**GENERAL REQUIREMENTS**

1. The contract will include the following:
2. Producing case bound legal books in size 6” x 9” or smaller:
3. Copy
4. The copy to be printed will be provided on a printed “hard copy” and in a digital file.
5. Property of the State
6. All of the corrected printing files, artwork and any dies needed to produce the final product will become property of the State. The Contractor will be responsible for archiving printing files, artwork and dies for each job produced separate from all other work. These files, artwork and dies shall be readily available upon request at any time during the contract period within three business days of request.
7. Upon award of contract to a new Contractor, the previous Contractor is to provide all files, artwork and dies to the Office of the Secretary of State.
8. Overruns and Underruns
9. Under ordinary conditions, the Secretary of State will approve up to 10% over or under the quantity ordered on orders up to 50,000. On orders over 50,000, overruns or underruns not to exceed 5,000.
10. Packaging
11. The Contractor’s standard packaging is acceptable. Packaging must withstand handling by freight lines without bursting or crushing. The Contractor will be responsible for any damage to books in shipping, including reprinting. All pricing to include costs for shipping and any preparation needed for shipping. Shipping containers not to exceed 45 lbs. each.
12. Boxes need to be labeled with the title of the book inside.
13. The Agency may request poly shrink wrapping of books; a flat charge per package will be allowed.
14. Delivery Time

Normal delivery time for legal case bound printing shall be four weeks after approval of proofs.

1. Paper Requirements
2. Paper must be equal to or better than the grade and classification specified below. Paper price will be figured by weight, per pound for sheet size needed to produce job on the printing press and will represent price of paper in finished books. The Office of State Procurement will not approve additional pounds of paper for excess or spoilage needed to produce the finished product.

Papers bid to include:

 No. 1 Opaque Offset, white, 40 lb.

 No. 1 Cover, colors, 65 lb.

 Commodity Offset, white, 50 lb.

1. If an Agency requests a classification of paper that is not on the bid list in the contract or a specific brand of paper that is not available in the contract, the Contractor will communicate this to the Agency and assist in choosing a paper that is available under the contract. If the Agency is not satisfied with the paper offered in the contract, the Contractor needs to provide State Procurement with a cost of the paper requested. The Office of State Procurement will determine whether or not the Agency’s request is justified. The Office of State Procurement will advise the Contractor whether or not special paper is approved. Failure to have approval from State Procurement may result in invoice not being approved for payment.
2. Artwork Requirements
3. Artwork may be required in preparation of emblems, seals, graphs and design and will be charged on an hourly basis. If artwork is required, the Contractor is to provide the Agency with an estimate of the number of hours needed and the total cost. The Contractor must have a signed authorization from the Agency in order to perform this work. Signed authorization must accompany the invoice.
4. Packaging – (other than standard)
5. Poly shrink wrapping – If the Agency requests that an exact number of books be shrink wrapped to a package, a flat charge per package will be allowed. Poly shrinks to be minimum of 100 poly propylene clear shrink film.
6. Mailing Service

When requested by the Agency, the Contractor will be responsible for preparing publications for mailing in accordance with all U.S. Postal regulations and delivering to the Post Office. The Agency will furnish the mailing labels. The following prices are not to include the cost of postage. The vendor will pay for the postage and charge the Agency for that amount at time of billing for reimbursements. Proof of the postal charge to be attached to the billing worksheet.

1. Inserting – This per hundred charge is to include all cost of inserting a publication into an envelope and/or carton. It does not include the cost of the envelope or carton.
2. Labeling – This per hundred charge is to include all costs of affixing mailing label. It does not including the cost of the envelope or carton.
3. Mailing Carton – This per-carton charge is to include a corrugated mailing carton large enough to accommodate one complete set of Acts of Legislature (Approximately one to three volumes).
4. This per package charge is to include shrink wrapping an individual publication on polypropylene clear shrink film, minimum 100 gauge.
5. Cost Statement

La. R.S. 43:31 requires all bulletins, leaflets, house organs, circulars, books, reports, or similar publications to have a cost statement printed adjacent to the identification of the Agency responsible for the publication. This statement shall be printed in the same size type as the body and be set in a one point rule.

If the State Agency does not furnish the Contractor with the cost statement information, the Contractor will be responsible for inquiring and the statement, providing the Agency with a copy of the cost statement format, and providing the cost of printing. The cost statement format may be obtained from the Office of State Procurement.

The following Agencies are currently exempt from the Cost Statement requirements:

Legislative and Judicial Branches of State Government (does not include the Attorney General’s Office): Department of Economic Development for the purpose of attracting new industry; Department of Culture, Recreation and Tourism related to new promotional material; Public Colleges, Universities, and Vocational Technical Schools.