

# Invitation to Bid

<b>LSUHSC Shreveport</b>		BIDS WILL BE PUBLICLY OPENED:  <b>October 19,2023      02:00 PM</b>
VENDOR NO. : SOLICITATION : <b>007246</b> OPENING DATE : <b>10/19/2023</b>		Return Sealed Bid to: Purchasing Department 1501 Kings Highway Shreveport LA 71103  BUYER : Cox,Cynthia T. BUYER PHONE : 318/675-7650 DATE ISSUED : 10/04/2023 REQ. NO : FISCAL YEAR : 0

Printing of Yearbooks

INSTRUCTIONS TO BIDDERS

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.

DIVERSE SUPPLIER

- (A) SUPPLIER UNDERSTANDS THAT LSU, AS THE STATE'S FLAGSHIP UNIVERSITY, HAS AN INTEREST IN PROVIDING ENTREPRENEURIAL OPPORTUNITIES TO DIVERSITY-OWNED BUSINESSES. THE UNIVERSITY IS DEDICATED TO PROMOTING THE GROWTH AND DEVELOPMENT OF MINORITY, WOMEN, AND SMALL AND HISTORICALLY UNDERUTILIZED BUSINESSES ("DIVERSE BUSINESSES") BY PROVIDING OPPORTUNITIES TO PARTICIPATE IN UNIVERSITY CONTRACTS.
- (B) IN SUPPORT OF THIS COMMITMENT, THE SUPPLIER SHALL USE GOOD FAITH AND BEST EFFORTS TO PROVIDE OPPORTUNITIES TO DIVERSE BUSINESSES THAT ARE EITHER CERTIFIED BY THE STATE OR ANOTHER CERTIFYING AGENCY IN A DIVERSE CATEGORY, AS A SUBCONTRACTOR OR SUPPLIER UNDER THIS AGREEMENT.
- (C) IF APPLICABLE, SUPPLIER SHALL PROVIDE LSU WITH A LIST OF DIVERSITY-OWNED BUSINESSES DURING EACH CONTRACT YEAR, THE LIST OF BUSINESSES SHOULD IDENTIFY:
  - (1) THE NAME OF THE BUSINESS;
  - (2) ITS PRINCIPAL OFFICE OR ADDRESS;
  - (3) THE OWNER(S); AND
  - (4) THE SERVICES OR GOODS THAT IT MAY PROVIDE OR SUPPLY AND THE VALUE OF THE GOODS OR SERVICES PROCURED FROM THE BUSINESSES INCLUDED ON SUPPLIER'S LIST.
- (D) TO THE EXTENT THAT ANY FEDERAL OR STATE LAW, RULE, OR REGULATION WOULD REQUIRE THAT THIS SECTION BE MODIFIED OR VOIDED, THE PARTIES AGREE THAT SUCH PROVISION CAN BE AMENDED OR SEVERED FROM THE AGREEMENT WITHOUT AFFECTING ANY OF THE OTHER TERMS OF THE AGREEMENT.

2. FILL IN ALL BLANK SPACES.

3. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALIZED BY THE BIDDER.

4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D." REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER.

5. SPECIFY YOUR PAYMENT TERMS: \_\_\_\_\_ . CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS

BY SIGNING THIS BID, THE BIDDER CERTIFIES:

\* THAT NEITHER THIS BUSINESS ENTITY NOR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS IS CURRENTLY LISTED AS EXCLUDED OR SANCTIONED BY EITHER THE DEPARTMENT OF HEALTH AND HUMAN SERVICES, OFFICE OF INSPECTOR GENERAL (OIG) OR THE GENERAL SERVICES ADMINISTRATION (GSA).

\* THAT IF THIS BUSINESS ENTITY OR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS APPEAR ON EITHER LISTING, MY BID WILL

VENDOR PHONE NUMBER:	TITLE	DATE
EMAIL ADDRESS:		
SIGNATURE OF AUTHORIZED BIDDER (MUST BE SIGNED)	NAME OF BIDDER (TYPED OR PRINTED)	

# Invitation to Bid

STANDARD TERMS & CONDITIONS

Page 2 of 7

NUMBER : 007246  
OPEN DATE : 10/19/2023 TIME: 02:00 PM

BIDDER:

BE REJECTED.

\* THAT IF AT ANY TIME DURING THE TERM OF THE CONTRACT AWARDED AS A RESULT OF THIS INVITATION TO BID, THIS ENTITY OR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS APPEARS ON EITHER LISTING, MY COMPANY WILL NOTIFY THE CONTRACTING AGENCY, AND THE CONTRACT WILL BE TERMINATED. THE CONTRACTING AGENCY WILL NOT BE LIABLE FOR ANY DAMAGES RESULTING FROM SAID TERMINATION.

THE BIDDER FURTHER CERTIFIES:

\* COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS, AND SPECIFICATIONS.

\* THIS BID IS MADE WITHOUT COLLUSION OR FRAUD.

\* THAT ALL TAXES DULY ASSESSED BY THE STATE OF LOUISIANA AND IT'S SUBDIVISIONS, INCLUDING FRANCHISE TAXES, PRIVILEGE TAXES, SALES TAXES AND ALL OTHER TAXES FOR WHICH THE FIRM IS LIABLE HAVE BEEN PAID..

\* THAT IF MY BID IS ACCEPTED WITHIN \_\_\_\_\_ DAYS FROM BID CLOSING TIME, MY FIRM WILL FURNISH ANY OR ALL OF THE ITEMS (OR SECTIONS) AT THE PRICE OPPOSITE EACH ITEM (OR SECTION) .

\* DELIVERY WILL BE MADE WITHIN \_\_\_\_\_ DAYS AFTER RECEIPT OF ORDER.

6. DESIRED DELIVERY: 10 DAYS ARO, UNLESS SPECIFIED ELSEWHERE

7. TO ASSURE CONSIDERATION, ALL BIDS SHOULD BE SUBMITTED IN AN ENVELOPE WITH THE BID NUMBER VISIBLE ON THE OUTSIDE. NO BID WILL BE OPENED TO DETERMINE CONTENT.

8. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.

PROHIBITION OF DISCRIMINATORY BOYCOTTS OF ISRAEL:

IN ACCORDANCE WITH EXECUTIVE ORDER NUMBER JBE 2018-15, EFFECTIVE MAY 22, 2018, FOR ANY CONTRACT FOR \$100,000 OR MORE AND FOR ANY CONTRACTOR WITH FIVE OR MORE EMPLOYEES, CONTRACTOR, OR ANY SUBCONTRACTOR, SHALL CERTIFY IT IS NOT ENGAGING IN A BOYCOTT OF ISRAEL, AND SHALL, FOR THE DURATION OF THIS CONTRACT, REFRAIN FROM A BOYCOTT OF ISRAEL. THE STATE RESERVES THE RIGHT TO TERMINATE THIS CONTRACT IF THE CONTRACTOR, OR ANY SUBCONTRACTOR, ENGAGES IN A BOYCOTT OF ISRAEL DURING THE TERM OF THE CONTRACT.

9. IMPORTANT: THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.31) .

10. INQUIRIES: ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE NUMBER AND ADDRESS SHOWN ABOVE.

11. BID FORMS: ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, SHOULD BE SUBMITTED ON, AND IN ACCORDANCE WITH FORMS PROVIDED, PROPERLY SIGNED (SEE #31). BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED.

12. STANDARDS OR QUALITY. ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED 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/HER BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.

13. DESCRIPTIVE INFORMATION. BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID, INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR LSUHSC TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. 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 DO NOT FULLY

# Invitation to Bid

## STANDARD TERMS & CONDITIONS

Page 3 of 7

NUMBER : 007246  
OPEN DATE : 10/19/2023 TIME: 02:00 PM

BIDDER:

COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEMS(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.

14. 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 WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING LSUHSC DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.
15. AWARDS. AWARD WILL BE MADE TO THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER. LSUHSC RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUP, OR IN TOTAL, AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.
16. PRICES. UNLESS OTHERWISE SPECIFIED BY LSUHSC IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.
17. DELIVERIES. BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.
18. TAXES. VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. LSUHSC AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.
19. NEW PRODUCTS. UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, 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. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.
20. CONTRACT CANCELLATION. THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE INCLUDING BUT NOT LIMITED TO THE FOLLOWING:
  - (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 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.
21. DEFAULT OF CONTRACT. FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE UNIVERSITY HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE UNIVERSITY 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.
22. ORDER OF PRIORITY. IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.
23. APPLICABLE LAW. ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.
24. EQUAL OPPORTUNITY. BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES THAT HE/SHE WILL NOT DISCRIMINATE IN THE RENDERING OF SERVICES TO AND/OR EMPLOYMENT OF INDIVIDUALS BECAUSE OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, NATIONAL ORIGIN, HANDICAP, DISABILITY, VETERAN STATUS, OR ANY OTHER NON-MERIT FACTOR.
25. SPECIAL ACCOMMODATIONS. ANY "QUALIFIED INDIVIDUAL WITH DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN

# Invitation to Bid

STANDARD TERMS & CONDITIONS

Page 4 of 7

NUMBER : 007246  
OPEN DATE : 10/19/2023 TIME: 02:00 PM

BIDDER:

- 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.
26. IDEMNITY. CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO IDEMNIFY, AND HOLD HARMLESS, LSUHSC, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE UNIVERSITY, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.
27. INTERPRETATION OF DOCUMENT: ANY INTERPRETATION OF THE BID OR QUOTATION DOCUMENT WILL ONLY BE MADE BY AN ADDENDUM ISSUED IN WRITING BY THE PURCHASING DEPARTMENT. SUCH ADDENDUM WILL BE MAILED OR DELIVERED TO EACH PERSON RECEIVING A SET OF THE ORIGINAL BID OR QUOTATION DOCUMENTS. LSUHSC WILL NOT BE RESPONSIBLE FOR ANY OTHER EXPLANATION OR INTERPRETATION OF THE DOCUMENTS.
28. ACCEPTANCE OF BID: ONLY THE ISSUANCE OF A PURCHASE ORDER OR A SIGNED CONTRACT CONSTITUTES ACCEPTANCE ON THE PART OF LSUHSC.
29. ADHERENCE TO JCAHO STANDARDS: WHERE APPLICABLE, LSUHSC IS ACCREDITED BY THE JOINT COMMISSION ON ACCREDITATION OF HEALTHCARE ORGANIZATIONS AND AS SUCH ALL CONTRACTORS, SUBCONTRACTORS, AND VENDORS AGREE TO ADHERE TO THE APPLICABLE STANDARDS PROMULGATED BY THE COMMISSION.
30. PREFERENCE: IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1595, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY.  
DO YOU CLAIM THIS PREFERENCE? YES \_\_\_\_\_ NO \_\_\_\_\_  
SPECIFY THE LINE NUMBER (S) \_\_\_\_\_  
SPECIFY LOCATION WITHIN LOUISIANA WHERE THIS PRODUCT IS MANUFACTURED, PRODUCED, GROWN OR ASSEMBLED \_\_\_\_\_  
(NOTE: IF MORE SPACE IS REQUIRED, INCLUDE ON SEPARATE SHEET.)  
DO YOU HAVE A LOUISIANA BUSINESS WORK FORCE? YES \_\_\_\_\_ NO \_\_\_\_\_  
IF SO, DO YOU CERTIFY THAT AT LEAST FIFTY PERCENT (50%) OF YOUR LOUISIANA WORKFORCE IS COMPRISED OF LOUISIANA RESIDENTS?  
YES \_\_\_\_\_ NO \_\_\_\_\_  
FAILURE TO SPECIFY ABOVE INFORMATION MAY CAUSE ELIMINATION FROM PREFERENCES.  
PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.
31. SIGNATURE AUTHORITY. IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:
- 31.1.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
- 31.2.AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY AN ACCOMPANYING CORPORATE RESOLUTION, CERTIFICATE OR AFFIDAVIT;  
OR
- 31.3.AN INDIVIDUAL LISTED ON THE STATE OF LOUISIANA BIDDER'S APPLICATION AS AUTHORIZED TO EXECUTE BIDS.  
BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH THE ABOVE.
32. AUDIT OF RECORDS: THE STATE LEGISLATIVE AUDITOR, FEDERAL AUDITORS, AND INTERNAL AUDITORS OF THE STATE SHALL HAVE THE RIGHT TO INSPECT AND AUDIT ALL TIMEKEEPING AND EXPENSE RECORDS OF THE CONTRACTING ENTITY OR ANY SUBCONTRACTOR OF THE CONTRACTING ENTITY TO SUBSTANTIATE AMOUNTS INVOICED BY SUPPLIER WITH RESPECT TO THIS AGREEMENT. THE RIGHTS OF INSPECTION AND AUDIT SHALL COMMENCE AS OF THE DATE OF THIS AGREEMENT AND SHALL

# Invitation to Bid

**STANDARD TERMS & CONDITIONS**

Page 5 of 7

**NUMBER : 007246**  
**OPEN DATE : 10/19/2023 TIME: 02:00 PM**

**BIDDER:**

CONTINUE FOR A PERIOD OF FIVE (5) YEARS AFTER PROJECT ACCEPTANCE OR AS REQUIRED BY APPLICABLE STATE AND FEDERAL LAW. THE CONTRACTING ENTITY AND ANY SUBCONTRACTOR OF THE CONTRACTING ENTITY SHALL MAINTAIN ALL TIMEKEEPING AND EXPENSE RECORDS RELATED TO THIS AGREEMENT FOR THE ENUMERATED FIVE (5) YEAR PERIOD.

33. CYBERSECURITY TRAINING: IN ACCORDANCE WITH LA. R.S. 42:1267(B)(3) AND THE STATE OF LOUISIANA'S INFORMATION SECURITY POLICY, IF THE CONTRACTOR, ANY OF ITS EMPLOYEES, AGENTS, OR SUBCONTRACTORS WILL HAVE ACCESS TO STATE GOVERNMENT INFORMATION TECHNOLOGY ASSETS, THE CONTRACTOR'S EMPLOYEES, AGENTS, OR SUBCONTRACTORS WITH SUCH ACCESS MUST COMPLETE CYBERSECURITY TRAINING ANNUALLY, AND THE CONTRACTOR MUST PRESENT EVIDENCE OF SUCH COMPLIANCE ANNUALLY AND UPON REQUEST. THE CONTRACTOR MAY USE THE CYBERSECURITY TRAINING COURSE OFFERED BY THE LOUISIANA DEPARTMENT OF STATE CIVIL SERVICE WITHOUT ADDITIONAL COST OR MAY USE ANY ALTERNATE COURSE APPROVED IN WRITING BY THE OFFICE OF TECHNOLOGY SERVICES.

FOR PURPOSES OF THIS SECTION, "ACCESS TO STATE GOVERNMENT INFORMATION TECHNOLOGY ASSETS" MEANS THE POSSESSION OF CREDENTIALS, EQUIPMENT, OR AUTHORIZATION TO ACCESS THE INTERNAL WORKINGS OF STATE INFORMATION TECHNOLOGY SYSTEMS OR NETWORKS. EXAMPLES WOULD INCLUDE BUT NOT BE LIMITED TO STATE-ISSUED LAPTOPS, VPN CREDENTIALS TO ACCESS THE STATE NETWORK, BADGING TO ACCESS THE STATE'S TELECOMMUNICATIONS CLOSETS OR SYSTEMS, OR PERMISSIONS TO MAINTAIN OR MODIFY IT SYSTEMS USED BY THE STATE. FINAL DETERMINATION OF SCOPE INCLUSIONS OR EXCLUSIONS RELATIVE TO ACCESS TO STATE GOVERNMENT INFORMATION TECHNOLOGY ASSETS WILL BE MADE BY THE OFFICE OF TECHNOLOGY SERVICES.

# Invitation to Bid

<b>SPECIAL TERMS &amp; CONDITIONS</b>	Page 6 of 7
<b>NUMBER : 007246</b> <b>OPEN DATE : 10/19/2023</b> <b>TIME: 02:00 PM</b>	<b>BIDDER:</b>
<p>This bid is to be effective for a period of one year from date of award. At the option of LSUHSC-S and acceptance by the vendor, this bid can be renewed for two (2) additional twelve (12) month periods at the same prices and terms. All prices are to be firm for the duration of the bid, but wherever there is a general reduction in price which is lower than the contract price, said reduction shall be presented directly to LSUHSC-S. Approximate quantities as set forth are estimated yearly usages only and the successful bidder must supply at bid prices actual requirements as ordered whether the total of such requirements is more or less than the quantities shown. No specific quantities are guaranteed. Only those quantities required will be ordered. All bids become a matter of public record at the bid opening. By submitting a bid, the bidder specifically assumes any and all risks and liability associated with information marked confidential in the bid and the release of the information.</p> <p><b>FISCAL FUNDING:</b> The continuation of the contract is contingent upon the continuation of an appropriation of funds by the Legislature to fulfill the requirements of the contract. If the Legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such Appropriation is reduced by the veto of the Governor or by any means provided in the Appropriations Act or Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated. All bidders should be aware that our legislative process is such that it is often impossible to give prior notice of the non-appropriation of funds.</p> <p><b>TERMINATION: TERMINATION OF THE CONTRACT FOR CONVENIENCE:</b> The State may terminate the contract at any time by giving thirty (30) days written notice to 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. <b>TERMINATION OF THE CONTRACT FOR CAUSE:</b> The State may terminate the contract for cause based upon the failure of Contractor to comply with the terms and/or conditions of the contract, or failure to fulfill its performance obligations pursuant to the ITBV, 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 corrected such failure or in the case of failure which cannot be corrected in the thirty (30) days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then the State may, at is option, place the Contractor in default and the contract shall terminate on the date specified in such notice.</p> <p>Vendor shall present to the Purchasing Department of LSUHSC-S a Certificate of Insurance prior to the commencement of work showing the attached coverage. *PLEASE ENSURE BID NUMBER IS VISIBLE ON OUTSIDE OF THE BID ENVELOPE/PACKAGE*</p>	

# Invitation to Bid

PRICE SHEET		Page 7 of 7			
<b>NUMBER : 007246</b> <b>OPEN DATE : 10/19/2023      TIME: 02:00 PM</b>		<b>BIDDER:</b>			
<b>UNLESS SPECIFIED ELSEWHERE SHIP TO:</b> <b>1501 Kings Highway</b> <b>Shreveport LA 71103</b>					
Line No.	Description	Qty	UOM	Unit Price	Extended Amount
1	Publication for the 2023-2024 LSU Health Shreveport Yearbook with the option to renew the bid for the 2024-2025 and 2025-2026 editions. See attached Specifications..... Specify brand, model bid(if applicable)	1.00	LOT		

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER  
SCHOOL OF MEDICINE IN SHREVEPORT  
1501 KINGS HWY  
SHREVEPORT, LA 71103

Date October 5, 2023

**INSTRUCTIONS:**

1. Your bid must be made on the attached form in duplicate and returned in the enclosed envelope.
2. Any bid received after bid closing time will be returned unopened.
3. The University cannot accept bids or alterations by fax or phone.
4. If bid is mailed, send registered or certified, return receipt requested, a written receipt will be given to bidder or his agent if bid is delivered.

**INVITATION**

Sealed bids, subject to the conditions herein stated will be received at this office until 10-19-2023 at 2:00 PM and then publically opened for furnishing the following products and/or services for LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER, SCHOOL OF MEDICINE IN SHREVEPORT

---


DESCRIPTION

**YEARBOOK PRINTING**

---

PLEASE ACKNOWLEDGE ON BID ANY BULLETINS

PREFERENCE IS HEREBY GIVEN TO MATERIALS, SUPPLIES, AND PROVISIONS, PRODUCED, MANUFACTURED, OR GROWN IN LOUISIANA, QUALITY BEING EQUAL TO ARTICLES OFFERED BY COMPETITORS OUTSIDE OF THE STATE.

  
Mary Alice Templeton  
Director of Purchasing and Materials Management

**After submission of bids, vendors must be available to present demonstrations of their on-line program by November 1.**



Each company's service representative shall submit a list of the local schools (within a 90 mile radius of LSUHSC-S) for whom they **currently** are providing yearbook services identifying which schools are utilizing an **online web-based program** and also provide a complete list of all of the schools for whom they have provided yearbook services in the last four years. This list should provide the name of a reference or contact person who can provide information on the quality of work at each school.

### **Online Web-Based Program Specifications**

The Owner intends to utilize an online web-based yearbook service / product. **The school will take into consideration in its evaluation of the following with respect to a bidder's ability to meet the school's product and service requirements: quality, suitability for the intended use, technological compatibility, and the experience, reputation, service, and educational/technological expertise of the assigned representative.**

The online program must be able to import and place ".jpg", ".png" and ".heic" files for yearbook ads, etc. and must be capable of creating 9 x 12" pages.

The bidder must provide with their proposal at least three (3) sample yearbooks from a current customer that would be essentially equivalent to standards as outlined in the specifications that follow.

Each company must be able to provide a live demonstration in a potential follow up interview, if requested.

The company must offer a web-based creation program in which all page creation, picture adjusting and placement, text editing and indexing is done on the internet at the company's secure website.

The site must work from any computer with internet access without the installation of company software.

This web-based tool must effectively operate with the school's internet connection and speed, and with the computers in the yearbook production office.

The company must state the hardware and network requirements for optimal speed and functioning of the online program.

The online program for the 2023-24 school year must be fully functioning and available (with templates and fonts) starting by the end October 2023.

The online program must have the ability to add fonts and set type styles and sizes along with assorted body fonts – some available with accent marks (for names, etc.) – and heading fonts, etc.

The online program must have the ability to place column guides, ruler guides, and a complete page grid.

The online program must allow for typing directly on the page without a time delay.

The online program must have a zoom in and zoom out function.

The online program must have the ability to easily crop, resize, flip and rotate pictures directly on the yearbook page.

The online program must have photo editing directly on the Site (red eye reduction, cob, colorizing, lightening and darkening, saturation adjustments, etc.).

The online program should have a filing system to organize uploaded photos by date, club, sport, etc.

The online program must have the ability to alert users if pictures have been used already in the book, how many times, and on what pages.

The online program should have the ability to auto flow student portraits with their names. This function must organize student and staff portraits by program (& year) and department.

The online program must allow the school to create auto flow student portraits in any size.

The online program must have a function to align text (left, right, justified and centered).

The online program must allow unlimited photos to be uploaded to its site at one time.

The online program must have a function for zooming in on uploaded photos.

The online program must allow photos to be deleted from a page without deleting the photo box.

The online program must have drop shadowing of text, photo boxes and all graphic elements.

The online program must have index options that include 3-6 columns of text.

The online program must have special features such as facial recognition that allows staff to easily identify students.

A (virtual) digital YB will be provided by vendor (via a link) free of charge.

#### PROPOSAL FOR YEARBOOK PRINTING FOR LSU HEALTH SCIENCES CENTER SCHOOL OF MEDICINE IN SHREVEPORT

For the Typography, Printing, and Binding of a yearbook publication for the students at Louisiana State University Health Sciences Center School of Medicine in Shreveport, hereinafter designated as the Yearbook. All bid proposals shall be sealed bids submitted as specified below to the Director of Purchasing of Louisiana State University Health Sciences Center School of Medicine in Shreveport, hereinafter called the University.

DIRECTOR OF PURCHASING AND MATERIALS MANAGEMENT  
LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER  
SCHOOL OF MEDICINE IN SHREVEPORT  
1501 KINGS HWY  
SHREVEPORT, LA 71103

The undersigned \_\_\_\_\_  
of \_\_\_\_\_ State of \_\_\_\_\_  
hereinafter called the Printer, proposes to print and bind the above mentioned publication in accordance with the terms, instructions and conditions, basic specifications and general hereinafter set for and which are hereby made a part of this proposal. In addition, any contract entered into through this proposal shall be governed by and subject to all the terms and conditions provided in the statutes of the State of Louisiana relating to such contracts.

### INSTRUCTIONS AND CONDITIONS

**INTERPRETATION OF DOCUMENTS:** Request for prior approvals or interpretation of documents must be made 7 days prior to the bid opening date. Any interpretation of the documents will be made by Addenda only, issued by the Director of Purchasing, and a copy of such Addenda will be mailed or delivered to each person receiving a set of the documents. The University will not be responsible for any other explanation of the proposed documents.

**Section One:** Proposals are for the editions of the scholastic year of **2023 – 2024** known as the **2024** Yearbook with an alternate proposal for both the **2024 – 2025 & 2025 – 2026** editions. Bids are to be filled out in duplicate on the forms furnished for that purpose of exact copies thereof and in case of any difference the quotation on the original shall be accepted. Bids submitted on any other forms may be considered informal and may be rejected. All quotations requested must be filled in and prices stated in words and figures. Conditional bids will not be considered. Compliance with all conditions herein is necessary for consideration. Any bid not complying with all conditions may be cause for rejection of bid.

**Section Two:** Sealed bids subject to conditions herein stated will be received by the Director of Purchasing and Materials Management until **10/19/2023 at 2:00PM** and then publicly opened in the Purchasing Office, Shreveport, Louisiana.

**Section Three:** Each bidder shall accompany his proposal with a certified check, or bid bond for five (5) percent of his quotation for all labor, services, and materials as described in Section Fifteen A, Fifteen B, and Fifteen C for 700, 900 and 1,100 copies of 184 pages. This check or bid bond shall be drawn in favor of Louisiana State University and Agricultural and Mechanical College. Should the bidder to whom the work is awarded fail to execute the contract and furnish a performance bond in full amount of the bid within ten (10) days after notice from the University that the work has been awarded to him, his guarantee deposit or bid bond shall be forfeited to the University as liquidated damages and the Bidder shall cease to have any right to or in the Contract. The University may then proceed to award the contract to one of the other bidders or to re-advertise for bids, at the option of the University.

**Section Four A:** Each bidder shall submit three (3) samples of **2023**, 9 x 12 yearbooks from four-year colleges and universities printed by his establishment during the past scholastic session, of work equal to or similar to that called for in the bid and especially samples of all

typesetting, make-up, press work and binding. *If requested*, bidder will furnish the name, title, and address of the person in authority for each sample college/university yearbook.

*If requested*, bidder must supply all working materials and services without additional cost, including but not limited to the following: bidders must manage and maintain an online website to prepare all yearbook pages including placement of student portrait sections.

No part of the work except the furnishing of photographs, ink, paper, glue and other raw materials shall be purchased from or transferred to another concern. Contracting with another entity to perform the printing required by the contract is prohibited. Specifications prohibit involving entities in the work which have no contract with the University.

*If requested*, bidder shall provide consultation services by a highly-trained and knowledgeable specialist. The vendor must make visits on campus to work with the staff when notified of a need for such services. The vendor must be prepared to spend as much time as required in consultation on such subjects as design, photography, copy writing and copy fitting, typography, artwork, special effects, color preparation, availability and prices of materials, production schedules and any other subjects relating to publications.

Bidder must provide in-plant customer service representatives, as well as in-plant technical support personnel, who will be able to assist the yearbook staff directly with any questions and/or problems on a regular basis.

Please include with the bid the name and history of experience of the person(s) who will provide these services.

---

---

---

---

The bidder must furnish page proofs for all pages in the yearbook if requested. These must be laser proofs (or better) made from the completed pages, showing all type, line work, artwork, photographs, screens, etc., as per the original layout and copy. Reprints must be available upon request. No manipulations should be made to pages submitted by the yearbook staff unless given permission by the yearbook staff.

This information and such other information as is necessary to show ability to complete the contract successfully will be required before an award is made. Failure to submit such information shall be cause for rejection of any bid proposal and should the University doubt the competence of any bidder to produce the quality of work specified and within the time limits specified, it reserves the right to disregard any bid proposal from such bidder and accept the base bid or alternate(s) of another bidder.

**Section Four B:** The University reserves the right to reject any and all proposals and to waive any informalities. See Invitation to Bid Standard Terms & Conditions, Item 15. Awards

**Section Five:** The acceptance of any bid submitted shall create a valid contract between the University and the Printer who has submitted the bid and to whom the contract has been awarded, and the specifications, prices quoted, terms of payment, time of delivery, and other conditions set forth in the proposal shall constitute an integral part of such contract. Any

contract thus made does not compel the University to publish the annual nor to spend any specified sum, and if the book is not published, and no materials ordered or mechanical work performed, there is no financial obligation incurred on the part of the University. If the book is abandoned after production has begun, the Printer is to be paid only for the materials ordered and actual work produced at that date, any materials ordered shall become the property of the University to be disposed of as it sees fit.

**Section Six:** The University reserves the right to cancel any contract resulting from this proposal at any time upon non-performance on the part of the Printer, or failure to comply exactly with the production schedule as defined in Section 14, 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 Printer 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 Printer for all work done by him until the damages done by him shall be ascertained.

#### TERMS OF PAYMENT

**Section Seven:** For the satisfactory completion of the work performed by any printer to whom the contract may have been awarded under a bid proposal, the University agrees to pay for the cost of the publication within thirty (30) days after completion of the entire work covered by such contract. No down payments will be required. Full payment will be made after finished product is received and inspected and an accurate invoice is received.

**Section Eight:** All billing shall be in accordance with instructions from the Louisiana State University Health Sciences Center School of Medicine in Shreveport Purchasing Office. 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 quotation in advance for any work not specifically mentioned in this proposal.

#### MECHANICAL REQUIREMENTS

**Section Nine:** The mechanical requirements consist of typography, presswork, and binding, and the bidder must provide satisfactory evidence of adequate and suitable equipment as specified herein to be awarded the bid. The equipment is located at

\_\_\_\_\_.

(name of firm, city, state)

The University reserves the right to inspect the plant before awarding the bid.

**Section Ten A:** The typography, must be first class in every respect, all typefaces must be sharp and clean. In order to qualify a bidder must have in use in his own plant, at least fourteen (14) families of body type with each having contrasting faces in bold, italic, and bold italic. The body type must be available in four (4) sizes ranging from 5 to 6 point up to and including 12 point. Samples of all body type available by printer must be submitted with this bid. Printer has

\_\_\_\_\_ (number) of type setting machines or systems available in his plant on which specified body type can be set. Some body fonts "with accent marks" for names must be included in fonts offered.

**Section Ten B:** A wide variety of heading styles is necessary. The bidder must possess at least fifty (50) up to date acceptable heading styles in 14 point, 18 point, 24 point and 30 point sizes. Display heads should range from 48 point to 72 point. A lack of suitable typefaces may be cause for rejection of any bid. The bidder must submit samples of all regular heading and display heading type available with this bid. The printer has \_\_\_\_\_ (number) of machines or systems that regular headings can be set and \_\_\_\_\_ (number) of machines that display heads can be set to meet the specifications as outlined above.

## PRESSWORK

**Section Eleven A:** All bidders are cautioned that they will be required to observe strictly the requirements for first class work, and the University reserves the right to have the Printer mail complete press sheets of each form of eight pages as each is completed and if the printed sheets show defects and do not measure up to first class workmanship the University will have the right to reject any form that is not up to required standards and require the Printer to reprint such forms without additional cost. The requirements for the quality of presswork are listed below and must be rigidly observed.

**Section Eleven B:** All printing shall be performed in the continental United States and winning bidder shall not use a third party printer outside of the continental United States. The presswork must meet the best standards of fine halftone printing. In general, the pages are to be printed in forms of eight (8) pages. The printed sheets must be free of broken type, set-off, or other defects. Cuts indicated for bleeding must bleed properly without trimming the book undersize and the paper stock must be large enough to accommodate cross bars and bleeds on all pages: top, bottom, left, and right. The printed sheets shall show adequate and uniform distribution of ink on both type and cuts and shall be free from "picks" and filling up of highlight halftone areas. All color work must register. In order to have sufficient time for careful make ready and press run, and at the same time conform to the production schedule as defined in Section Fourteen A, the bidder must have installed and in operation in his plant at the time his bid is submitted a minimum of four sheet-fed presses of sufficient bed size to permit the printing of a form of eight (8) pages at a time, and also four-color press of the same bed size. The printer has \_\_\_\_\_ (number) of presses installed in the plant which meet the specifications as outlined above.

**Section Eleven C:** Plate making and presswork must be of the highest standard and the following methods of manufacture must be rigidly observed; if plates are not produced digitally, all negatives must be made of Eastman contact screen, 150 lines per inch or better; all reproductions of copy in negatives form eight in line or halftone is to transferred to pre-sensitized aluminum plates manufactured by the Minnesota Mining and Manufacturing Company, and known as 3M pre-sensitized aluminum plates or an equivalent pre-sensitized aluminum plates of some other make which the University may deem to be equal in quality. The University considers the above requirements as essential for fine offset reproduction and reserves the right to require that the bidder to whom the contract may be awarded shall ship all offset plates that are used in the reproduction of the Yearbook to the University as evidence of having fully complied with the above specifications.

**Section Eleven D:** All four-color process work is to be fully color-corrected and printed from plates using a screen of 150 lines per inch.

## BINDERY

**Section Twelve A:** The Bidder must be equipped to do all the bindery work including the folding, gathering, sewing, forwarding, and finishing in his own plant. Binding must be professionally sewn with prestretched nylon thread not just glued. The following equipment is considered as minimum.

**Section Twelve B:** Two folding machines, with automatic feeders to handle an adequate sheet size as specified. The producing plant has \_\_\_\_\_ (number) machines(s) to meet this requirement.

**Section Twelve C:** One automatic cutting machine or three knife trimmer. The producing plant has \_\_\_\_\_ (number) machine(s) to meet this requirement.

**Section Twelve D:** One automatic rounding and backing machine (hand rounding and backing by clamps will not be accepted). The producing plant has \_\_\_\_\_ (number) machines(s) to meet this requirement.

**Section Twelve E:** One automatic casing-in machine sufficiently large enough to process 9 x 12 sewn books. The producing plant has \_\_\_\_\_ (number) machine(s) to meet this requirement.

**Section Twelve F:** Four Smyth-type sewing machines with straight needles, sufficiently large enough to sew folded signatures 9-1/2 x 12-1/2 inches. The producing plant has \_\_\_\_\_ (number) machines(s) to meet this requirement. Binding must be professionally sewn.

**Section Thirteen:** The University considers it essential that the bidder have adequate equipment with respect to typography, presses and binding in order to maintain speed in production without sacrifice in the quality of workmanship and therefore reserves the right to require from the bidder to whom the work is awarded, a notarized affidavit attesting to the mechanical requirements as set forth in this proposal.

## PRODUCTION SCHEDULE – TYPESETTING AND MAKEUP

**Section Fourteen A:** The bidder who is awarded the contract shall proofread all work with due care, furnish clean proofs and revisions. There will be no charges for author's corrections except for editor's changes from copy, and in case of dispute, the Printer agrees to abide by the decision of the University as to the amount and cost of such revisions. Printer's paste-up or make-up must conform to layouts submitted by the Yearbook. Within thirty (30) calendar days after receipt of final layouts, necessary manuscript copy, and photographs, the Printer agrees to send by First Class Mail proofs paste-up to the editor which shall consist of a proof of the type and line shots.

A second set of proofs will be submitted as the final proof. The work must be executed as ordered, and work which does not satisfy the staff must be redone without extra or additional charge. A sample of the proofs used by the bidder should be enclosed with proposal.

If in the decision of the University the final proofs are not satisfactory, the University shall have the option of receiving without additional charge a third set of photographic proofs. The staff shall have four days for proofreading the first set of proofs and four days for reading the final set of proofs. The Printer shall not print any sections in advance without the written consent of the Yearbook.

**Section Fourteen B:** Pages will be built on the Printer's online website. **The Printer must have the capability to keep files from prior yearbook available for use at same time production is ongoing for current yearbook.** A special training session will be necessary to acquaint the yearbook staff with the online website page creation and process to submit pages online.

**Section Fifteen A:** The Printer agrees to furnish the necessary ink and the materials specified below, to set in type, print and bind the book; the size of the trimmed paper is to be 9" x 12" or an approximate size that is agreeable to the staff and the Printer provided the overall area of the trimmed page contains a minimum of 108 square inches. Yearbook will be 184 pages; 700, 900 and 1,100 copies. The typography shall conform to the standards set forth in Section Ten. The bid must be for all color pages. The inside paper pages shall be printed in black ink unless otherwise ordered by the Yearbook at no additional expense. The printed sheets are to be folded, gathered, and sewn with prestretched nylon thread in sixteen page signatures, and then trimmed, rounded, backed, and glued securely in the cover case. Each completed book shall be carefully inspected for blemishes and no imperfect books are to be delivered. The books are to be carefully packed. All shipments shall be insured to cover damages that may occur during shipment.

**Section Fifteen B:** The inside paper stock shall be double coated, 100# white enamel text paper stock, ordered in such sizes as to accommodate bleed pages and to be of a basic substance of the weight of eighty pounds to the ream of 25 x 38 in chase. The quality of the enamel shall be Meads black and white, Warren's Lustro, Oxford's Polar Superfine, or equivalent. Bidder is to stipulate a choice of paper surfaces (gloss, flat, etc.) to be selected by staff. Bidder must specify brand name of paper.

End sheets are to be 65# cover-weight Vellum Bristol or equivalent stock to be selected by staff. End sheets are to be printed on with process color, with a different design (including text shapes, text, and photos) on the front and back end sheets. Bidder must specify brand name of paper.

**Section Fifteen C:** The cover case shall be manufactured by the Publisher at the Publisher's plant. The cover shall be school designed silk screened and/or embossed with the staff supplying the die arrangement on the cover. The cover background will be overgrained and the staff has the option to silk-screen or foil stamp the embossed die areas. Covers are to be a hard case cover. Cover boards shall be 160 point tempered binders board. Posted clipboard or equivalent shall not be accepted.

Covers are to be school designed. Up to 6 hours of creative/mechanical artwork time by the company's artists are to be included in the base proposal. First visit by yearbook rep will include all samples for deciding color and material for cover and available options for emblems, fonts, etc.



Covers are to be made after paper stock has been selected and the final number of pages have been determined to ensure proper fit.

Up to two full-size color printed cover proofs are to be provided to the staff as well as availability to preview on website.

Covers are to be lithograph, CYMK process colors, with text and color photos on front, spine and back with gloss or matte lamination.

Copy submission deadlines and the final book delivery dates will be established and must be agreed upon by the school and the company. Books are to be delivered to the school a suitable date agreeable to both parties.

The Printer agrees to anticipate the estimated needs of the publication of the necessary paper and covers specified in Section 15B and 15C, including all necessary waste and spoilage, and in addition thereto, enough material to permit an increase later by the University in the number of copies or the number of pages in excess of basic specifications, not to exceed six percent (6%) for either or both items, and to purchase such materials in sufficient time as not to delay the delivery of the publication and to render no charges for storage, interest, or insurance for such purchases.

Pages must be printed on digital press. All photos should automatically be color corrected by the printer.

The printing plant must be located within 1,000 miles of the University and printing must be performed in the continental United States. The printing plant must be limited to printing yearbooks and not be a commercial company that prints primarily commercial books. Our yearbook will be printed in all color.

In addition to the items noted above, the following must also be included as part of the base bid. Please confirm inclusion of these items in the base price by checking each item.

A guaranteed ship date if the school meets all of the deadline will be within 45 days of approved proof.

In accordance with the above specifications, bidder should itemize costs as follows:

**Per Book, incl. base cover**

Base price, per book, including base cover \$ \_\_\_\_\_

Additional charges per book for the following based on the above-specified number of books:

Additional artwork (hourly charge) \_\_\_\_\_

Additional color applied to cover \_\_\_\_\_

Additional signature (16 pages) of four-color \_\_\_\_\_

**Section Fifteen D:** For the ink and labor for printing and binding as set forth in Section Fifteen A, and for the furnishing by the Printer of the paper required as set forth in Section Fifteen C, in short for all necessary materials and labor, the Printer agrees to charge for 700, 900 or 1,100 copies of 184 pages as follows.

2024 \_\_\_\_\_

2025 \_\_\_\_\_

2026 \_\_\_\_\_

**Section Sixteen A:** Additional pages in multiples of eight pages may be added from the basic contract. On the basis of 700, 900 or 1,100- copies, the cost of extra pages, with the Printer furnishing the necessary paper shall be

\_\_\_\_\_ per page.

**Section Sixteen B:** Additional or less copies may be ordered by the University provided notification is given the Printer before covers are ordered and first form goes to press. On the basis of 184 pages, the price of each additional copy shall be \_\_\_\_\_

per copy; deductions for each copy less than the number specified in the basic contract will be \_\_\_\_\_ per copy.

**Section Sixteen C:** Additional charge for printing solid or shaded inked area shall be \_\_\_\_\_ per page.

**Section Sixteen D:** The bidder will charge \_\_\_\_\_ per page requiring reverse or overburn printing.

**Section Sixteen E:** Additional charge for printing bourgess (ghosted) halftones shall be \_\_\_\_\_ per application.

**Section Sixteen F:** Additional charge to mortice a halftone into another halftone shall be \_\_\_\_\_ per application.

**Section Seventeen A:** The Printer will charge for each additional color in metallic or non-metallic ink, whether printed from type, plates, or rules, on pages in 8 page flat designated by the Editor on the basis of:

Signature Deadline	1 <sup>st</sup> Page	Additional Pages (same flat)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Section Seventeen B:** Additional charge for printing 4 color transparencies in same 8 page flat shall be:

Signature Deadline	1 <sup>st</sup> Transp.	Additional Transp. (same flat)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Section Seventeen C:** Additional charge for printing 4 color reproductions from MSTC prints in same 8 page flat shall be:

Signature Deadline	1 <sup>st</sup> (2) Page	Additional (2) Pages (same flat)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Section Eighteen A:** Additional charge for printing school designed end sheets in black same front and back shall be \_\_\_\_\_; different front and back shall be \_\_\_\_\_.

**Section Eighteen B:** Additional charge for printing school designed end sheets in black and another color same front and back shall be \_\_\_\_\_; different front and back shall be \_\_\_\_\_.

**Section Eighteen C:** Additional charge to print end sheet in full color same front and back whether transparency or type C prints shall be \_\_\_\_\_.

**Section Nineteen A:** Price per hour for special art work done by company artist, \_\_\_\_\_.

**Additional Books Base Cost (Incl. Cover) Per Book**

Cost of Additional Books \_\_\_\_\_

15 copies provided free-of-charge to off-set any errors in book building (i.e., cover put on backwards / upside down, etc.).

**Section Twenty:** The above prices are based upon the folding of printed sheets in sixteen page sections, and any additional expense incurred but not provided for elsewhere in this agreement, or any additional work of any nature not covered by this agreement involving an expenditure of more than twenty-five (\$25.00) dollars shall not be charged extra until a notification has been sent to the duly authorized representative of the Yearbook, and the charge in question shall have received his sanction and approval. Failure on the part of the Printer to send such notification, or to receive such approval, will release the University from any financial, legal, or moral obligation to pay the Printer for the unauthorized additional expenditures.

**Section Twenty-One:** It is understood that there are no verbal agreements or conditions attached to this proposal, and the contract resulting from the acceptance of this proposal by the University. This shall not be construed to prevent the Yearbook from making subsequent changes or additions to the Publication after the agreement of both parties has been signed, such alterations to be mutually agreed upon by the Yearbook and the Printer. Alterations from copy, changes in style, or any work not 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 the cost of production.

**Section Twenty-Two:** The printer shall provide advisory services to the University. This advisor must be a full time employee of the Printer. Local representation is necessary to fulfill the needs of the yearbook staff. Printer's representative shall make trips to the University at time requested (two or more trips per week during copy preparation). This representative will be notified in advance when his services are required, and will be prepared to spend as much time as his services are required with each visit. List below the name and address of the advisor that will be assigned to the LSU School of Medicine in Shreveport Yearbook.

---

**Section Twenty-Three:** The Printer agrees to furnish two dummies which are to be marked up by the Editor showing relative position of all copy to be used on the book; one copy to be used

by the Printer as a guide, and the other to remain in the possession of the Editor. Proofs of all pages will be submitted, allowing six (6) days for proofing, and a failure on the part of the Yearbook to notify the Printer of omission or errors will release the Printer of all responsibility.

**Section Twenty-Four:** No overtime shall be charged by the Printer unless prior written approval is secured from the Director of Purchasing, Louisiana State University Health Sciences Center, School of Medicine in Shreveport.

**Section Twenty-Five:** Owing to manufacturing fluctuations, a variation of not more than one percent in excess or deficiency of the number of books ordered shall constitute an acceptable delivery---variation to be charged for or deducted at the rate quoted for extra or less copies.

**Section Twenty-Six:** If total copy is submitted to Publisher per \_\_\_\_\_, shipment will be expected by September \_\_\_\_\_. For shipment after September \_\_\_\_\_, Publisher will allow discount of \_\_\_\_\_ percent.

**Section Twenty-Seven:** The above prices are F.O.B. Louisiana State University Health Sciences Center at Shreveport.

The **base proposal** should include the materials, services, and options contained in Section 15B & 15C listed above.

### **Company Representative Experience and Services**

The company representative must be willing to offer at least 25 hours of service time at school to help teach students and work on finalizing pages at no additional charge beyond the bid price. Representative must live within 100 miles of school.

The bidding company representative must provide a list of 100+ enrollment high schools / colleges (within 20 90 miles of LSUHSC-S) currently being served including adviser names and contact information.

The representative must provide references with respect to their services from at least five colleges with whom they are currently working.

The representative must provide on the school premises, at a minimum, a full day student-friendly training workshop on how to use the online program at the school.

The representative must have experience in presenting and explaining material at a student level in a classroom setting.

The company representative must be able to create their yearbooks with the company's online program. The representative must have curriculum materials available for use.

The bidding representative must have Adobe PhotoShop skills necessary for creative yearbook production.

The company must hold outside school workshops during the year.

The bidding representative must provide an updated curriculum for photography skills, provide curriculum for yearbook journalism with access to updated lesson plans, handouts, grading and rubrics (no more than two years old). The company must offer training CD's and/or videos for its online design program or something equivalent. The bidding representative must provide monthly educational handouts for advisors, samples of past educational handouts, and a monthly newsletter for advisors and staff and email company newsletters with pertinent school information. The bidding representative must provide advisors email tips on how to make their job easier and book better, and also provide samples of past email tips to advisors.

The company should offer new (and seasoned) advisor workshops and training and at some point during the year provide contact information for these.

### **Online Photo Templates and Processing**

The company must provide professional pre-designed templates and book style options.

The rep must be able to upload the templates to the school's Ladders for production.

These templates and their fonts must be available for use by September, 2023 (and each September thereafter) for early production of the following year's books.

The online program must have a drop and drag function for placing pre-designed templates and for placing pictures onto pages.

The online program must have the ability to save pages and design modules as templates, including student-designed pages and modules.

The online program must have a virtual book which allows the advisors and staff to flip through the books page by page, and a digital yearbook accessible by a link (at no extra cost).

The online program must have a function for instantly typing on a curved or angled line.

The online program must have an automatic text wrap function.

The online program must have a grabber hand that allows users to quickly move across a page.

The online program must have a function that lists every person who is featured in the book and on what page.

The online program must have the ability to save pages, images, and templates from one school year to the next (required).

The online program must show data about each photo, including resolution and maximum print size.

The online program must have the ability to switch pages from color to black and white (and vice versa) without having to rework pages or photos.

The online program must have a Post-it Note feature that allows students and the advisers to post non-printing virtual notes on yearbook pages.

The online program must have the ability to automatically place backgrounds and photos as backgrounds.

The online program must allow for ghosting of photos or parts of photos.

The online program must offer a variety of rounded corners for photo boxes.

The online program must allow users to open multiple page files at once and to copy and paste from one page file to another.

The online program must offer a staff history report so the advisers know who has been on what pages and what they have done.

The online program must offer a page history so advisors and staff can retrieve previously saved versions of pages.

The online program must show page submission deadlines and how many pages are due in each deadline. Deadlines must be flexible with consent from company and school.

The online program must show cover and end sheet deadlines also; these deadlines must be somewhat flexible with consent of company and school.

The online program must list a deadline for the final quantity of books to order.

The above proposal is submitted by: \_\_\_\_\_  
(signature)  
\_\_\_\_\_  
(address)  
\_\_\_\_\_  
(city, state, zip code)

BOARD OF SUPERVISORS  
LOUISIANA STATE UNIVERSITY AND AGRICULTURAL  
AND MECHANICAL COLLEGE

FOR LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER  
SCHOOL OF MEDICINE IN SHREVEPORT

\_\_\_\_\_  
(signature)  
\_\_\_\_\_  
(address)  
\_\_\_\_\_  
(city, state, zip code)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at  
Shreveport, Louisiana.

ALTERNATE BID NO. 1

At the option of the University, the 2025 and 2026 publications may be awarded from this proposal, on a year to year basis.

For an additional one (1) year contract, covering the 2024-2025 edition, the Printer will allow a \_\_\_\_\_% discount on all quotations.

For an additional one (1) year contract, covering the 2025-2026 edition, the Printer will allow a \_\_\_\_\_% discount on all quotations.

It is understood that any case discounts will be deducted after deducting the discount quoted in this section. It should be understood that the discount quoted is for 2025 and 2026 Yearbook only. The contract is to be awarded on the basis of quotations given for the 2024 Yearbook for which the discount does not apply.



**\*\* EXHIBIT A \*\***

**INSURANCE REQUIREMENTS FOR CONTRACTORS**

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

**A. MINIMUM SCOPE OF INSURANCE**

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability "occurrence" coverage form CG 00 01 (current form approved for use in Louisiana). **"Claims Made" form is unacceptable.**
2. Insurance Services Office form number CA 00 01 (current form approved for use in Louisiana). The policy shall provide coverage for owned, hired, and non-owned coverage. If an automobile is to be utilized in the execution of this contract, and the vendor/contractor does not own a vehicle, then proof of hired and non-owned coverage is sufficient.
3. Workers' Compensation insurance as required by the Labor Code of the State of Louisiana, including Employers Liability insurance.

**B. MINIMUM LIMITS OF INSURANCE**

Contractor shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
2. Automobile Liability: \$1,000,000 combined single limit per accident, for bodily injury and property damage.
3. Workers Compensation and Employers Liability: Workers' Compensation limits as required by the Labor Code of the State of Louisiana and Employers Liability coverage. Exception: Employers liability limit is to be \$1,000,000 when work is to be over water and involves maritime exposure.

**C. DEDUCTIBLES AND SELF-INSURED RETENTIONS**

Any deductibles or self-insured retentions must be declared to and approved by the Agency. The Contractor shall be responsible for all deductibles and self-insured retentions. At the option of the Agency, the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

**D. OTHER INSURANCE PROVISIONS**

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages
  - a. The Agency, its officers, officials, employees, Boards and Commissions and volunteers are to be added as "additional insured's" as respects liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor, premises owned, occupied or used by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Agency, its officers, officials, employees or volunteers.

- b. The Contractor's insurance shall be primary insurance as respects the Agency, its officers, officials, employees, Boards and Commissions or volunteers. Any insurance or self-insurance maintained by the Agency shall be excess and non-contributory of the Contractor's insurance.
  - b. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, officials, employees, Boards and Commissions or volunteers.
  - c. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
2. Workers' Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the Agency, its officers, officials, employees and volunteers for losses arising from work performed by the Contractor for the Agency.

3. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits except after thirty (30) days' prior written notice has been given to the Agency.

**E. ACCEPTABILITY OF INSURERS**

Insurance is to be placed with insurers with a Best's rating of **A-:VI or higher**. This rating requirement may be waived for workers' compensation coverage only.

**F. VERIFICATION OF COVERAGE**

Contractor shall furnish the Agency with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the Agency before work commences. The Agency reserves the right to require complete, certified copies of all required insurance policies, at any time.

**G. SUBCONTRACTORS**

Contractor shall include all subcontractors as insured's under its policies OR shall furnish separate certificates for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

## INDEMNIFICATION AGREEMENT

The \_\_\_\_\_ agrees to protect, defend, indemnify, save and hold  
Contractor/Subcontractor  
harmless the University, State of Louisiana, all State Departments, Boards and Commissions, its  
officers, agents, servants and employees, including volunteers, from and against any and all  
claims, demands, expense and liability arising out of injury or death to any person or the damage,  
loss or destruction of any property which may occur or in any way grow out of any act or  
omission of \_\_\_\_\_, its agents, servants, and \_\_\_\_\_  
\_\_\_\_\_ employees or any and all costs,

Contractor/Subcontractor  
expense and/or attorney fees incurred by \_\_\_\_\_, as a result of any  
Contractor/Subcontractor  
claims demands and/or causes of action except of those claims, demands, and/or causes of action  
arising out of the negligence of the University, State of Louisiana, all State Departments, Boards,  
Commissions, its agents, representatives, and/or employees.

\_\_\_\_\_ agrees to investigate, handle, respond to,  
Contractor/Subcontractor  
provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to  
bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or  
fraudulent.

Accepted by \_\_\_\_\_

Company Name

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date Accepted \_\_\_\_\_

Is Certificate of Insurance Attached \_\_\_ Yes \_\_\_ No

Contract No. \_\_\_\_\_ for \_\_\_\_\_

Louisiana State University & A & M College

PURPOSE OF CONTRACT: \_\_\_\_\_