup>st</sup> thousand copies \_\_\_\_\_  
Additional copies \_\_\_\_\_ per thousand (1,000 copies)

8-Page

1<sup>st</sup> thousand copies \_\_\_\_\_  
Additional copies \_\_\_\_\_ per thousand (1,000 copies)

10-Page

1<sup>st</sup> thousand copies \_\_\_\_\_  
Additional copies \_\_\_\_\_ per thousand (1,000 copies)

12-Page

1<sup>st</sup> thousand copies \_\_\_\_\_  
Additional copies \_\_\_\_\_ per thousand (1,000 copies)

14-Page

1<sup>st</sup> thousand copies \_\_\_\_\_  
Additional copies \_\_\_\_\_ per thousand (1,000 copies)

16-Page

1<sup>st</sup> thousand copies \_\_\_\_\_  
Additional copies \_\_\_\_\_ per thousand (1,000 copies)

1.2. Printer will not be required to perform any scanning, cropping, typesetting or layout. Once the printing of each issue of the newspaper is completed and has been folded, bundled, and readied for delivery, the printer will deliver and unload the finished newspapers to Student Publications on Southeastern's Campus, at a location agreed upon by the vendor and the BID Coordinator, by 7:00 a.m. CST on the day of publication.

1.3. If printer's regular hours of operation or set timetable will not meet this deadline, the printer will deliver the newspaper to Student Publications on Southeastern's Campus at a location agreed upon by the printer and the BID Coordinator by \_\_\_\_\_ instead. All shipments are to be insured by vendor to cover damage that may occur during shipment.  
CST.

**BID RESPONSE FORM CONTINUED****2.0 SIZE OPTIONS**

2.1. Printing and delivery of newspaper; 11.38 X 12.5 inch Tabloid trim size **OR** printer's standard Tabloid size (**Please, indicate final trim size:** \_\_\_\_\_); thirty-five pound (35 lb.) HiBrite or heavier best quality newsprint or equivalent paper; using black ink; two (2) pages of CMYK process color (full color) on the front and back (first and last pages); and two (2) corresponding pages inside of newspaper. Cost to be calculated using Broadsheet page prices, with two tabloid pages being equal to one broadsheet page (see 1.1).

2.2. Cost for printing and delivery of newspaper; 11.5 x 15 inch trim size; thirty-five pound (35 lb.) HiBrite or heavier best quality or equivalent paper; using black ink; two (2) pages of CMYK process color (full color) on the front and back (first and last pages); and two (2) corresponding pages inside of newspaper.

**8-Page**1<sup>st</sup> thousand copies \_\_\_\_\_

Additional copies \_\_\_\_\_ per thousand (1,000) copies

**12-Page**1<sup>st</sup> thousand copies \_\_\_\_\_

Additional copies \_\_\_\_\_ per thousand (1,000) copies

**16-Page**1<sup>st</sup> thousand copies \_\_\_\_\_

Additional copies \_\_\_\_\_ per thousand (1,000) copies

**20-Page**1<sup>st</sup> thousand copies \_\_\_\_\_

Additional copies \_\_\_\_\_ per thousand (1,000) copies

**24-Page**1<sup>st</sup> thousand copies \_\_\_\_\_

Additional copies \_\_\_\_\_ per thousand (1,000) copies

**28-Page**1<sup>st</sup> thousand copies \_\_\_\_\_

Additional copies \_\_\_\_\_ per thousand (1,000) copies

**32-Page**1<sup>st</sup> thousand copies \_\_\_\_\_

Additional copies \_\_\_\_\_ per thousand (1,000) copies

**BID RESPONSE FORM CONTINUED**

2.3. Cost for printing and delivery of Pony Tab newspaper; 8.5 x 10.75 inch trim size **OR** printer's standard Pony Tab size (**Please, indicate final trim size:** \_\_\_\_\_); 40 pound (40 lb.) HiBrite or heavier best quality or equivalent paper; all pages of CMYK process color (full color); saddle stitched and bound.

8-Page  
 1<sup>st</sup> thousand copies \_\_\_\_\_  
 Additional copies \_\_\_\_\_ per thousand (1,000) copies

16-Page  
 1<sup>st</sup> thousand copies \_\_\_\_\_  
 Additional copies \_\_\_\_\_ per thousand (1,000) copies

24-Page  
 1<sup>st</sup> thousand copies \_\_\_\_\_  
 Additional copies \_\_\_\_\_ per thousand (1,000) copies

32-Page  
 1<sup>st</sup> thousand copies \_\_\_\_\_  
 Additional copies \_\_\_\_\_ per thousand (1,000) copies

40-Page  
 1<sup>st</sup> thousand copies \_\_\_\_\_  
 Additional copies \_\_\_\_\_ per thousand (1,000) copies

48-Page  
 1<sup>st</sup> thousand copies \_\_\_\_\_  
 Additional copies \_\_\_\_\_ per thousand (1,000) copies

**3.0 OTHER OPTIONS**

3.1. Cost for each additional CMYK process color (full color) per two (2) pages of full color {four (4) pages if tabloid or 11.5 x 15}

1<sup>st</sup> thousand copies \_\_\_\_\_  
 Additional copies \_\_\_\_\_ per thousand (1,000) copies

3.2 Credit for substituting twenty seven-pound (27.7 lb.) standard newsprint (sometimes indicated as 30 lb.) paper instead of thirty-five pound (35 lb.) paper

\_\_\_\_\_ Credit per thousand 1,000 copies, for each (2) page Broadsheet.

3.3. Cost for substituting forty pound (40 lb.) paper instead of thirty-five pound (35 lb.) paper

\_\_\_\_\_ Cost per thousand 1,000 copies, for each (2) page Broadsheet.

## BID RESPONSE FORM CONTINUED

3.4. Cost for substituting fifty pound (50 lb.) paper instead of thirty-five pound (35 lb.) paper  
 \_\_\_\_\_ Cost per thousand 1,000 copies, for each (2) page Broadsheet.

3.5. Cost for inserting preprinted insert materials into the newspaper  
 \_\_\_\_\_ Cost per thousand (1,000) copies.

3.6 Cost for the packaging and bagging of papers to be individually bagged in clear, plastic bags that are .5 mil thick or thicker, and of the appropriate size for containing the newspapers in the run as indicated in sections 1.1, 2.1, 2.2 or 2.3. The bags must include a "door knob" hole at the top. These bagged copies of the newspaper are for distributing door-to-door in campus residence halls and will be delivered to the same location as the remaining papers of the run. Vendor should bundle all of the remaining papers from each run as indicated in section 1.2.

\_\_\_\_\_ Cost per five-hundred (500) copies packaged and bagged.

### 4.0 PRODUCTION AND DELIVERY OPTIONS

#### 4.1. Production Materials Schedule

The electronic files or other production materials that are required to print each issue of the newspaper will be submitted to the printer the night before publication is to take place as decided by the BID Coordinator (see 1.1). The materials will be delivered by 9:00 p.m. CST the night prior to printing.

4.1.1. If printer's regular hours of operation or set timetable will not meet this deadline, materials will be delivered to printer by \_\_\_\_\_ instead.  
 (state time)

#### 4.2. Newspaper Pick-up

In lieu of the required delivery (see 1.1), the BID Coordinator may opt to have the newspaper picked-up by Southeastern personnel. The cost for delivery would not be charged to *The Lion's Roar* if this option were exercised. There will be a \_\_\_\_\_ reduction/credit in base cost if this option is exercised. The BID Coordinator will notify the vendor if this option will be exercised when the production materials referenced above are submitted. Once the printing of each issue of the newspaper is completed, paper has been folded, bound, and readied for pick up, the finished newspapers should be placed in a predetermined location agreed upon by the printer and the BID Coordinator for pick up by Student Publications by 7:00 a.m. CST.

4.2.1. If printer's regular hours of operation or set timetable will not meet this deadline, newspapers should be placed in a predetermined location agreed upon by the printer and the BID Coordinator for pick up by Student Publications by \_\_\_\_\_ instead.  
 (state time)

### 5.0 QUOTE AND FINAL INVOICE

5.1. The final invoice of the bidder shall not exceed the amount quoted by more than five (5) percent.

### 6.0 ADDITIONAL PRODUCTION AND CHARGES

6.1. Bidder shall not undertake any production not specified in this bid without written permission from an authorized representative of the University. All additional charges in excess of \$500 MUST be pre-approved by the University.

## BID RESPONSE FORM CONTINUED

### 7.0 NEWSPAPER SPECIFICATIONS

7.1. Bids are for the printing of student newspaper, known as *The Lion's Roar*, for the period January 1, 2017 to December 31, 2017. If mutually agreeable with Southeastern and the successful bidder, the contract period may be extended for two (2) additional twelve (12) month periods at the same prices, terms and conditions.

7.2. No contract will be awarded to any individual, partnership or corporation, who are for any cause, in arrears to the State of Louisiana. Reasonable grounds for supposing that any bidder is interested in more than one bid will cause the rejection of all bids in which he is deemed to be interested.

7.3. The acceptance of any bid submitted shall create a valid contract between the University and the vendor who has submitted a responsive and responsible bid in accordance with the requirements set forth in the Invitation to Bid. Any contract thus made does not compel the University to publish the newspaper nor to spend any specified sum, and if the newspaper is not published, and no materials ordered or mechanical work performed, then there is no financial obligation incurred on the part of the University. If the newspaper is abandoned after production has begun, then the vendor is to be paid only for the materials ordered and actual work produced to date, and any materials ordered shall become the property of the University to be disposed of as it sees fit.

7.4. The University reserves the right to cancel any contract resulting from the bid at any time due to non-performance on the part of the vendor, or failure to comply exactly with the production schedule as defined herein, or upon evidence that any part of the work produced is unsatisfactory and not up to the standards set forth in the specifications. In this event, the University may make such arrangements as it sees fit to complete the work elsewhere, but the vendor shall not be released from any liability he may have incurred by reason of a breach of the agreement or any of the terms thereof, or from reimbursement to the University for any loss or expense occasioned thereby. The University shall withhold authorization of payment to the vendor for all work done by him until the damage done by him shall be ascertained.

7.5. Each bidder must be prepared to do all the makeup, presswork, and folding in their own plant, and no part of the work except the furnishing of ink, paper, and other raw materials shall be purchased or transferred to another concern.

7.6. The vendor shall provide advisory services to *The Lion's Roar* staff. The representative must be a full-time employee of the vendor. The vendor's representative shall be responsible for providing the *The Lion's Roar* staff with all the necessary requirements needed for Adobe Acrobat, Adobe In Design or Quark XPress file creation.

7.7. For any outside purchases or additional work not covered in the basic specifications, purchase orders on the part of the University will be required. The University reserves the right to request a written quotation for any work not specifically mentioned in this bid.

## BID RESPONSE FORM CONTINUED

### 8.0 MECHANICAL REQUIREMENTS

8.1. The mechanical requirements consist of presswork, and folding, and the bidder to provide satisfactory evidence of adequate and suitable equipment as specified herein to be awarded the bid. The University reserves the right to inspect the plant before awarding bid.

**8.2. The vendor should supply three (3) sample broadsheet full color newspapers printed within the last calendar year for inspection by the university in their bid response.**

### 9.0 TYPOGRAPHY

9.1. The typography must be first class in every respect. All typefaces must be sharp and clean. Vendor must be able to accept postscript and/or true-type fonts or typefaces and EPS and JPEG images in Quark XPress files, Adobe In Design, or PDF format.

*The Lion's Roar* staff will typeset all pages sent to vendor.

### 10.0 PRESSWORK

10.1. All bidders are cautioned that they will be required to observe strictly the requirements for first-class work and, in case of doubt, the University reserves the right to have the vendor present for inspection complete press sheets of each page as each is completed, and if the printed sheets show defects and do not measure up to first class workmanship, then the University will have the right to reject any newspaper that is not up to required standards and require the vendor to reprint such newspapers without additional cost to the University. The requirements for the quality of presswork are listed below and must be rigidly observed.

10.2. The presswork must meet the best standards of fine halftone printing. The printed sheets shall show adequate and uniform distribution of ink on both type and images. All color work must register extreme accuracy. All pages must show even ink distribution.

10.3. In order to have sufficient time for careful preparation, proofing, and press run and at the same time conform to the production schedule of *The Lion's Roar* as defined herein, the bidder must have installed and in operation in his plant at the time the bid is submitted an adequate number of presses of sufficient size to permit the printing *The Lion's Roar*. **The vendor should list the number of presses installed in the plant, which meet specifications for printing of *The Lion's Roar* in their bid response.**

10.4. The bidder must be equipped to do all of the presswork including folding, gathering, inserting, forwarding, and finishing in his own plant.

10.5. If used, negatives, plates and offset plates must be the highest quality and the following methods of manufacturing must be rigidly observed. All negatives must be of the highest quality, 85 lines per inch or higher.

## BID RESPONSE FORM CONTINUED

10.6. Printing must be accompanied with such care as to allow: (1) pin-point registration of process color or spot color; (2) standardization of pre-planned margins; (3) proper folding; and (4) proper sequence of pages.

10.7. The University considers its requirements as essential for fine print reproduction and reserves the right to require that the bidder to whom the contract may be awarded shall ship all plates and/or negatives that are used in the reproduction of *The Lion's Roar* to the University, at the vendor's expense, as evidence of having complied with the above specifications.

10.8. Each color separation transparency to be reproduced in *The Lion's Roar* must be individually evaluated and color corrected. Transparencies must not be ganged for separation using an averaging technique to determine color balance. Any color separations become the property of *The Lion's Roar*.

## BID RESPONSE FORM CONTINUED

### 11.0 PRODUCTION SCHEDULE, SHIPPING AND WORKING RELATIONSHIP

11.1. The newspapers are to be printed, folded, packed and ready for delivery at the time approved by the BID Coordinator and the vendor. Speed in presswork is vital and if the completed newspapers are not ready for shipment within the production schedule defined above, the University reserves the right to deduct one hundred (\$100) dollars per hour from the contract price for each delay that the newspapers are not delivered as liquidated damages, and not as a penalty, provided however, that such delay is not occasioned by strikes, fires, breakdown in machinery, and other conditions beyond the control of the vendor and provided, further, that evidence of such conditions existing in the vendor's plant must be presented to the satisfaction of the Bid Coordinator. If the University has not met the page submission deadline as defined above, then the vendor may delay delivery of the newspapers one hour for each hour such submission deadlines are not met.

11.2. The vendor agrees to furnish the necessary ink and the materials specified herein, and to print and fold the newspaper. Each completed newspaper shall be carefully inspected for blemishes, and no imperfect copies are to be delivered. All shipments are to be insured by vendor to cover damage that may occur during shipment. Shipment shall be by motor freight or by a carrier acceptable to the University.

11.3 Deadlines for production materials to reach the vendor shall be agreed to in writing at the beginning of the calendar year by the BID Coordinator and vendor. **Note: *The Lion's Roar* is a weekly newspaper, and deadlines usually are set for the day before publication with delivery as early as possible the day of publication.**

11.4. Due to the ever-changing nature of a university newspaper, there will be fluctuations from issue to issue concerning the number of copies ordered, numbers of pages per issue, the amount of spot or full color pages per issue, etc. The vendor will be required to maintain a close working relationship with the BID Coordinator and the staff of *The Lion's Roar* so that these changes may be addressed accurately and quickly prior to the printing of any one issue. To facilitate the advisory relationship noted here (and in 7.6) the vendor's representative should conduct at least one annual visit per year to campus to provide educational and technical assistance to the staff. This visit is to be conducted at a date and time agreed upon by the vendor and the BID coordinator.

## **BID RESPONSE FORM CONTINUED**

### **12.0 ADDITIONAL CONSIDERATIONS**

12.1. It is understood that there are no verbal agreements or conditions attached to this bid, and the contract resulting from the acceptance of this bid by the University. This shall not be construed to prevent *The Lion's Roar* from making subsequent changes or additions to the publication after the agreement by both parties has been signed. Such alterations are to be mutually agreed upon by the BID Coordinator and the vendor. Alterations from copy, changes in style, or any work provided for in this contract, but ordered by the University, involving additional cost shall be charged for on the basis of a reasonable profit above cost of production.

12.2. Owing to manufacturing fluctuations, a variation of not more than one (1%) percent in excess of deficiency of the number of copies ordered shall constitute an acceptable delivery. The deficiency is to be charged for or deducted at the actual rate per copy of the newspaper (see 1.0).

12.3. Any newspapers received by the University and deemed unsuitable by the BID Coordinator, shall be deducted at the actual rate per copy of the newspaper (see 1.0). The BID Coordinator shall keep these copies as a record of their unsuitability.

## **BID RESPONSE FORM CONTINUED**

12.4. The vendor will assume responsibility for unloading the newspapers at a mutually agreed upon time and location when delivered (see 1.1). Any proofs, newspaper diskettes, CDs, DVDs, photographs, artwork or other real materials submitted to the vendor in the production process must be returned to *The Lion's Roar* staff on or before the delivery of the newspapers.

### **13.0 QUALITY ASSURANCE**

13.1. The following vendor errors are considered major and will constitute a reprinting of the entire newspaper press run.

- If the majority of newspapers display missing, blank or duplicate pages
- If the majority of newspapers display pages printed out of order
- If the majority of newspapers display improperly registered photographs, graphics or color on pages
- If the majority of newspapers display incorrect reproduction of color or spot color
- If the majority of newspapers display altering of pages or content not approved by Southeastern
- If the majority of newspapers display trimming or folding errors that are irregular or cause part or all of text or photos to be missing
- If the majority of newspapers display improper printing or substitution of typefaces
- If the majority of newspapers display foreign material including dirt, dust, spots or smudges on photos or text
- If the majority of newspapers display ink blotting or transferring to other pages due to folding, gathering, crushing or handling

## **BID RESPONSE FORM CONTINUED**

13.2. If one or more of the above conditions exist and vendor refuses to or is unable to reprint entire issue of irregular newspapers within 12 hours, the BID Coordinator reserves the right to have papers reprinted at another facility at the vendor's expense.

### **14.0 VENDOR REPRESENTATIVE'S RESUME AND PERSONELL CONTACT INFO**

**14.1. The bidder should provide a detailed background resume of their representative's job experience, education and recognition in the production of newspapers or related work in their bid response.**

14.2. To facilitate a close working relationship (see 11.4) and to ensure clear and open communication between the vendor and the staff of *The Lion's Roar* during critical production times, the vendor shall provide the name, title, email and telephone number of all personnel at the vendor's facility who may need to be contacted by the staff of *The Lion's Roar* during production. This includes, but is not limited to, the vendor's representative, salesperson, pre-press supervisor and production supervisor or personnel in similar capacities.