

Bid Number: 40003-10568

Date: May 31, 2024

BOSSIER PARISH COMMUNITY COLLEGE
PURCHASING DEPARTMENT
BUILDING J
6220 East Texas Street
Bossier City, LA 71111
(318) 678-6298

INVITATION FOR BID: Sealed bid, subject to the conditions herein stated and attached hereto, will be received at this office until June 24, 2024 @ 2:00 P.M.CST and then publicly opened for furnishing the items and/or services as described below for Bossier Parish Community College.

DESCRIPTION
BID FOR ANNUAL PRINTING & PROMOTIONAL SUPPLIES
AS PER ATTACHED SPECIFICATIONS

PLEASE FILL IN ALL BLANK SPACES

Terms will be _____ and shipment will be received within _____ days after receipt of order

In compliance with and subject to the conditions thereof, the undersigned offers and agrees if this bid be accepted within 60 days from date of opening to furnish any or all of the items (or sections) at the price set opposite each item (or section).

_____ Vendor Name	_____ Signature of Authority (Re:L.R.S. 39:1594)
_____ Address	_____ Title
_____ City, State, Zip	_____ Tax Identification Number
_____ Telephone Number	_____ Fax Number
_____ Date	

ACCEPTANCE/AWARD

Date of Award and Execution

Recommendation: _____

Approved: _____

Gayle Doucet
Director of Purchasing

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. Bids submitted in the following manner will not be accepted.

1. Bid containing no signature indicating intent to be bound.
2. Bid filled out in pencil; and
3. Bid not submitted on the state's standard forms.

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

2. Special Envelope

Ensure consideration, all bids should be submitted in the special bid envelope if furnished for that purpose. In the event bid contains bulky subject material, the special bid envelope should be firmly affixed to the mailing envelope.

3. Prices

The bidder must state the prices (written in ink, in figures) for which he proposes to furnish each item and shall show the total extended amount for each based on the quantities shown. In case, however, of conflict between the unit price and the extended amount, the unit price shall govern. Unit prices should be inclusive of any freight charges.

4. F.O.B.

Bid should be FOB Destination/Agency, title passing upon acceptance of merchandise. Failure to comply with this requirement may disqualify your bid.

5. Standard of Quality

Any product or service bid shall conform to all applicable Federal and State laws and regulations and the specifications contained in the IFB. Unless otherwise specified in the IFB, any manufacturer's name, trade name, brand name, or catalog number used in specifications is for the purpose of describing the quality level and characteristic required. Bidder must specify the brand and model number of the product offered in this bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the IFB.

6. Descriptive Information

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

Manufacturer's Numbers and Trade Names

Where manufacturer's product is named or specified, it is understood that "or equal" shall apply, whether stated or not. Such name and number is meant to establish the standard, type, quality, style, etc. BPCC shall be the sole judge as to whether or not the equipment/supply offered is equal to that specified.

7. 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 appointment only to the Purchasing Dept. at BPCC. Written bid tabulations will not be furnished. Copies will not be furnished.

8. Award

Award will be made to the lowest responsible bidder, taking into consideration the quality of the products to be supplied, their conformity with specifications, the purposes for which they are required, and the time for delivery. Bossier Parish Community College reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and to waive any informalities.

9. Purchase Order

If any bid or bids are accepted, an initial purchase order or orders for the entire number of units or part thereof, will be issued not later than thirty (30) days after receipt of bids by the Owner to the lowest bidder offering products which, in the opinion of the College, meet the requirements of these specifications. BPCC reserves the right to cancel any order resulting from this solicitation with 30 days written notice.

10. Conditions of Purchase Orders

We will not in any manner be responsible for goods delivered or work done for our account without a written order. No allowance for boxing or crating. If you cannot fill order as directed, return for advice. Quantities in excess of the order may be returned or held subject to shipper's order, expense and risk. By accepting the order, you hereby warrant that the merchandise to be furnished hereunder will be in full conformity with the specifications, drawing or sample and agree that this warrant shall survive acceptance of the merchandise and that you will bear the cost of inspecting merchandise rejected.

11. Inspection and Acceptance

Upon delivery of each item to the Agency, inspection of the item will be made by Bossier Parish Community College, or their representative, at the point of delivery, or in special cases, at point of origin. Acceptance of the item will be made after inspection determines that all requirements of the specifications and the proposal have been met.

12. Reject

All rejected goods will be at seller's risk and expense, subject to seller's prompt advice as to disposition. Unless otherwise arranged all rejected goods will be returned and charged back including all transportation and handling costs. All packages must reflect the BPCC purchase order number, or it will be refused and returned at vendor's expense.

13. Payment Terms

Cash discounts for less than 30 days or less than 1% or greater than 5% will be accepted but will not be considered in determining awards. On indefinite quantity terms contracts, cash discounts will be accepted and taken 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. Invoices shall be submitted to: Bossier Parish Community College, Accounts Payable, 6220 East Texas Street, Bossier City, LA 71111, attn: Tammy Kennedy. We must pay from ORIGINAL, ITEMIZED invoices as required by the State Legislative Auditor.

14. U.S. Taxpayer Identification Number

Enter your taxpayer identification number in the appropriate space on the Specifications and Bid Form Page. For individuals and sole proprietors, this is your social security number. For other entities, it is your employer identification number. PAYMENT CANNOT BE PROCESSED WITHOUT YOUR TAX I.D. NUMBER.

15. Taxes

The State is exempt from sales/use tax. Vendor is responsible for including all applicable taxes in the bid price.

16. New Products

Unless specifically called for in the IFB, 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 IFB. The manufacturer's standard warranty will apply unless otherwise specified in the IFB.

17. Contract Renewals

Upon Agreement of Bossier Parish Community College Purchasing and the contractor, an open-ended requirements contract may be extended for 2 additional 12-month periods at the same prices, terms and conditions. In such cases, the total contract term cannot exceed 36 months.

18. Contract Cancellation

Bossier Parish Community College 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 with 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 conditions; (3) misrepresentation by the contractor; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with Bossier Parish Community College; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract.

19. Default of Contractor

Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the Bossier Parish Community College Purchasing has determined the contractor to be in default, BPCC Purchasing 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.

20. Davis Bacon Act

The Davis-Bacon Act, United States Code, Title 40, Chapter 3, Section 276(a) requires all laborers and mechanics employed by contractors and subcontractors who work on construction projects financed by federal assistance to be paid wages not less than those established by the Secretary of Labor for the locality of the project when required by federal grant program legislation.

21. Order of Priority

In the event there is a conflict between the Instructions to Bidders or General Conditions and the Conditions of Purchase, the Instructions to Bidders or General Conditions shall govern.

22. Applicable Law

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

23. Discrimination Clause

By submitting and signing this bid, bidder certifies that he agrees to adhere to the mandates indicated by Title VI and VII of the Civil Rights Act of 1964, as amended; The Vietnam Era Veteran's Readjustment Assistance Act of 1974; Section 503 of the Rehabilitation Act of 1973; Section 202 of Executive Order 11246, as amended; and The Americans with Disabilities Act of 1990, Title IX of the Education amendments of 1972, The Age Acts of 1975, and bidder agrees to abide by the requirements of the American of Disabilities Act of 1990. Bidder agrees not to discriminate in its employment practices and will render services under any contract entered into as a result of this solicitation without regard to race, color, religion, national origin, veteran status, political affiliation, or disabilities, any act of discrimination committed by bidder, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation.

24. Special Accommodation

Any "Qualified Individual with a Disability" as defined by the American with Disabilities Act who has submitted a bid and desires to attend the bid opening, must notify this office in writing not later than 7 days prior to the bid opening date of their need for special accommodations. If the request cannot be reasonable provided, the individual will be informed prior to the bid opening.

25. Indemnity

Contractor agrees, upon receipt of written notice of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the state, 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 state, its officers, its agents or its employees. Contractor agrees to investigate, handle, respond to, 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. The State of Louisiana may, but is not required to, consult with the Contractor in the defense of claims, but this shall not affect the Contractor's responsibility for the handling of and expenses for all claims.

26. In accordance with the provisions of R.S. 39:2182, in awarding contracts after August 15, 2010, any public entity is authorized to reject a proposal or bid form, or not award the contract to, a business in which any individual with an ownership interest of five percent or more, has been convicted of, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, Professional, Personal, Consulting, and Social Services Procurement under the Provisions of Chapter 16 of Title 39, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39.

Federal Clauses, If Applicable

27. ANTI-KICKBACK CLAUSE

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

28. CLEAN AIR ACT

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

29. ENERGY POLICY AND CONSERVATION ACT

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

30. CLEAN WATER ACT

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

31. ANTI-LOBBYING AND DEBARMENT ACT

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

32. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)

Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or transmission of intelligence.

33. Certification of No Suspension of Debarment

By signing and submitting any proposal for \$25,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirement in “Audit Requirements in Subpart F of the Office of Management and Budget’s Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards” (Formerly OMB Circular A-133).

A list of parties who have been suspended or debarred can be viewed via the internet at <https://www.sam.gov>

34. Mandatory Disclosure

Under the Uniform Guidance (200.113, shown below) Bossier Parish Community College is obligated to disclose to the Federal awarding agency (or a pass-through if we are a sub-recipient), any violations of Federal criminal law involving fraud, bribery or gratuity violations potentially affecting the Federal Award.

200.113 Mandatory Disclosures

The non-Federal entity or applicant for a federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180 and 32 U.S.C. 3321).

35. In accordance with Louisiana Law, All Corporations (See LA R.S. 12:262.1) and limited liability companies (See LA R.S. 12:1308.2) must be registered and in good standing with the Louisiana Secretary of State in order to hold a purchase order and/or contract over \$25,000.

36. All bid amounts shall be submitted in United State Dollars.

37. Rights to Inventions Made Under a Contract or Agreement

If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small business Firms Under Government Grants, Contracts and Cooperative Agreements,; and any implementing regulations issued by the awarding agency.

38. Standard Preference

A. In accordance with Louisiana Revised Statutes 39:1595, a preference not to exceed 10% may be allowed for paper and paper products manufactured or converted in Louisiana of equal quality. For paper supplied in wrapped reams, each carton and each individual ream shall be clearly labeled with the name of the manufacturer or converter and the location within Louisiana where such paper is manufactured or converted. For paper and paper products supplied in bulk or in other forms, the smallest unit of packaging shall be clearly labeled with the name of the manufacturer or converter and the location within Louisiana where such paper or paper product is manufactured or converted.

Do you claim this preference? Yes _____

Specify Item Number(s): _____

Name and location within Louisiana where such paper or product is manufactured or converted _____

B. A preference may be allowed for products manufactured, produced, grown, or assembled in Louisiana of equal quality.

Do you claim this preference? Yes _____ Specify Item Number(s) _____

Specify location within Louisiana where this product is manufactured, produced, grown or assembled _____.

If so, do you certify that at least fifty percent (50%) of your Louisiana business workforce is comprised of Louisiana residents? Yes _____ No _____

(Note: If more space is required, include on separate sheet. Failure to specify above information may cause elimination from preferences).

39. Preference for United States Products.

In accordance with the provisions of R.S. 39:1595.7, in the event a contract is not entered into for products purchased under the provisions of R.S. 39:1595, each procurement officer, purchasing agent, or similar official who procures or purchases materials, supplies, products, provisions, or equipment under the provisions of this chapter may purchase such materials, supplies, products, provisions, or equipment which

are manufactured in the United States, 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 outside the United States by more than five percent.
- (2) The vendor of such 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 items manufactured in the United States which are within five percent of the lowest bid, the bidder offering the lowest bid on such items is entitled to accept the price of the lowest bid made on such items.
- (4) The vendor certifies that such items are manufactured in the United States.

For the purposes of this preference,

- (1) "Manufactured in the United States" means produced by a process in which the manufacturing, final assembly, processing, packaging, testing, and any other process that adds value, quality, or reliability to assembled articles, materials, or supplies, occur in the United States.
- (2) "United States" means the United States and any place subject to the jurisdiction of the United States.

Do you claim this preference? YES

Specify line number(s): _____

Specify the location within the United States where this product is manufactured:

(NOTE: If more space is required, include on a separate sheet.)

40. E-Verify

Contractor acknowledges and agrees to comply with the provisions of La. R.S. 38:2212.10 and federal law pertaining to E-Verify in the performance of services under this Contract.

41. 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. BPCC 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.

42. Termination for Convenience

BPCC may terminate the contract for convenience at any time by (1) by giving thirty (30) days written notice to the contractor of such termination; or (2) by negotiating with the Contractor an effective date. BPCC shall pay Contractor for, if applicable: (A) deliverable in progress; (B) the percentage that has been completed satisfactorily, and, (C) for transaction-based services up to the date of termination, to the extent work has been performed satisfactorily.

43. ADA Accessibility Requirements

If applicable, the contractor warrants it will comply with federal and state disabilities laws and regulations and also warrants that the products and services provided conform to the applicable accessibility requirements of wcag 2.1 level aa or the most current version (the "accessibility standards"), section 508 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The contractor agrees to promptly respond to and resolve any complaint regarding accessibility of its products and services. If at any time, products and services provided under this contract do not fully conform to the accessibility standards, contractor shall immediately advise Bossier Parish Community College (BPCC) procurement in writing of the nonconformance and shall provide BPCC a plan to achieve conformance to the accessibility standards, including but not limited to, an intended timeline for conformance. Contractor further agrees to indemnify and hold harmless BPCC from any claims or damages arising out of its failure to comply with the requirements of this paragraph. Failure to comply with these requirements shall constitute a material breach of this contract and may be grounds for termination of this contract by Bossier Parish Community College.

44. Scope of Contract

Furthermore, submittal of any terms and conditions contrary to those of the State of Louisiana may cause your bid to be rejected. By signing this form, terms and conditions which may be included in your bid are nullified, and the contractor agrees that this contract shall be construed in accordance with and governed by the laws of the State of Louisiana.

(Members of firm or person authorized to sign bids for corporation)

BIDDERS MUST SIGN IN INK

IMPORTANT

Signature Authority: In Accordance with L.R.S. 39:1594(C)(4) requires evidence of authority to sign and submit bids to Bossier Parish Community College. You must indicate which of the following apply to the signer of this bid.

1. **The signer of this bid is either a current corporate officer who is listed on the most current annual report on file with the Secretary of State or a member of a partnership or partnership in commendam as reflected in the most current partnership records on file with the Secretary of State. A copy of the annual report or partnership record must be submitted to this office before contract award.**

The signer of the bid is a representative of the bidder authorized to submit this bid as evidenced by documents such as, corporate resolution, certification as to corporate principal., etc. If this applies a copy of the resolution, certification, or other supportive documents must be attached hereto.

3. **The bidder has filed with the Secretary of State an affidavit or resolution or other acknowledged/authentic document indicating that the signer is authorized to submit bids for public contracts. A copy of the applicable document must be submitted to this office before contract award.**
4. **The signer of the bid has been designated by the bidder as authorized to submit bids on the bidder's vendor registration on file with this office.**

WE ARE AN EQUAL OPPORTUNITY COLLEGE

This procurement has been designated as suitable for Louisiana certified small entrepreneurship participation.

The State of Louisiana Veteran and Hudson Initiatives small entrepreneurship programs are designed to provide additional opportunities for Louisiana-based small entrepreneurs (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the state. A certified Veteran-Owned and Service-Connected Disabled Veteran-Owned small entrepreneurship (LaVet) and a Louisiana Initiative for Small Entrepreneurs (Hudson Initiative) are businesses that have been certified by the Louisiana Department of Economic Development. All eligible vendors are encouraged to become certified. Qualification requirements and online certification are available at https://smallbiz.louisianaforward.com/index_2.asp.

Bidders that are not eligible for certification are encouraged to use Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurs where sub-contracting opportunities exist. To be responsive to this solicitation, the bidder shall be either a Veteran-Owned or Service-Connected Disabled Veteran-Owned or Hudson Initiative small entrepreneurship or have put forth a good-faith effort to use certified Veteran-Owned or Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurs as sub-contractors(s). By signing and submitting this bid, the bidder certifies compliance with this requirement.

For a good faith effort, written notification is the preferred method to inform Louisiana certified Veteran Initiative and Hudson Initiative small entrepreneurs of potential subcontracting opportunities. A current list of certified Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurs may be obtained from the Louisiana Economic Development Certification System at https://smallbiz.louisianaforward.com/index_2.asp. Additionally, a current list of Hudson Initiative small entrepreneurs, which have been certified by the Louisiana Department of Economic Development and have opted to enroll in the State of Louisiana Procurement and Contract (LaPAC) Network, may be accessed from <http://www.prd.doe.louisiana.gov/osp/lapac/Vendor/srchven.asp>. You may then determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.), and select "SmallE".

Copies of notification to at least three (or more) certified Veteran Initiative and Hudson Initiative small entrepreneurs will satisfy the notification requirements. Notification must be provided to the certified entrepreneurs by the bidder in writing no less than five working days prior to the date of bid opening. Notification must include the scope of work, location to review plans and specifications (if applicable), information about required qualifications and specifications, any bonding and insurance information and/or requirements (if applicable), and the name of a person to contact. If a certified Veteran-Owned or Service-Connected Disabled Veteran-Owned or Hudson Initiative small entrepreneurship was not selected, the bidder must certify and maintain written justification of the selection process. The state reserves the right to request confirmation of this information at any time.

In the event questions arise after an award is made relative to the bidder's good faith efforts, the bidder will be required to provide supporting documentation to demonstrate its good faith subcontracting plan was actually followed. If it is at any time determined that the contractor did not in fact perform its good faith subcontracting plan, the contract award or the existing contract may be terminated.

Contractors will be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor or distributor participation and the dollar amount of each. (*Agencies should indicate their specific requirement, i.e. where to send information and when - with bid, after clear lien, etc.*)

The statutes (R.S 39:2171 *et. seq.*) concerning the Veteran Initiative may be viewed at <http://www.legis.state.la.us/lss/lss.asp?doc=671504>; and the statutes (R.S 39:2001 *et. seq.*) concerning the Hudson Initiative may be viewed at <http://www.legis.state.la.us/lss/lss.asp?doc=96265>. The rules for the Veteran Initiative (LAC 19:VII.Chapters 11 and 15) and for the Hudson Initiative (LAC 19:VIII.Chapters 11 and 13) may be viewed at <http://www.doe.louisiana.gov/osp/se/se.htm>.

The State requires competitive pricing, qualifications, and demonstrated competencies in the selection of contractors.

If you are a Certified Small Entrepreneur (Hudson Initiative), Veteran Owned Small Entrepreneurs, or Service-Connected Disabled Veteran-Owned (Veteran Initiative) vendor, please state your Certification Number below.

Certification No./date of certification.: _____

BID FORM

Bossier Parish Community College

Provide Annual Printing & Promotional Supplies

Bid Number: 40003-10568

Bid Date: June 24, 2024

Bid Time: 2:00 P.M., CST

Scope of Work

Bossier Parish Community College is seeking print services as per the following. Printer must design, host, maintain and support a customized, branded website for Bossier Parish Community College. BPCC faculty/staff must be able to access the site for the purpose of selecting and reviewing items to order. The site will have the following items listed as well as the prices of each item. Orders will be placed by the Purchasing Office. A signed purchase order from the Purchasing Department is the only valid order from the College. Online orders or verbal orders are not permitted. Design and printing must reflect graphics specifications and standards set forth by BPCC Public Relations Department.

Artwork: Artwork will be provided to vendor upon award by vector files.

Quality of Workmanship: All delivered items must be first class quality. Inferior quality screens, incorrect item & imprint colors other than those ordered, and/or discrepancies will be sufficient cause for the rejection and return of the item at no cost to the College.

Set-Up Charges: The quoted "Unit Price for each item MUST include all charges for set-up, screens, etc. Failure to include all charges in unit prices shall cause your bid to be rejected.

Proofs: Printer must provide high-quality, color-accurate proofs which are to be approved by BPCC before going to press for any item.

Delivery Requirements: Deliver within 10-14 days after receipt of purchase order for printing services. Deliver within 30 days after receipt of purchase order for promotional supplies.

Upon agreement of Bossier Parish Community College Purchasing and the contractor, this contract may be extended for two (2) additional twelve (12) month periods at the same prices, terms and conditions. In such cases, the total contract term cannot exceed 36 months.

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Extended Price</u>
1.	Business Card	250 each	_____	_____
		500 each	_____	_____
		1,000 each	_____	_____
2.	Letterhead	250 each	_____	_____
		500 each	_____	_____
		1,000 each	_____	_____
3.	#10 envelopes	250 each	_____	_____
		500 each	_____	_____
		1,000 each	_____	_____
4.	Economical Tote Bag	250 each	_____	_____
		500 each	_____	_____
		1000 each	_____	_____
	Specify Item Number:	_____		
	Specify Manufacturer:	_____		
5.	Non-woven Tote Bag	250 each	_____	_____
		500 each	_____	_____
		1000 each	_____	_____
	Specify Item Number:	_____		
	Specify Manufacturer:	_____		
6.	Canvas Bag	250 each	_____	_____
		500 each	_____	_____
		1000 each	_____	_____
	Specify Item Number:	_____		
	Specify Manufacturer:	_____		
7.	Nylon Drawstring Backpack Tote	250 each	_____	_____
		500 each	_____	_____
	Specify Item Number:	_____		
	Specify Manufacturer:	_____		
8.	Cellphone PopGrips	250 each	_____	_____
		500 each	_____	_____
		1000 each	_____	_____
	Specify Item Number:	_____		

Specify Manufacturer: _____

9.	Classic Stick Pens	250 each	_____	_____
		500 each	_____	_____
		1000 each	_____	_____

Specify Item Number: _____

Specify Manufacturer: _____

10.	Plastic Pen	250 each	_____	_____
		500 each	_____	_____
		1000 each	_____	_____

Specify Item Number: _____

Specify Manufacturer: _____

11.	Glamour Stylus Silver Ballpoint	250 each	_____	_____
		500 each	_____	_____
		1000 each	_____	_____

Specify Item Number: _____

Specify Manufacturer: _____

12.	Caesar Ballpoint	250 each	_____	_____
		500 each	_____	_____
		1000 each	_____	_____

Specify Item Number: _____

Specify Manufacturer: _____

13.	Milano Blanc Pen	250 each	_____	_____
		500 each	_____	_____
		1000 each	_____	_____

Specify Item Number: _____

Specify Manufacturer: _____

14.	Colorful Webcam Cover	250 each	_____	_____
		500 each	_____	_____
		1000 each	_____	_____

Specify Item Number: _____

Specify Manufacturer: _____

15.	Custom Mouse Pad	250 each	_____	_____
		500 each	_____	_____
		1000 each	_____	_____

Specify Item Number: _____

Specify Manufacturer: _____

16.	Custom 2D PVC Key Chain	250 each	_____	_____
		500 each	_____	_____

1000 each

Specify Item Number: _____

Specify Manufacturer: _____

17. Woven Label mark Logo

Keychain

250 each

500 each

1000 each

Specify Item Number: _____

Specify Manufacturer: _____

18. Stamped Key Tag

250 each

500 each

1000 each

Specify Item Number: _____

Specify Manufacturer: _____

19. Duchess Spiral Notebook

250 each

500 each

1000 each

Specify Item Number: _____

Specify Manufacturer: _____

20. Kraft Paper Notebook

250 each

500 each

1000 each

Specify Item Number: _____

Specify Manufacturer: _____

21. Reusable Plastic Stadium

Cup

250 each

500 each

1000 each

Specify Item Number: _____

Specify Manufacturer: _____

22. Hydration Water Bottle

250 each

500 each

1000 each

Specify Item Number: _____

Specify Manufacturer: _____

23. Cola Shape Thermos Water Bottle
250 each _____
500 each _____
1000 each _____

Specify Item Number: _____
Specify Manufacturer: _____

24. Water bottle with Carabiner
250 each _____
500 each _____
1000 each _____

Specify Item Number: _____
Specify Manufacturer: _____

25. Glass Water Bottle w/pouch
250 each _____
500 each _____
1000 each _____

Specify Item Number: _____
Specify Manufacturer: _____

26. Travel Ceramic Coffee Mug
250 each _____
500 each _____
1000 each _____

Specify Item Number: _____
Specify Manufacturer: _____

27. Double Wall Thermal Mug
250 each _____
500 each _____
1000 each _____

Specify Item Number: _____
Specify Manufacturer: _____

28. Flying Disk w/pouch
250 each _____
500 each _____
1000 each _____

Specify Item Number: _____
Specify Manufacturer: _____

29. Ultimate Recycled Flyer
250 each _____
500 each _____
1000 each _____

Specify Item Number: _____
Specify Manufacturer: _____

30. Sport Team Felt Pennant	250 each	_____	_____
	500 each	_____	_____
	1000 each	_____	_____

Specify Item Number: _____
Specify Manufacturer: _____

31. Neoprene Can Cooler	250 each	_____	_____
	500 each	_____	_____
	1000 each	_____	_____

Specify Item Number: _____
Specify Manufacturer: _____

32. Custom Polyester Lanyards 3/4"	250 each	_____	_____
	500 each	_____	_____
	1000 each	_____	_____

Specify Item Number: _____
Specify Manufacturer: _____

33. 9" x 12" envelope	250 each	_____	_____
	500 each	_____	_____
	1000 each	_____	_____

34. Rack Card	250 each	_____	_____
	500 each	_____	_____
	1000 each	_____	_____

35. BPCC Square	250 each	_____	_____
	500 each	_____	_____
	1000 each	_____	_____

36. BPCC View Book	250 each	_____	_____
	500 each	_____	_____
	1000 each	_____	_____

37. BPCC Overview (generic)	250 each	_____	_____
	500 each	_____	_____
	1000 each	_____	_____

38. BPCC Overview (divisions)	250 each	_____	_____
	500 each	_____	_____
	1000 each	_____	_____

39. Pocket Folder	250 each	_____	_____
	500 each	_____	_____
	1000 each	_____	_____

40. Pocket Folder, Embossed	250 each	_____	_____
	500 each	_____	_____
	1000 Each	_____	_____

Inquiries relevant to the solicitation will be received until COB on June 10, 2024. Inquiries received after that date will not be accepted.

Please email inquiries to gdoucet@bpcc.edu

Printing Services will be awarded as an all or none bid.

Promotional Supplies will be awarded as an all or none bid.

Awarded Vendor(s) must have the website set up no later than July 15, 2024

Total Amount \$ _____

Total _____ (Words)

F.O.B. Destination. The unit price of each item must be inclusive of freight charges order to be considered for award.

The bid price for each item is to be quoted on a “net” basis and F.O.B. BPCC Destination, i.e. title passing upon receipt and inclusive of all delivery charges.

Bids other than F.O.B. BPCC Destination may be rejected.

Bids indicating estimated freight charges may be rejected.

Bidders who do not quote “net” item prices and who separately quote an overall “lump sum” freight cost or discount for all items shall be considered as submitting an “all-or-none” bid for evaluation and award purposes; and risk rejection if award is made on an item basis.

Prices shall be firm for acceptance for a minimum of 30 days, unless otherwise specified.

Bids conditioned with a shorter acceptance period may be rejected.

Prices are to be quoted in the unit/packaging specified (e.g. each, 12/box, etc), or may be rejected.

In the event of extension errors, the unit price bid shall prevail. Unit prices must be shown, or bid will be rejected.

BOSSIER PARISH COMMUNITY COLLEGE

BID RESPONSE FORM

BIDDER'S NAME: _____

TELEPHONE NO. _____ FAX NUMBER: _____

ADDRESS: _____
MAILING CITY STATE ZIP

SCOPE: FURNISH ANNUAL PRINTING AND PROMOTIONAL SUPPLIES AS PER BID #40003-10568

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

No. _____ Dated _____ No. _____ Dated _____

Bidder shall include the cost of transportation and handling in the unit price of item offered – F.O.B. Bossier Parish Community College, Bossier City, LA 71111.

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.

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.

Signature to the Bid Response Form shall be construed of acceptance of the Invitation to Bid in its entirety.

AUTHORIZED OFFICER: _____
(Signature) (Print or Type Name)

TITLE: _____ DATE: _____

CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Invitation to Bid (ITB), including any attachments.

OFFICIAL CONTACT. The College requests that the Bidder designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly)

Date: _____ Official Contact Name: _____

A. E-mail Address: _____

B. Telephone number with area code: () _____

C. Facsimile Number with area code: () _____

Bidder certifies that the above information is true and grants permission to the College to contact the above-named person or otherwise verify the information provided. By its submission of this ITB and authorized signature below, Bidder certifies that:

1. The information contained in its response to this ITB is accurate.
2. Bidder complies with each of the mandatory requirements listed in the ITB and will meet or exceed the requirements specified therein.
3. Bidder agrees to provide all tasks, services and deliverables listed in Scope of Services for the total cost stated on Bid Form.
4. Bidder accepts the procedures, evaluation criteria, mandatory contract terms, and all other administrative requirements set forth in the ITB.
5. Bidder confirms that its bid will be considered valid until award is made.
6. In making this bid, each bidder represents that: They have read and understand the bid documents and the bid is made in accordance herewith, and the bid is based upon the specifications described in the bid documents without exception.
7. Bidder certifies, by signing and submitting a proposal of \$25,000 or more, that their company, any subcontractors, or principles are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at www.epls.gov).

Title: _____

Official Company Name: _____

Federal Identification Number: _____

Street Address: _____

City: _____

State: _____ Zip: _____

SIGNATURE of Bidder's Authorized Representative: _____

(Signature MUST be HAND SIGNED and should be in BLUE ink)

Date: _____



Item: Business Card
Number: n/a
Size: 3.5" x 2"
Material: cardstock
Description: print 1 side PMS 202



Item: Letterhead
Number: n/a
Size: 8.5" x 11 "
Material: Digital Opaque Text 70# White
Description: print 1 side PMS 202



Item: #10 Envelope
Number: n/a
Size: #10 size 4.125" x 9.5"
Material: 10 Envelope 24#
Description: print 1 side PMS 202



All promotional items sourced from Paragon Press website:

<https://paragonpress.espwebsite.com/#>

Item: Economical Tote Bag
Number: CPN-563508525
Size: 15" x 16"
Material: cotton
Description: white tote bag with PMS 202 imprint

Webpage: <https://paragonpress.espwebsite.com/ProductDetails/?productId=554461552>



Item: Non-Woven Tote Bag
Number: CPN-562437051
Size: 13.7 " x 17.7 " x 4.7 "
Material: non-woven fabric
Description: white tote bag with PMS 202 imprint

Webpage: <https://paragonpress.espwebsite.com/ProductDetails/?productId=553390078>



Item: Canvas Bag
Number: CPN-561459096
Size: 13.4 " x 15.7 "
Material: recycled cotton
Description: recycled white tote bag with PMS 202 imprint

Webpage: <https://paragonpress.espwebsite.com/ProductDetails/?productId=552412123>



Item: Nylon Drawstring Backpack Tote

Number: CPN-561557180

Size: 16.929 " x 13.386 "

Material: polyester

Description: white drawstring backpack with PMS 202 imprint

Webpage: <https://paragonpress.espwebsite.com/ProductDetails/?productId=552510207>



Item: Cellphone PopGrips

Number: CPN-562033877

Size: 1.5 " x 1.5 "

Material: TPU, ABS

Description: PMS 202 with white imprint

Webpage: <https://paragonpress.espwebsite.com/ProductDetails/?productId=552986904>



Item: Classic Stick Pens
Number: CPN-561560845
Size: 6.0 " x 0.25 "
Material: ABS plastic
Description: maroon top with PMS 202 imprint

Webpage: <https://paragonpress.espwebsite.com/ProductDetails/?productId=552513872>



Item: Plastic Pen
Number: CPN-563478864
Size:
Material: plastic
Description: Maroon/Dark Red pen with white imprint

Webpage: <https://paragonpress.espwebsite.com/ProductDetails/?productId=554431891>



Item: Glamour Stylus Silver Ballpoint

Number: CPN-563615032

Size:

Material: plastic

Description: PMS 202 imprint

Webpage: <https://paragonpress.espwebsite.com/ProductDetails/?productId=554568059>



Item: Caesar Ballpoint

Number: CPN-561560845

Size:

Material: aluminum

Description: White pen with PMS 202 imprint

Webpage: <https://paragonpress.espwebsite.com/ProductDetails/?productId=6243476>



Item: Milano Blanc Pen
Number: CPN-14393824
Size: 5 3/8 "
Material: brass
Description: Gold imprint

Webpage: <https://paragonpress.espwebsite.com/ProductDetails/?productId=5346851>



Item: Colorful Webcam Cover
Number: CPN-562367122
Size: 1.63 " x 0.64 " x 1.92 mm
Material: plastic
Description: Maroon with white imprint

Webpage: <https://paragonpress.espwebsite.com/ProductDetails/?productId=553320149>



Item: Custom Mouse Pad
Number: CPN-561446346
Size: 8 11/16 " x 7 "
Material: PVC plastic
Description: maroon with PMS 124 imprint

Webpage: <https://paragonpress.espswebsite.com/ProductDetails/?productId=552399373>



Item: Custom 2D PVC Key Chain
Number: CPN-559092644
Size: 1.5 " x 1.5 "
Material: PVC plastic
Description: BPCC square, PMS 202 (maroon) with PMS 124 (yellow/gold) imprint

Webpage: <https://paragonpress.espswebsite.com/ProductDetails/?productId=550045671>



Item: Woven Label Mark Logo Keychain
Number: CPN-563089692
Size: 5.2 " x 1.2 "
Material: polyester
Description: white tag with PMS 202 (maroon) embroidery

Webpage: <https://paragonpress.espwebsite.com/ProductDetails/?productId=554042719>



Item: Stamped Key Tag
Number: CPN-562921297
Size: 0.78 " x 0.38 " x 0.78 "
Material: plastic
Description: PMS 202 imprint

Webpage: <https://paragonpress.espwebsite.com/ProductDetails/?productId=553874324>



Item: Duchess Spiral Notebook
Number: CPN-14001571
Size: 5" x 7"
Material: polypropylene
Description: black with white imprint

Webpage: <https://paragonpress.espwebsite.com/ProductDetails/?productId=4954598>



Item: Kraft Paper Notebook
Number: CPN-563731246
Size: 8" x 10"
Material: paper
Description: brown paper with PMS 202 imprint

Webpage: <https://paragonpress.espwebsite.com/ProductDetails/?productId=554684273>



Item: Reusable Plastic Stadium Cup
Number: CPN-561190898
Size: 3 1/8 " x 4 7/8 "
Material: plastic
Description: maroon cup with white imprint

Webpage: <https://paragonpress.espwebsite.com/ProductDetails/?productId=552143925>



Item: Hydration Water Bottle
Number: CPN-563713877
Size: 20 oz
Material: plastic
Description: maroon bottle with PMS 124 imprint

Webpage: <https://paragonpress.espwebsite.com/ProductDetails/?productId=554666904>



Item: Cola Shape Thermos Water Bottle

Number: CPN-563761809

Size: 8" x 10"

Material: stainless steel

Description: white bottle with PMS 202 imprint

Webpage: <https://paragonpress.espwebsite.com/ProductDetails/?productId=554714836>



Item: Water Bottle with Carabiner

Number: CPN-562262817

Size: 17 oz

Material: steel

Description: Maroon bottle with white imprint

Webpage: <https://paragonpress.espwebsite.com/ProductDetails/?productId=553215844>



Item: Glass Water Bottle w/ Pouch
Number: CPN-560516542
Size: 34 oz
Material: glass/neoprene
Description: PMS 124 imprint on sleeve (maroon sleeve if available)

Webpage: <https://paragonpress.espwebsite.com/ProductDetails/?productId=551469569>



Item: Travel Ceramic Coffee Mug
Number: CPN-563581811
Size: 11 oz
Material: ceramic
Description: white mug with PMS 202 imprint

Webpage: <https://paragonpress.espwebsite.com/ProductDetails/?productId=554534838>



Item: Double Wall Thermal Mug
Number: CPN-560405095
Size: 14 oz
Material: stainless steel
Description: silver with PMS 202 imprint

Webpage: <https://paragonpress.espwebsite.com/ProductDetails/?productId=551358122>



Item: Flying Disk With Pouch
Number: CPN-563139165
Size: 9.84" Diameter
Material: polyester
Description: white with PMS 202 imprint

Webpage: <https://paragonpress.espwebsite.com/ProductDetails/?productId=554092192>



Item: Ultimate Recycled Flyer
Number: CPN-559214293
Size: 9 1/4 "
Material: recycled plastic
Description: white with PMS 202 imprint

Webpage: <https://paragonpress.espwebsite.com/ProductDetails/?productId=550167320>



Item: Sport Team Felt Pennant
Number: CPN-563065886
Size: 10 " x 4 "
Material: felt
Description: PMS 202 with white imprint

Webpage: <https://paragonpress.espwebsite.com/ProductDetails/?productId=554018913>



Item: Neoprene Can Cooler
Number: CPN-563693453
Size: 12 oz size
Material: neoprene
Description: maroon/burgundy with PMS 124 imprint

Webpage: <https://paragonpress.espwebsite.com/ProductDetails/?productId=554646480>



Item: Custom Polyester Lanyards 3/4"
Number: CPN-560825029
Size: 36 " x 3/4 "
Material: polyester
Description: maroon/burgundy with white imprint

Webpage: <https://paragonpress.espwebsite.com/ProductDetails/?productId=551778056>

9" X 12" Envelope
28# white
Print 1 side

Rack Card
4" x 9"
Accent Digital Opaque Cover 100#
Print 2 sides

BPCC Square
16" x 8", 1 fold
Accent Opaque Smooth Cover 120#
Print 2 sides

BPCC View Book
8.5 x 11", 16 pages
Accent Digital Smooth Text 80# white
Print 2 sides

BPCC Overview (generic)
25.8125" x 9", 4 folds
Digital Accent Opaque Uncoated Cover 80#
Print 2 sides

BPCC Overview (divisions)
25.8125" x 9", 4 folds
Dital Accent Opaque Uncoated Cover 80#
Print 2 sides

Pocket Folder
9" x 12"
14 pt C1S Cover, Horizontal BC Slits Right Side
Print 1 side

Pocket Folder, embossed
9" x 12"
14 pt C1S Cover, Horizontal BC Slits right side
Print 1 side