The Louisiana Market Bulletin is a tabloid publication issued by the Louisiana Department of Agriculture and Forestry (LDAF), published bi-weekly (approximately 26 issues per year).

**Specifications**

Each issue will consist of 20 pages; 12 pages of text and eight pages for cover, but may contain more or fewer pages. The tabloid size is 11.37" x 13.75" folded to 11.37" x 6.875" before delivery.

**Text:** 30# newsprint / **Cover:** 40# white alternative offset (ground wood product).

**Size:** 20-page tabloid, no saddle stitching; finished bulletin is 11.37" x 13.75" and quarter folded to 11.37" x 6.875" before delivery.

**Composition:** All pages full color.

**Copy:** Layout work will primarily be performed in-house by LDAF for submittal to the Contractor. In this case, by close of business on the Tuesday immediately before the issue date, LDAF will electronically furnish the following files to the Contractor:

* Packaged InDesign files, including all linked images, fonts, and PDF proof
* Order form designating desired print quantity (mail list + office copies) for the issue
* Excel spreadsheet of the mail list for the issue

Layout *may* be done by the Contractor at the request of LDAF with two weeks advance notice. In that case, by close of business on the Monday immediately before the issue date, LDAF will furnish electronically all content and files required for layout to the Contractor.

The Contractor shall furnish a proof electronically to LDAF by close of business on the Wednesday immediately before the issue date.

**Printing and Addressing:** Base bid for printing is to include paper, plate making, PDF proof and/or one set of blue line and/or color laser proofs, make ready, paper handling, printing, collating, folding, trimming, final folding to size 11.37" x 6.875". The Contractor shall print or affix mailing addresses onto the bulletins (mailing list to be provided by LDAF via Excel spreadsheet no later than upon approval of proof) and prepare bulletins for bulk mailing.

The Contractor is to deliver the completed issue to the U.S. Post Office General Mail Facility at 8101 Bluebonnet Boulevard, Baton Rouge, LA 70810, or a regional post office capable of handling bulk mail, by close of business on Thursday (the issue date) and no later than 12:00 PM CT on the Friday immediately following the issue date (unless other arrangements are made). The Contractor is to notify LDAF if a different post office is to be used at the time of award. Any and all remaining copies not included in the bulk mailing will be bound and delivered to LDAF at 5825 Florida Blvd., Baton Rouge, LA 70806 by close of business the Monday following the issue date.

LDAF will maintain the necessary funds in the Market Bulletin postage account to cover each mailing.

# **Special conditions**

1. **PUBLIC PRINTING LAW:** The Contract resulting from this solicitation shall be subject to the provisions of RS. 43:1 et. seq.
2. **SUBLETTING CONTRACT:** The Contractor shall be held responsible for the work of any sub­ contractor(s) and shall see that the work is done without unnecessary delay in a good workmanlike manner, and that all necessary priority over other work is given.

The Contractor shall not be relieved of any obligation to the State of Louisiana by any subletting of a contract in whole or in part to another.

1. **QUALITY OF WORKMANSHIP AND STOCK:** Representatives of the State shall have access to the Contractor's plant at any time during working hours to inspect work in process. However, such inspection shall not relieve the Contractor from any responsibility under this agreement for material or workmanship found defective after delivery. If any aspect of the process will be delayed, including issues with documents/files/permit/mailing lists provided, or if the predetermined schedule cannot be met, the Contractor must promptly notify LDAF so that Market Bulletin staff can address customer service questions and minimize delays to subscribers.

All articles furnished and work done must be of first-class quality. The use of poor type, poor presswork or the use of a different ink than ordered, inferior binding, inferior quality or mismatched paper stock, a lesser grade of paper than that ordered, or any other discrepancies will be sufficient cause for the rejection of the work and for refusal of payment thereof.

The Contractor must always be able to furnish within a reasonable period those supplies named in the specifications unless a substitute is approved by the Office of State Procurement. If any different kind is substituted, the quality shall be equal, and the prices shall not exceed those named from similar articles in the specifications.

Substitutions made without the approval of LDAF will be grounds for nonpayment for that job.

All typeset material is to be free from printer errors. A “clean” proof is to be furnished to LDAF prior to printing. Proofs may be submitted electronically unless a hard copy proof is requested by LDAF. All copy and proof sheets shall be held by the Contractor for 60 days after the job has been completed and delivered, and the invoice rendered to LDAF for payment. LDAF reserves the right to refuse and request a reprint of any bulletins that do not match the quality of the proof at the Contractor's expense.

1. **PURCHASE ORDERS:** Purchase orders will be issued by LDAF for services available through the contract. The Contractor is not authorized to produce a job without first having obtained a purchase order.
2. **DELIVERY:** Delivery is to be F.O.B. inside the U.S. Post Office General Mail Facility at 8101 Bluebonnet Boulevard, Baton Rouge, LA 70810, or other post office capable of handling bulk mail, which shall include all cost of transportation and inside delivery within any office or building as specified. Completed work shall be shipped or delivered promptly without any unnecessary delay.

By accepting the contract for printing, binding, or lithography, the Contractor agrees to complete the work and deliver the goods as specified promptly, satisfactorily, and without unnecessary delay. The Contractor will give said work the necessary priority over other work to assure timely delivery.

1. **PAYMENT:** LDAF will directly pay the Contractor upon presentation of properly executed invoice after goods have been received, inspected, and accepted. LDAF will be required to pay the amount of the invoice within 30 days after its receipt. Such price and payment will constitute full compensation of furnishing and delivering the contract commodities. In no case will LDAF refuse to make partial payments to the Contractor, provided proper invoices have been furnished and approved, although all items have not been delivered. This payment in no way relieves the Contractor of their responsibility to effect shipment of the balance of the order.
2. **NEGATIVES:** All art, color separations, and electronic files are to become the property of the State of Louisiana. The Contractor will be responsible for storing all artwork, etc. for the contract in one location, separate from all other work, and maintaining a written inventory of such materials. Upon award of a contract to a new Contractor, the previous Contractor will be required to immediately furnish the written inventory of all negatives, artwork, etc.

Two copies of the inventory listing shall be provided: one is to be furnished to the new Contractor along with all negatives, artwork, etc. listed, and one is to be mailed to the Office of State Procurement. Any freight charges incurred are to be paid for by the Contractor providing the negatives. The Contractor will be required to furnish written verification that all items were received.

The Contractor will not dispose of any negatives or material without obtaining written approval from the LDAF and furnishing a copy of the approval to the Office of State Procurement.

1. **OVERRUNS AND UNDERRUNS:** Under normal conditions, an underrun or overrun (typically 200) will be approved not to exceed 10% on orders of 50,000 or less.
2. **SAMPLES:** Bidders may be required to submit samples of work like this category of printing to demonstrate their ability to perform the contract at the quality standard desired. If requested, the samples must be furnished within 10 calendar days. Failure to submit samples in the required time may be cause, at the discretion of the Office of State Procurement to disqualify from award.

# 2025 Market Bulletin Schedule

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| --- | --- | --- | --- |
| **#** | **ISSUE DATE** | **AD DEADLINE** | **PRINTER DEADLINE** |
| 1 | January 9, 2025 | December 26,2024 | January 7, 2025 |
| 2 | January 23, 2025 | January 9, 2025 | January 21, 2025 |
| 3 | February 6, 2025 | January 23, 2025 | February 4, 2025 |
| 4 | February 20, 2025 | February 6, 2025 | February 18, 2025 |
| 5 | March 6, 2025 | February 20, 2025 | March 4, 2025 |
| 6 | March 20, 2025 | March 6, 2025 | March 18, 2025 |
| 7 | April 3, 2025 | March 20, 2025 | April 1, 2025 |
| 8 | April 17, 2025 | April 3, 2025 | April 15, 2025 |
| 9 | May 1, 2025 | April 17, 2025 | April 29, 2025 |
| 10 | May 15, 2025 | May 1, 2025 | May 13, 2025 |
| 11 | May 29, 2025 | May 15, 2025 | May 27, 2025 |
| 12 | June 12, 2025 | May 29, 2025 | June 10, 2025 |
| 13 | June 26, 2025 | June 12, 2025 | June 24, 2025 |
| 14 | July 10, 2025 | June 26, 2025 | July 8, 2025 |
| 15 | July 24, 2025 | July 10, 2025 | July 22, 2025 |
| 16 | August 7, 2025 | July 24, 2025 | August 4, 2025 |
| 17 | August 21, 2025 | August 7, 2025 | August 19, 2025 |
| 18 | September 4, 2025 | August 21, 2025 | September 2, 2025 |
| 19 | September 18, 2025 | September 4, 2025 | September 16, 2025 |
| 20 | October 2, 2025 | September 18, 2025 | September 30, 2025 |
| 21 | October 16, 2025 | October 2, 2025 | October 14, 2025 |
| 22 | October 30, 2025 | October 16, 2025 | October 27, 2025 |
| 23 | November 13, 2025 | October 30, 2025 | November 11, 2025 |
| 24 | November 27, 2025 | November 13, 2025 | November 25, 2025 |
| 25 | December 11, 2025 | November 27, 2025 | December 9, 2025 |
| 26 | December 25, 2025 | December 11, 2025 | December 23, 2025 |