

INVITATION TO BID		BID DUE DATE AND TIME
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE		05/19/2020 11:00 AM CT
SOLICITATION RFQ-0000001173 SUPPLIER # SUPPLIER NAME AND ADDRESS <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"></div>	RETURN BID TO Louisiana State University and Agricultural and Mechanical College Procurement 213 Thomas Boyd Hall Baton Rouge, LA 70803 Buyer Nicole Covarrubias Buyer Phone Buyer Email ncovarrubias1@lsu.edu Issue Date 04/21/2020	
TITLE: LSU DIRECT MAIL FULFILLMENT - TERM CONTRACT		
Addendum 02: Notice is given to all parties that this Solicitation is amended by the University as stated herein. This Addendum is hereby made an official part of this solicitation. See attached for Vendor inquiries and responses.		
<p style="text-align: center;">To Be Completed By Supplier</p> <ol style="list-style-type: none"> 1. _____ "No Bid" (sign and return this page only). 2. _____ My Company does not wish to receive future solicitations for this spend category. 3. Specify your Delivery: To be made within _____ days after receipt of order. 4. If applicable, Supplier's Addendum Acknowledgement/Response: As an authorized agent/signatory of the supplier, I/we acknowledge receipt of this Addendum, and _____ submit no alterations/clarifications to our original bid. _____ submit superseding revisions/clarifications to our original bid as written herein or attached hereto. <p style="text-align: center;">General Instructions to Suppliers</p> <ol style="list-style-type: none"> 1. Sealed bids for furnishing the items and/or services specified are hereby solicited, and will be received by LSU Procurement at the "Return Bid To" address stated above, until the specified due date and time. 2. Read the entire solicitation, including all terms, conditions and specifications. 3. All bid information and prices must be typed or written in ink. Any corrections, erasures or other forms of alteration to unit price are to be initialed by the supplier. 4. Bid prices are to be quoted FOB LSU/Destination and inclusive of any and all applicable shipping and handling charges unless otherwise specified in the solicitation. Any invoiced delivery charges not quoted and itemized on the LSU purchase order are subject to rejection and non-payment. 5. Payment is to be made within 30 days after receipt of properly executed invoice, or delivery and acceptance, whichever is later. 6. By signing this solicitation, the supplier certifies compliance with all general instructions to suppliers, terms, conditions and specifications; and further certifies that this bid is made without collusion or fraud. 		
SUPPLIER NAME	MAILING ADDRESS	
AUTHORIZED SIGNATURE	CITY, STATE ZIP	
PRINTED NAME	PHONE #	
TITLE	FAX #	
E-MAIL	FEDERAL TAX ID #	

RFQ-0000001173

Addendum 02

Vendor Inquiry & Response

- Q1. a. Are we to print the letterhead for each of the mailings or is it supplied by LSU?
b. Confirm it is 8.5 x 11 letterhead
c. If we are to print, what is the paper stock and ink colors front and back?
d. Are we to print a quantity and hold in inventory for production? What quantity?
e. Are we to print the entire letterhead digitally for each mailing on white paper?

- A1. a. The letterhead will be supplied by LSU.
b. Yes
c. Supplier will not be printing letterhead or envelopes.
d. Envelope and letterhead will be supplied by LSU.
e. No, you will just be printing the letter in black ink on the supplied letterhead.

- Q2. a. Are we to print the window 9 x 12 OE's for the mailings or is it supplied by LSU?
b. If we are to print, what is the paper stock and ink colors front and back?
c. Are we to print a quantity and hold in inventory for production? What quantity?

- A2. a. The envelope will be supplied by LSU.
b. The envelope will be supplied by LSU.
c. No, supplier is to pick up letterhead and envelopes from LSU.

- Q3. a. Are we to print the closed face #10 OE's for the mailings or is it supplied by LSU?
b. If we are to print, what is the paper stock and ink colors front and back?
c. Are we to print a quantity and hold in inventory for production? What quantity?

- A3. a. The envelope will be supplied by LSU.
b. Envelope will be supplied by LSU.
c. No, supplier is to pick up letterhead and envelopes from LSU.

- Q4. Fulfillment specs read "print black letters". Is this referring to the black laser personalization? Does it print on one side or both?

A4. One-side, with variable data (personalization) in black.

- Q5. Will LSU be providing brochures and inserts that are referenced to insert?

A5. Yes, all will be provided for pick up at LSU or will be delivered. Supplier is responsible for all costs associated with pickup/delivery of LSU supplied items that are housed on LSU campus.

Questions regarding sample price sheets:

SAMPLE MAILING #1

Price for printing 5,000 letters and match-mailing in #10 envelopes:

Q6. Is the letterhead provided for the 5,000 letters or are we to print it? Are the #10 envelopes provided?

A6. Yes, all letterhead and envelopes will be provided for pick up at LSU or will be delivered to supplier. Supplier is responsible for all costs associated with pickup/delivery of LSU supplied items that are housed on LSU campus.

SAMPLE MAILING #2

Price for printing 100 letters, match-mail assembling with a brochure, and stuffing into envelope:

Q7. Is the letterhead, brochure and envelope provided?

A7. Yes, all will be provided for pick up at LSU or will be delivered to supplier. Supplier is responsible for all costs associated with pickup/delivery of LSU supplied items that are housed on LSU campus.

SAMPLE MAILING #3

Price for printing 205 letters, match-mail assembling with 2 brochures, poster and stuffing into tube packaging:

Q8. Is the letterhead, 2 brochures and poster provided?

A8. Yes, all will be provided for pick up at LSU or will be delivered to supplier. Supplier is responsible for all costs associated with pickup/delivery of LSU supplied items that are housed on LSU campus.

Q9. Are we to provide the tube?

A9. Yes.

Q10. a. What size is the poster so that we can figure the cost of the tube?

b. Is the match the personalized letter to the name and address on the mailing tube?

A10. a. 18 x 24"

b. Yes.

SAMPLE MAILING #4

Price for printing 1000 letters, assembling with a brochure and stuffing into envelope:

Q11. Is the letterhead, 2 brochures and poster provided?

A11. Yes, all will be provided for pick up at LSU or will be delivered to supplier. Supplier is responsible for all costs associated with pickup/delivery of LSU supplied items. LSU is responsible for costs associated with delivery of these LSU supplied items that are housed on LSU campus.

SAMPLE MAILING #5

Price for printing 10,000 letters and stuffing into window envelope:

Q12. Is the letterhead and window envelope provided?

A12. Yes, all will be provided for pick up at LSU or will be delivered to supplier. Supplier is responsible for all costs associated with pickup/delivery of LSU supplied items that are housed on LSU campus.

SAMPLE MAILING #6

Price for imprinting addresses on 21,000 direct mail postcards:

Q13. a. What size is the postcard?

b. Is the postcard provided?

A 13. a. Approximately 11" x 6"

b. Yes, the postcards will be provided for pick up at LSU or will be delivered to supplier. Supplier is responsible for all costs associated with pickup/delivery of LSU supplied items that are housed on LSU campus.

Q14. Fulfillment, are the match mailing letters coming folded, or will we have to fold them? If they are folded, will they be folded out?

A14. The provided letterhead will be flat, then printed in black by the vendor, therefore the letters will be flat and then folded by the vendor. Probably not folded out.

Q15. With regard to 'mixed materials' what exactly are we referring to (letters and postcards, or other inserts? And the same question 'Mixed materials in envelopes with Match Mailing' - are the materials folded, or will we be doing that?

A15. Mixed materials will already be folded if materials requires folding. There is a poster that is shipped flat. It will need variable data added to the front of the poster and then folded and tabbed for mailing. So the answer is both. They will receive flat and already folded pieces for fulfillment.

Q16. With regard to the oversized materials, what are the sizes, 9x12 or 10x13?

A16. Oversized materials sizes will vary. For example, Currently, there is a poster 12x18 that has variable data. It will need information imprinted on the poster, the folded in half, tabbed and mailed.