



BID NUMBER

7653

DATE:

9/25/24

**NORTHWESTERN STATE UNIVERSITY**

Business Affairs – Purchasing Section  
St. Denis Hall/200 Sam Sibley Dr.  
Natchitoches, Louisiana 71497  
(318) 357-5716 Fax: (318) 357-4378  
Email: purchasing@nsula.edu

**INVITATION FOR BID:** Sealed bid, subject to the conditions herein stated and attached hereto, will be received at this office until **2:00 PM Thursday, October 24, 2024**, and then publicly opened for furnishing the items and/or services as described below for Northwestern State University:

**DESCRIPTION**

**CONTRACT FOR PRINTING OF THE  
NSU POTPOURRI 2024-25 YEARBOOK**

**BIDDERS, PLEASE FILL IN ALL BLANK SPACES AND SIGN BELOW**

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 thirty (30) 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 AUTHORITY (Re: L.R.S. 39:1594(Act 121))

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PRINTED OR TYPED NAME / TITLE

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
FEDERAL TAX IDENTIFICATION NUMBER (FIN)

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
DATE

\*\*\*\*\*  
**ACCEPTANCE /AWARD**

\_\_\_\_\_  
**Date of Award and Execution**

**Reccomentation:** \_\_\_\_\_

\_\_\_\_\_

Approved: \_\_\_\_\_  
Ashlee Grayson, 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 contains no signature indicating intent to be bound.
2. Bid filled out in pencil; and
3. Bid not submitted on NSU'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 returned to sender 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. Submission of Bids**

Firms/individuals who are interested in providing services requested under this ITB must submit a bid containing the information specified in this solicitation. The bid must be received in hard copy (printed) version by the Purchasing Office on or before **(2:00 PM)** Central Daylight Time on the date specified. FAX or e-mail submissions are not acceptable. Bidders mailing their submittals shall allow sufficient mail delivery time to ensure receipt of their submittal by the time specified. The submitted bid must be delivered at the Bidder's expense to:

Attn: Ashlee Grayson  
Director of Purchasing  
Business Affairs/St. Denis Hall  
200 Sam Sibley Drive  
Northwestern State University  
Natchitoches, Louisiana 71497

**\*\*\*\*\* Submittals should have ITB# 7653 clearly printed on all documents and shipping containers, failure to clearly label submittals may result in rejection. \*\*\*\*\***

For courier delivery, the street address above and the telephone number is (318-357-5716). It is solely the responsibility of each Bidder to ensure that their submittal is delivered at the specified place and prior to the deadline for submission. Submittals received after the deadline will not be considered.

NSU requests that *(I)* copy of the solicitation be submitted to the Purchasing Office at the address specified. The bid shall contain original signatures of those company officials or agents duly authorized to sign bids or contracts on behalf of the organization. A certified copy of a board resolution granting such authority shall be submitted if Bidder is a corporation. The bid with original signatures will be retained for incorporation in any contract resulting from this ITB.

**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 ITB. Unless otherwise specified in the ITB, any manufacturer's name, trade name, brand, name, or catalog number used in the specifications is for the purpose of describing the quality level and characteristic required. Bidder must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the ITB.

**6. Descriptive Information:** Bidders proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, and technical data) sufficient for NSU Purchasing to evaluate quality, suitability, and compliance with the specifications in the ITB. 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. Northwestern State University shall be the sole judge as to whether the equipment offered is equal to that specified.**

**7. Interpretation of Solicitation/Bidder Inquiries:** If Bidder is in doubt as to the meaning of any part or requirement of this solicitation, Bidder may submit a written request for interpretation to the Buyer-of-Record at [purchasing@nsula.edu](mailto:purchasing@nsula.edu). Written inquiries must be received in the NSU Purchasing Office no later than **five (5) calendar days prior to the opening of bids** and **must clearly cross-referenced to the bid/solicitation/specification number in subject field** of the email request.

No decisions or actions shall be executed by any Bidder as a result of oral discussions with any NSU employee or consultant. Any interpretation of the documents will be made by formal addendum only, issued by the NSU Purchasing Office, and mailed or delivered to all Bidders known to have received the solicitation. NSU shall not be responsible for any other interpretations or assumptions made by Bidder.

**8. Bid Opening:** Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined 72 hours after request is made. Information pertaining to completed files may be secured by visiting Northwestern State University Purchasing during normal working hours. Written bid tabulations will not be furnished.

**9. 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. Northwestern State University Purchasing reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.

**10. 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 University, meet the requirements of these specifications.

**11. 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 the 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. Northwestern State University reserves the right to purchase additional quantities at the same price, terms and conditions for a period of three months from the date of order based upon vendor acceptance.

**12. Inspection and Acceptance:** Upon delivery of each item to the Agency, inspection of the item will be made by Northwestern State University, 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.

**13. 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 NSU purchase order number, or it will be refused and returned at vendor's expense.

**14. 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: Northwestern State University, Business Affairs, Accounts Payable Section, St. Denis Hall, Natchitoches, LA 71497. We must pay from ORIGINAL, ITEMIZED invoices as required by the State Legislative Auditor.

**15. U.S. Taxpayer Identification Number:** Vendor must include an IRS Form W-9 and 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.

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

**17. New Products:** Unless specifically called for in the ITB, 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 ITB. The manufacturer's standard warranty will apply unless otherwise specified in the ITB.

**18. Contract Renewals:** Upon Agreement of Northwestern State University 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.

**19. Contract Cancellation:** Northwestern State University reserves the right to cancel this contract with thirty (30) days written notice.

**20. Default of Contractor:** Failure to deliver within the time specified in the bid will constitute default and may cause cancellation of the contract. Where the Northwestern State University Purchasing has determined the contractor to be in default, NSU 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.

**21. 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 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.

**22. Order of Priority:** In the event there is a conflict between the Instructions to Bidders or General Conditions and the Special Conditions, the Special Conditions shall govern.

**23. Applicable Law:** All contracts shall be construed in accordance with governed by the laws of the State of Louisiana.

**24. Discrimination and EEOC COMPLIANCE:** The contractor agrees to abide by the requirements of the following as applicable: Title VI and VII of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act 1972, and contractor agrees to abide by the requirements of the Americans With Disabilities Act of 1990: Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, disabilities, or in accordance with KBB 2004-54 because of an individual's sexual orientation. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

**25. 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 paper product is manufactured or converted:

\_\_\_\_\_

**B.** A preference not to exceed 10% 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. Preferences shall not apply to service contracts.]

**26. 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 contractor agrees that this contract shall be construed in accordance with and governed by the laws of the State of Louisiana.

**27. Right to Audit:** The Contractor agrees that the University and the Legislative Auditor of the State of Louisiana shall have access to, and the right to audit and examine, any pertinent books, documents, papers, and records of the Contractor related to this bid and any resulting contract agreement.

**28. Qualification of Bidder:** NSU reserves the right to make inquiries and investigations as it deems necessary to determine the responsibility of any Bidder to perform the contract work. The Bidder shall furnish all information and data (including additional samples) for this purpose as NSU may request. The unreasonable failure of any Bidder to promptly supply information in connection with an inquiry may be grounds for a determination of non-responsibility.

Bids submitted are subject to provisions of the laws of the State of Louisiana including but limited to L.R.S. 1551-1736; Purchasing rules and regulations; executive orders; standard terms and conditions; special considerations; and specifications listed in this solicitation.

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

**BIDDERS MUST SIGN IN INK**

**I M P O R T A N T**

**Signature Authority: In Accordance with L.R.S.39:1594 (Act 121), the person signing the bid must be:**

- a) A current corporate officer, partnership member of other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or**
- b) An individual authorized to bind the vendor as reelected by an accompanying corporate resolution, certificate, or affidavit; or**
- c) An individual listed on the State of Louisiana Bidder's Application as authorized to execute bids.**

**By signing the bid, the bidder certified compliance with the above.**

**A Member of the University of Louisiana System**

***WE ARE AN EQUAL OPPORTUNITY UNIVERSITY***

## ***POTPOURRI* PUBLICATION BID SPECIFICATIONS**

INVITATION TO BID (ITB) for the printing and binding of the *POTPOURRI* (Northwestern State University yearbook) for 2025, with the option for 2026 and 2027, according to the attached terms, conditions and specifications. All bids are to be sealed bids submitted to Business Affairs, Purchasing Office at Northwestern State University (NSU), hereinafter referred to as the University.

Bids must be submitted on this Northwestern State University ITB form. Bids submitted on any other forms will be rejected. All bid sheets must be completed, prices stated and signed by bidder's signature authority. Bidder must have the capability to provide all printing services listed in all options specified on the bid form. Therefore, bids received that have options specified as N/A, no bid, or left blank will be rejected. Conditional bids will not be considered. The University reserves the right to reject any or all bids submitted.

The bid is for the yearbook edition of the scholastic year 2024-2025, to be known as *2025 Potpourri*. At the option of Northwestern State University and acceptance by the Contractor, this contract may be extended for two additional 12-month periods for the scholastic years 2025-2026 and 2026-2027 and known as the *2026 Potpourri* and *2027 Potpourri* respectively. Contract renewals will be at the same prices, terms and conditions with adjustments per the mutually agreed upon options in original bid specifications. Contract not to exceed thirty-six (36) months. Northwestern State University reserves the right to cancel this contract with thirty (30) days written notice.

Bidder must submit three (3) spring delivery university yearbooks that were delivered during the years 2024-2025, with two of those being for consecutive years at the same university. Books should be of similar size and quality (four color/288-page range) to that specified in the bid. Entire production of sample books should have been produced in the bidder's plant in which they propose to produce the *Potpourri*. The bidder will furnish, with this bid, the name, title, email, phone number and address of the person in authority for each college yearbook provided to Northwestern State University. Failure to do so will result in rejection of bid.

The bidder must plan production to allow for submission and approval of page proofs. If, in the opinion of the adviser, the proofs contain an excessive number of errors, the bidder must submit another set of corrected proofs at no additional charge. Such a delay is to be counted as time consumed by the bidder, and no allowance will be made for the extension of shipping time by reason of these revised proofs.

Bidder must supply working materials at no additional cost to NSU, including but not limited to the following: paper samples, cover samples, color samples.

The bidder will receive completed layout spreads, including scanned photographs online or via a removable hard drive, CD, or a Zip drive formatted using Adobe InDesign CC 2020 or newer.

Bidder must pay postage for shipping materials to plant for printing.

The Contract awarded between Northwestern State University and the Bidder/Contractor does not compel the University to publish the *Potpourri* yearbook nor to spend any specified sum, and if the yearbook is not published and no materials ordered, or mechanical work performed, there is no financial obligation on the part of the University. If the yearbook is abandoned after production has begun, the Contractor will be paid only for the materials ordered and the actual work produced at that time. A complete itemized invoice for services and materials must be provided to the University for review and approval prior to payment to the Contractor. Any materials ordered will become the property of the University to be disposed of as it sees fit.

### **PRODUCTION SCHEDULES:**

The Bidder/Contractor's (or referred to as "Contractor") sales representative, creative consultant, and customer service personnel in charge of the *Potpourri* account will respond to e-mails or other communications, included but not limited to telephone calls, letters and emails from Northwestern State University adviser, editor or yearbook staff within eight (8) business hours on the same day of the originating communication. If Contractor's consultants fail to respond within the above time frame, the Contractor agrees to pay the University a penalty of \$100 for each 24-hour period of non-response. The

Contractor's sales representative, creative consultant and plant personnel must be prepared to spend as much time as required on any subjects related to the production of the *Potpourri*.

The University reserves the right to cancel any contract resulting from this bid at any time upon non-performance on the part of the Contractor, or failure to comply with the production schedule, or upon evidence that any part of the work produced is unsatisfactory and not up to the standards set forth in the specifications. 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 assess charges have been paid, no subsequent bid from the defaulting Contractor will be considered.

### **CONTRACTOR'S PLANT**

Because of the size and complexity of this yearbook in terms of number of copies and number of pages, it is essential the bidder has adequate equipment and staff to maintain speed in production without sacrifice of quality or workmanship.

The bidder is expected to have in-plant equipment capable of handling a yearbook the size and sophistication of the *Potpourri*. This equipment includes appropriate computers and software, lithographic presses, folding machines, automatic collating machines, Smythe-sewing and casing-in equipment.

### **COMPUTER PROCESSING AND MAKEUP:**

Northwestern State University *Potpourri* staff or adviser may request either the Contractor's publications consultant or representative servicing this account to visit NSU *Potpourri* within two weeks of the start of NSU's fall semester to update software settings and train NSU *Potpourri* staff in technical areas, including software and file formats. **Either the Contractor's representative servicing this account, or the publications consultant agrees to be available for site visits during the academic year to assist the editor and staff as needed. The cost for such visits is to be provided at no additional cost to the University.**

### **SOFTWARE**

Contractor shall keep up with software upgrades to remain compatible with the *Potpourri* as it keeps pace with software improvements. Software must interface directly with Contractor's equipment so that no re-keyboarding is done by the Contractor. The Contractor will make no changes to the editorial content without written permission of NSU *Potpourri* editor.

Contractor must make available at no additional cost, upon request, all software programs the bidder offers customers related to yearbook production.

Contractor must furnish software support at no additional cost. Please provide terms of software support and give name, phone number and title of this person in your plant that will be available daily to assist in the preparation of the *Potpourri*.

### **TECHNICAL SUPPORT**

The successful bidder will make available at no additional cost, upon request, technical support services by a highly trained and knowledgeable specialist. The technical support representative would make visits on campus to work with the yearbook staff when notified of a need for such services. The technical support representative must be prepared to spend as much time as required 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 subject relating to publication.

### **PHOTOGRAPHY**

The successful bidder must print in proper proportion and size all portrait-type photographs for class panels and any other use of such photographs and make them camera-ready, if not submitted on diskette, CD or other medium.



## **PRESSWORK AND PROOFS**

Presswork shall be always sharp and be consistent from side to side and from signature to signature throughout each book. The printed sheets shall show adequate and uniform distribution of ink on type, art and photographs; and shall be free from “picks” and filling up of highlights halftone areas. The Contractor shall make every effort to achieve the closest possible registration for four-color and spot color pages and to discard books that do not meet NSU *Potpourri*’s high standards for registration. All work failing to meet these standards shall be corrected or redone by the Contractor without charge, upon determination by NSU *Potpourri* staff that the work is defective.

The printed signatures must be inspected, sheet-by-sheet, to be sure that they are free of offset ink, roller streaks, marks, hickies, “picking” or loss of dot structure in the halftones. Sheets must be consistent throughout the run, with adequate and uniform distribution of the ink, particularly in four-color process reproduction. The requirement that the press work be of the highest and most consistent quality will be rigidly observed and the adviser reserves the right to have the bidder send a copy of each printed signature as it is completed. If the printing shows defects in craftsmanship or does not adhere to the quality specifications, it may be rejected and the bidder required to reprint any such signature without additional charges.

Deadlines for submitting page copy, cover design, and general specifications for the yearbook shall be determined in the fall semester among the Contractor’s representative, NSU *Potpourri* adviser, and the current NSU *Potpourri* editor. **The final deadline will be no earlier than Feb. 20.** Deadlines are based on the university calendar and timing of events. Deadlines for optional years will be similar and established by the adviser and editor in consultation with the printer.

NSU *Potpourri* staff may, at its option, submit pages earlier than required in an effort to assist in the printing process. If NSU *Potpourri* staff misses a deadline subsequent deadline may have to be rescheduled and must be approved by NSU *Potpourri* adviser and NSU *Potpourri* editor. Such missed deadlines will not void the contract and does not release Contractor from deadlines listed in the bid specifications.

The *Potpourri* will submit pages in Double Page Spread (DPS) and not in complete signatures at no penalty and no delay in delivering the yearbook.

Page proofs will be provided by Contractor for each page spread in the yearbook. Page proofs may be waived in favor on online proofs at NSU *Potpourri* editor’s discretion. Page proofs must be received by NSU *Potpourri* staff within ten (10) days after contractor receives the pages. NSU *Potpourri* editor will mark the page proofs, make corrections in the electronic files submitted to the Contractor, and submit the corrections to the Contractor within ten (10) days. There will be no charge for staff-corrected page proofs. If a proof must be corrected due to Contractor’s error, a corrected reproof will be sent immediately at NSU *Potpourri* editor’s or adviser’s request at no charge. All charges for shipping from Contractor to NSU *Potpourri* must be **included in the base bid price**. Return of the proofs from NSU *Potpourri* to the Contractor will also be at Contractor’s expense. Reproofs must be available upon request.

Any disks and hard copy furnished by NSU *Potpourri* must be returned to NSU *Potpourri* within four (4) weeks after the yearbooks have been printed. All other materials the Contractor produces in printing this publication remain the property of Northwestern State University and shall be returned to NSU *Potpourri* upon request and at Contractor’s expense.

While Contractor is expected to promptly submit page proofs as defined in order to eliminate any risk of errors in compilation and arrangement, the **University reserves the right to request a final set of page proofs complete in numerical sequence before any presswork of any character is done, and the Contractor shall not print any sections in advance without the written consent of NSU *Potpourri* adviser.**

## **ESTIMATED NUMBER OF BOOKS**

The anticipated number of pages will be 288 and base number of books to be ordered will be 2,500, but a final determination will be made by Jan. 1. The size of the trimmed paper must be 9 x 12 inches or an approximate size, containing a minimum of 106 square inches that is agreeable to NSU *Potpourri* staff and the Contractor. Any variation from 9 x 12 inches must be approved in writing by NSU *Potpourri* adviser.

Owing to manufacturing fluctuations, the University will not be responsible for payment of any overruns over and above 2,500 books.

### **INSIDE PAPER STOCK**

All signatures will be printed on No.1 quality 157gsm (105 lb.) white gloss or matte stock with the final choice a decision of the *Potpourri* editor and adviser, in consultation with the successful bidder's representative. The successful bidder will provide identified samples of papers included in the basic bid to the adviser for final decision. Once made, the bidder will not substitute paper without previous approval of adviser. All signatures will be printed on both sides in best quality, black lithographic ink. Similarly, the end sheets will be on 140gsm (95 lb.) vellum finished cover stock, either in white or color stock, to be selected by adviser with up to two different applied inks and two different designs.

### **YEARBOOK COVER:**

A School-designed cover is included in the base bid price. The board shall be at least 160-point tempered binder's board. The cost for the school-designed litho with four-color art and matte or gloss lamination must be included in base bid price. If staff chooses other cover specifications, credit will be given toward other cover options chosen, using prices listed in options sections of this printing specification bid. Mockups and proofs of the cover will be provided until final cover is approved by NSU *Potpourri* editor.

The cover case must include four-page 65-pound white stock end sheets which must be glued securely front and back to the inside cover case.

Casebound sewing and sassing in shall be tight; the book must be trimmed squarely and properly centered in its case; endpapers shall be pasted down fully, and boards must not warp under normal storage conditions.

### **BINDING**

The printed sheets must be folded, gathered and Smythe-sewn in sixteen (16)-page signatures, and then trimmed, rounded, back and glued securely in the cover case, with headbands top and bottom, each completed book shall be carefully inspected for blemishes, defects or damage prior to shipment. No imperfect books are to be delivered. If the university receives imperfect books, the Contractor will replace them at no additional cost, or if beyond the number of books ordered, be credited to the printing bill. Extreme care is to be taken to ensure proper sequence of signatures prior to binding.

### **SUPPLIES AND SERVICES**

As part of the bid, the Contractor should describe, in detail, any special or unusual services or manufacturing technology available at his/her plant, over and above that specified, that will benefit NSU *Potpourri* in achieving better services, quality, efficiency and price.

Any additional work of any nature not covered by this agreement will not be approved by NSU. Any charges noted under **OPTIONS AND ADDITIONAL SERVICES** on the **BID FORM** shall be done only with the prior written approval of NSU *Potpourri* adviser and a Change Order from Purchasing in Business Affairs. Failure on the part of the Contractor to seek such written notification, or to receive such written approval, shall release the University from any financial, legal or moral obligation to pay the Contractor for the unauthorized additional expenditures.

It is understood that there are no verbal agreements or conditions attached to this bid, and the contract resulting from the acceptance of this by the University. This shall not be construed to prevent NSU from making subsequent changes or additions to the publication after agreement by both parties has been signed, such alteration to be mutually agreed upon by NSU and the Contractor, in writing and in accordance with original bid specifications.

It is agreed that the Contractor assumes the responsibility for any photographs, artwork, copy, and other materials belonging to the University from the time they are received by the Contractor until they are delivered to NSU following the publication of the yearbook.

No overtime shall be charged by the Contractor. Time required to meet delivery date specified herein shall be included in base bid price.

## **SAMPLES**

When a material or product is specified herein by manufacturers' name and/or designation, it is understood that "or equal or better quality" will apply, whether stated or not. Such name designation is meant to establish the standard of quality. Any substitution offered by the bidder may be summarily rejected if it is not considered to be equal or better than specified by the adviser.

If quoting a substitute, samples must be submitted with ITB package by the specified bid opening time and date. All samples must be clearly marked. Failure to do so may cause rejection of bid.

## **PROOFS AND CORRECTIONS**

It is understood that the Contractor will be required to provide the following services at no additional cost to the University:

- Charge for photo substitution on proofs
- Charge for new layout substitution on proofs
- Charge per page for proof corrections

## **ADDITIONAL ITEMS**

It is understand that the Contractor will provide at no additional cost to the University the following:

- Disk or flash drive containing the complete file of yearbook pages for upload to the University website
- QR codes for short videos or other uses in the yearbook and the number and placement would vary from year to year. The Printer shall provide assistance with creating the QR codes and a means to efficiently and safely upload the videos to a tamper proof and secure environment.

**TOTAL BOOKS/PAGES:**     **The bid shall be based on 2,500 copies of a 9 x 12 book of 288 pages.**

## **SHIPPING/DELIVERY**

The completed, bound yearbooks shall be packed with a protective sheet of paper (which will not rub off, onto, or adhere to the cover) or cardboard between each two books, in heavy corrugated cardboard shipping boxes which meet all construction requirements of the uniform freight classification. In order to avoid freight damage and to facilitate unloading and distribution, no more than fourteen (14) books shall be packaged in each carton. Cartons shall be shipped on skids suitable for use with a forklift or pallet jack that are covered in shrink-wrap plastic including across the top for protection in inclement weather. Packing, shipping and all costs associated with FOB delivery to the University will be at Contractor's expense and included in the base bid.

Contract terms are F.O.B. Northwestern State University, Natchitoches, Louisiana campus, with delivery by April 30 of contract year. The University reserves the right to charge a penalty of \$100 per day for each day delivery is past the April 30<sup>th</sup> deadline. Failure to deliver within the time specified 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.

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Vendor must provide following with their bid:

1. Three (3) Spring delivered university sample books printed by your company  
Two of those being for consecutive years at the same university  
Reference list of universities

SB# 7653

2. Samples (paper, etc.)
3. Representative Profile
4. Software program list
5. Software support profile

**BID FORM**  
**PRINTING OF NSU POTPOURRI YEARBOOK**

**BASE BID:**

**CONTRACT FOR THE MATERIALS AND LABOR NECESSARY FOR PRODUCTION OF THE 2025 POTPOURRI YEARBOOK AS SPECIFIED IN ITB.**

**TOTAL OF 2,500 COPIES OF 288 PAGES EACH TO BE PRINTED IN FOUR-COLOR THROUGHOUT.**

BASE BID \$ \_\_\_\_\_/book  
 x 2500 BOOKS = \$ \_\_\_\_\_ TOTAL

**OPTIONS AND ADDITIONAL SERVICES:** The following options, not included in the base bid, are available at the prices quoted. All blanks must be filled in with prices. If a no charge applies, it must be listed as “no charge”.

1. Additional pages, per 8-page signature \$ \_\_\_\_\_/book x 2500 books = \$ \_\_\_\_\_  
 (same cost applies for fewer pages)
2. Additional pages, per 16-page signature \$ \_\_\_\_\_/book x 2500 books = \$ \_\_\_\_\_
3. (same cost applies for fewer pages) \$ \_\_\_\_\_/book x 2500 books = \$ \_\_\_\_\_
4. Same front and back-end sheet 1-color \$ \_\_\_\_\_/book x 2500 books = \$ \_\_\_\_\_
5. Four-color end sheet \$ \_\_\_\_\_/book x 2500 books = \$ \_\_\_\_\_
6. Colored paper end sheet \$ \_\_\_\_\_/book x 2500 books = \$ \_\_\_\_\_
7. Thermoscreen on end sheet \$ \_\_\_\_\_/book x 2500 books = \$ \_\_\_\_\_
8. Cover over toning \$ \_\_\_\_\_/book x 2500 books = \$ \_\_\_\_\_
9. Cover mylar matte coating \$ \_\_\_\_\_/book x 2500 books = \$ \_\_\_\_\_
10. Front cover embossing \$ \_\_\_\_\_/book x 2500 books = \$ \_\_\_\_\_
11. Front cover debossing \$ \_\_\_\_\_/book x 2500 books = \$ \_\_\_\_\_
12. Back cover embossing \$ \_\_\_\_\_/book x 2500 books = \$ \_\_\_\_\_
13. Back cover debossing \$ \_\_\_\_\_/book x 2500 books = \$ \_\_\_\_\_
14. Spine cover embossing \$ \_\_\_\_\_/book x 2500 books = \$ \_\_\_\_\_
15. Spine cover debossing \$ \_\_\_\_\_/book x 2500 books = \$ \_\_\_\_\_
16. Graining on front and back cover \$ \_\_\_\_\_/book x 2500 books = \$ \_\_\_\_\_
17. Leatherette material to cover \$ \_\_\_\_\_/book x 2500 books = \$ \_\_\_\_\_
18. UV high gloss coating to cover \$ \_\_\_\_\_/book x 2500 books = \$ \_\_\_\_\_
19. Fabric material to cover \$ \_\_\_\_\_/book x 2500 books = \$ \_\_\_\_\_

20. UV coating for 16 pg. signature \$ \_\_\_\_\_/book x 2500 books = \$ \_\_\_\_\_

21. Varnish coating for all content pages \$ \_\_\_\_\_/book x 2500 books = \$ \_\_\_\_\_

**Spot Color Pages**

22. First page on 8 page flat \$ \_\_\_\_\_/book x 2500 books = \$ \_\_\_\_\_

23. Each additional page on same flat \$ \_\_\_\_\_/book x 2500 books = \$ \_\_\_\_\_

24. Use of process colors as spot color on 4-color flat \$ \_\_\_\_\_/book x 2500 books = \$ \_\_\_\_\_

25. Charge if process colors are mixed, i.e. 100% red, 60% blue to obtain purple on same flat as 4-color \$ \_\_\_\_\_/book x 2500 books = \$ \_\_\_\_\_

26. Charge per PMS Color \$ \_\_\_\_\_/book x 2500 books = \$ \_\_\_\_\_

**OPTIONS TOTAL** \$ \_\_\_\_\_

**Total Contract award (Base Bid plus total extension of Options 1-26)** \$ \_\_\_\_\_

(This total will determine the low bid.) A purchase order will be issued for the base bid price for 2500 books. As the *Potpourri* staff selects options to add to the base bid specifications, a purchase order change will be issued as a final itemized cost for billing. All options may not be used in the printing process.

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**EACH ADDITIONAL BOOK, EXCEEDING 2500** \$ \_\_\_\_\_/BOOK

**EACH FEWER BOOK, LESS THAN 2500** \$ \_\_\_\_\_/BOOK

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Address of Printing Facility:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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.**

**Acknowledges receipt of the following:**

**ADDENDA:**      **No:** \_\_\_\_\_ **Dated:** \_\_\_\_\_ **No:** \_\_\_\_\_ **Dated:** \_\_\_\_\_  
**No:** \_\_\_\_\_ **Dated:** \_\_\_\_\_ **No:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

\_\_\_\_\_  
VENDOR NAME

\_\_\_\_\_  
SIGNATURE (Re: L.R.S. 39:1594(Act 121))

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
FEDERAL TAX IDENTIFICATION NUMBER

\_\_\_\_\_  
DATE

**\*\*\*\*\* Submittals should have ITB # 7653 clearly printed on all documents and shipping containers, failure to clearly label submittals may result in rejection. \*\*\***