



MCNEESE STATE UNIVERSITY
LAKE CHARLES, LOUISIANA 70609
AN EQUAL OPPORTUNITY INSTITUTION
PHONE: (337) 475-5087
FAX: (337) 475-5082

REQUEST FOR BID

DATE	BID NUMBER
02/07/25	D2500057

PURCHASING CONTACT	PHONE	REQUEST NO.	DEPARTMENT	VENDOR I.D. NO.
Debet Hebert	337-475-5083	R2503117	Student Services	000029655

SEE STANDARD TERMS & CONDITIONS TO BIDDERS.

VENDOR MUST SIGN AND RETURN BID FORM TITLED "STANDARD TERMS & CONDITIONS TO BIDDERS" WITH BID RESPONSE TO BE CONSIDERED FOR BID AWARD.

VENDOR: ENTER COMPANY INFORMATION

Return this bid to McNeese State University
Purchasing Department, 150 Lawton Drive,
Smith Hall room 120A, Lake Charles, LA 70605
or MSU Box 92415, Lake Charles, LA 70609

RESPONSE DUE 02/17/25 Bid due @ 3:00 P.M.

No.	Quantity	Description	Unit	Unit Price	Extension
		<p>Request for Sealed Bid (SB)</p> <p>*****</p> <p>THIS BID SOLICITATION IS FOR A CONTRACT TO PRINT YEARBOOKS FOR MCNEESE STATE UNIVERSITY IN LAKE CHARLES, LOUISIANA.</p> <p>UPON AGREEMENT OF BOTH PARTIES, THE CONTRACT MAY BE RENEWED FOR TWO ADDITIONAL TWELVE (12) MONTH TERMS. THE FIRST YEAR WILL BEGIN UPON AWARD OF SOLICITATION.</p> <p>-</p> <p>REFER TO THE SPECIAL INSTRUCTIONS TO BIDDERS FOR DEADLINES AND ADDITIONAL IMPORTANT INFORMATION.</p> <p>-</p> <p>ALL CHARGES ASSOCIATED WITH DESIGN AND PRINTING MUST BE INCLUDED IN THE UNIT PRICING BELOW.</p> <p>*****</p> <p>IN ACCORDANCE WITH UNIVERSITY POLICY, ALL ITEMS CUSTOMIZED WITH ANY MCNEESE STATE UNIVERSITY NAME, LOGO OR OTHER IDENTIFYING MARKS OR WORDING ("INDICIA"), WHETHER FOR INTERNAL CONSUMPTION OR EXTERNAL DISTRIBUTION, MUST BE PRODUCED BY A LICENSED VENDOR (IMGCL MANAGES OUR LICENSING</p>			

Bid must be signed below. I hereby certify that the above bid prices will remain in effect until the goods are delivered if the order is placed within 30 days after bid opening date. Validity of this bid is dependent on the following information:

Delivery _____ days ARO/TERMS _____

Phone () _____

All bids include prepaid delivery, F.O.B. to McNeese State University

THIS IS NOT A PURCHASE ORDER

TOTAL

CONTINUED

Signature _____ Date _____



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No.	Quantity	Description	Unit	Unit Price	Extension
1		Request for Sealed Bid (SB) (Continued ...) PROGRAM), UNLESS NO LICENSED VENDOR EXISTS THAT CAN PRODUCE THE ITEM. FOR MORE INFORMATION ON BECOMING A LICENSED VENDOR, CONTACT information@clc.com OR VISIT http://www.imgcollegelicensing.com/Licensing-Info.aspx . ***** ALL ARTWORK MUST ALSO BE APPROVED BY THE OFFICE OF MARKETING AND LICENSING AS WELL AS THE DEPARTMENT. ***** MCNEESE STATE UNIVERSITY IS TAX EXEMPT. - SUCCESSFUL BIDDER MUST ACCEPT PURCHASE ORDERS. - PLEASE READ SPECIFICATIONS CAREFULLY.			
1	1500	MAIN: Book Type: Yearbook Book Size: 9" x 12"	EA		

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No.	Quantity	Description	Unit	Unit Price	Extension
1		<p>Request for Sealed Bid (SB)</p> <p>(Continued ...)</p> <p>Page Count: 250 approximately</p> <p>PREPARATION: PDF Upload provided by McNeese State University upon award of bid.</p> <p>BINDING: Sewn</p> <p>PAPER: Weight - 100 sl. Matte</p> <p>COVER:</p> <p>*Type: Hard.</p> <p>*Material: Gloss Crystalline</p> <p>*Number of Inks: Process</p> <p>*Registering Type on Spine</p> <p>*Board: 150 pt.</p> <p>ENDSHEETS:</p> <p>*None</p> <p>*Front and Back Type: Plain White</p> <p>*Front Material: Standard ES Material</p> <p>*Back Material: Standard ES Material</p> <p>COLOR:</p> <p>*All Color Book</p> <p>*Process normal: Approx. 320 Pages on 40 Flats.</p>			

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No.	Quantity	Description	Unit	Unit Price	Extension
		Request for Sealed Bid (SB)			
2	50	PROVIDE COST PER PAGE FOR UP TO 50 EXTRA PAGES.	EA		
3	100	PROVIDE COST PER BOOK FOR UP TO 100 EXTRA BOOKS IF NEEDED AT A LATER DATE.	EA		
4	1	IN PERSON DESIGN TRAINING PER HOUR PER HOUR CHARGE FOR COVER DESIGN SERVICES. A. CUSTOM DESIGN TEMPLATES B. PORTRAIT LAYOUT DESIGN TEMPLATES - INDICATE "NONE" OR "0" IF INCLUDED IN ABOVE PRICING.	HR		
5	1	SHIPPING AND HANDLING CHARGES Indicate "none" or "0" if included in pricing above.	EA		

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STANDARD TERMS & CONDITIONS TO BIDDERS
FAX #337-475-5082

PROPOSALS: The proposal must be received by the Purchasing Department, McNeese State University, before the time set for receiving bids. Bids received after the time set will not be considered. Bidder shall assume full responsibility for timely delivery at location designated for receipt of bids. Prices must be clear and be written in ink or typewritten, and the ITB AND Terms & Conditions must be signed in ink. Be sure bid number and due date are clearly shown on outside of package or envelope. Please see return address on the face of the bid form.

STANDARDS OF QUALITY AND ANY ALTERNATE: Any product or service bid shall conform to all applicable Federal and State Laws and Regulations and the specifications contained in the solicitation. Unless otherwise specified in the solicitation, any manufacturer's name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition. Bidder must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the solicitation.

When a Pre-Bid Conference is scheduled, no alternative will be considered unless the above conditions are complied with and the "Request for Approval of Alternate" form is completed and returned. This form will be attached when applicable. Only alternates which are approved and acknowledged by addendum following the Pre-Bid Conference will be considered for award at the bid opening. **DO NOT SUBMIT BIDS ON UNAPPROVED ALTERNATES.**

The burden of proof of the merit of the proposed substitute is upon the proposer. The Purchasing Director's decision of approval or rejection of a proposed substitute shall be final.

SAMPLES/DESCRIPTIVE LITERATURE: The envelope/package containing samples and/or descriptive literature submitted by mail for consideration at the Pre-Bid Conference must be labeled in accordance with the instructions given on the "Request for Approval of Alternate" form.

When requested, samples submitted will be returned at bidder's risk and expense provided they have not been made useless through tests.

PRICES: Unless otherwise specified by McNeese in the solicitation, bid prices must be complete, including transportation prepaid by bidder to destination and firm for acceptance for a minimum of 30 days. If accepted, prices must be firm for the contractual period. Bids other than F.O.B. destination may be rejected. Prices should be quoted in the unit (each, box, case, etc.) as specified in the solicitation.

BID OPENING: Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting McNeese during normal working hours. Written bid tabulations will not be furnished.

AWARD OF BIDS: McNeese State University 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 incident thereto.

DELIVERY FAILURE: If the vendor fails to make delivery within the time specified on bid documents or within a reasonable time if no delivery time is specified McNeese reserves the right to cancel the item and to purchase it elsewhere. Any increase in price and/or cost of handling will be charged to the vendor making the original unsatisfactory delivery. Consistent unsatisfactory deliveries will be considered just cause for deleting a vendor from bid lists.

TERMINATION OF THIS AGREEMENT FOR CAUSE/CONVENIENCE: McNeese may terminate this agreement for cause based upon the failure of Contractor to comply with the terms and/or conditions of the Agreement, or failure to fulfill its performance obligations pursuant to this agreement, provided that McNeese shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then McNeese may, at its option, place the Contractor in default and the Agreement shall terminate on the date specified in such notice.

The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of McNeese to comply with the terms and conditions of this agreement, provided the Contractor shall give McNeese written notice specifying McNeese's failure and a reasonable opportunity for McNeese to cure the defect.

McNeese may terminate the Contract at any time by giving thirty (30) days written notice to the Contractor of such termination or negotiating with the Contractor an effective date.

SOLICITATIONS FOR (MOST) GOODS, NOT SERVICES, INCLUDE THE LOUISIANA PRODUCT PREFERENCE AS STATED BELOW:

IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1604, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY.

PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.

Do you claim this Preference? YES _____ NO _____

Specify Line Number(s): _____

Specify location within Louisiana where this product is manufactured, produced, grown or assembled: _____
NOTE: If more space is required, include on separate sheet.)

Do you have a Louisiana business workforce? YES _____ NO _____

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

IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:

1. A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or
2. An individual authorized to bind the vendor as reflected by a corporate resolution, certificate or affidavit; or
3. Other documents indicating authority which are acceptable to the public entity.

By signing and returning this document (along with bid), you are certifying compliance with all Terms and Conditions set forth.

Signature & Company Name

Date

SPECIAL INSTRUCTIONS TO BIDDERS
YEARBOOK LOG
McNEESE STATE UNIVERSITY
BID D2500057

IMPORTANT DATES

Deadline for inquiries regarding the bid is **February 12, 2025.**

Bid due date is **February 17, 2025 at 2:00 P.M.**

Final approved designs will be delivered to the successful bidder
electronically by McNeese no later than **March 14, 2025.**

FINISHED PRODUCT MUST BE DELIVERED TO McNEESE STATE UNIVERSITY
NO LATER THAN **MAY 2, 2025.**

.....
Purchasing Department Contact: Debet Hebert, Procurement Specialist
Email: debet@mcneese.edu
Phone: 337-485-5083

- I. THIS BID MUST BE RETURNED IN A SEALED ENVELOPE/PACKAGE. PLEASE WRITE THE BID NUMBER ON THE ENVELOPE/PACKAGE. RETURN TO ONE OF THE ADDRESSES LISTED BELOW.
- a. Your sealed bid may be mailed or delivered by hand or courier service.
NOTE: FAX, EMAIL OR ANY OTHER ELECTRONIC SUBMISSIONS ARE NOT ACCEPTABLE.
 - b. The address for mailing (U.S. Postal Service): McNeese State University, Purchasing Department Box 92415, Lake Charles, LA 70609.
 - c. The address for hand or courier service: McNeese State University, Purchasing Department, 150 Lawton Drive, Smith Hall Room 120A, Lake Charles, LA 70607.

- d. Bidder is hereby advised that the U.S. Postal Service (USPS) does not make deliveries to the McNeese Purchasing Department's physical location. If delivering by USPS to the Box listed above, please allow sufficient time for the mail to then be transmitted to the McNeese Purchasing Department. The McNeese Purchasing Department must receive the sealed bid at its physical location by the date and time specified in this bid. Failure to meet the bid opening date and time shall result in rejection of the bid.
 - e. Bidder is solely responsible for ensuring that its courier service provider makes inside deliveries to the McNeese Purchasing Department's physical location. The McNeese Purchasing Department is not responsible for any delays caused by the Bidder's chosen means of delivery. Bidder is solely responsible for the timely delivery of its bid. Failure to meet the bid opening date and time shall result in rejection of the bid.
- II. The continuation of this contract is contingent upon the appropriation of funds by the Legislature to fulfill the requirements of the contract. If the Legislature fails to appropriate sufficient monies to provide for continuation of the contract or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriation Act or Title 39 of the Louisiana revised statutes of 1950 to prevent the total appropriation for the year from exceeding revenue for that year, or for any other lawful purpose, and the effort of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which the funds have not been appropriated.
- III. Renewal of this contract may allow equitable adjustments in prices, time for performance, or other contract provisions, as appropriate in accordance with LA RS 39:1661. (attached)
- IV. A list of Colleges and Universities that the yearbook representative has personally worked with must be included with your bid response. The successful bidder may be required to provide McNeese with samples of yearbooks for print quality from two (2) of the referenced schools. Non-college or university yearbooks will not be accepted as samples.
- V. The quantity is approximately 1,500 books and 250 pages. The actual amount may be more or less. The University reserves the right to increase or reduce quantity as needed if in the best interest of the University.

- a. Plus or minus approximately 100 books.
- b. Plus or minus approximately 50 pages.

Pricing must be provided on each line item on the "REQUEST FOR BID".

- VI. **Payment Terms:** Net 30 after receipt of properly executed invoice or delivery and acceptance, whichever is later.
- VII. **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 McNeese State University Purchasing Contact at the email address on page 1 of this solicitation. Written inquiries must be received in the McNeese State University Purchasing Department no later than five (5) calendar days prior to the opening of bids, and shall be clearly cross-referenced to the relevant solicitation/specification in question. No decisions or actions shall be executed by any Bidder as a result of oral discussions with any McNeese State University employee or consultant. Any interpretation of the documents will be made by formal addendum only, issued by the McNeese State University Purchasing Department. It is the responsibility of the bidder, prior to submitting their bid, to periodically visit the State of Louisiana Purchasing Department LaPAC website, or contact the McNeese State University Purchasing Department, to identify if any addendums were issued. McNeese State University shall not be responsible for any other interpretations or assumptions made by Bidder.
- VIII. Bidder understands and agrees that this contract and related documents are subject to audit by the Legislative Auditor of the State of Louisiana.
- IX. The Contract, and all matters or issues related to it, shall be governed by and shall be in accordance with the laws of the State of Louisiana.
- X. **Taxes:** Vendor is responsible for including all applicable taxes in the bid price. McNeese State University is exempt from all Louisiana state and local sales and use taxes. By accepting an award, resident and non-resident firms acknowledge their responsibility for the payment of all taxes duly assessed by the State of Louisiana and its political subdivisions for which they are liable, including but not limited to: franchise taxes, privilege taxes, sales taxes, use taxes, ad valorem taxes, etc.
- XI. **Bids/Prices:** The bid price for each item is to be quoted on a "net" basis, inclusive of all delivery charges, any item discounts, etc. Bids indicating estimated freight

charges may be rejected. Bids requiring deposits, payment in advance, or C.O.D. terms 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 shorter acceptance periods 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.

**PART V. MODIFICATION AND TERMINATION OF CONTRACTS
FOR SUPPLIES, SERVICES, AND MAJOR REPAIRS**

§1661. Contract clauses; administration

A. Contract clauses. Regulations may permit or require the inclusion of clauses providing for equitable adjustments in prices, time for performance, or other contract provisions, as appropriate, including but not limited to the following subjects:

(1) The unilateral right of the state to order in writing changes in the work within the general scope of the contract in any one or more of the following:

(a) Drawings, designs, or specifications, if the supplies to be furnished are to be specially manufactured for the state in accordance therewith.

(b) Method of shipment or packing.

(c) Place of delivery.

(d) Security for contract performance.

(e) Insurance requirements including as appropriate but not limited to general liability, automobile coverage, workers' compensation, and errors and omissions.

(f) Beginning and ending dates of the contract.

(g) Maximum compensation to be paid the contractor.

(2) The unilateral right of the state to order in writing temporary stopping of the work or delaying of performance.

(3) Variations between estimated quantities of work in a contract and actual quantities.

(4) Manufacturers' design drawings shall be supplied in duplicate for all state buildings, to the appropriate state agency at the conclusion of contract.

B. Additional contract clauses. Regulations may permit or require the inclusion in state contracts of clauses providing for appropriate remedies and including but not limited to the following subjects:

(1) Liquidated damages as appropriate.

(2) Specified excuses for delay or nonperformance.

(3) Termination of the contract for default, and

(4) Termination of the contract in whole or in part for the convenience of the state.

C. In the event any contractor fails to fulfill or comply with the terms of any contract, the chief procurement officer may award the contract to the next lowest responsible bidder subject to acceptance by that bidder and charge the difference in cost to the defaulting vendor.

Added by Acts 1979, No. 715, §1, eff. July 1, 1980. Amended by Acts 1982, No. 710, §1; Acts 2011, No. 210, §2, eff. July 1, 2011; Acts 2014, No. 864, §2, eff. Jan. 1, 2015.