

**Delgado Community College
Purchasing Department
501 City Park Avenue, Bldg. 37
New Orleans, Louisiana 70119
(504) 762-3027**

Invitation to Bid

Bid Name:

Term Contract 40006-060 – Printing of Commencement Programs

Due By & To Be Opened On:

April 1, 2025 at 2:00PM CST

Contact Person:

**Tracey G. Sheffield
Director of Purchasing
(504) 762-3029**

NAME OF COMPANY

ADDRESS

CITY, STATE, ZIP

PHONE NUMBER

FAX NUMBER

EMAIL

SIGNATURE OF COMPANY REPRESENTATIVE

NAME (PRINTED) & TITLE OF COMPANY REPRESENTATIVE

***** This form must be completed and submitted with your bid***

I. GENERAL INFORMATION

1. Any questions regarding this Invitation to Bid shall be in writing and shall be addressed to Tracey Sheffield at the following address:

Delgado Community College
O'Keefe Administration Building
501 City Park Avenue, Building 37
New Orleans, La 70119
Email: purchasingdept@dcc.edu
Fax: (504) 762-3089

Any additional information resulting from such inquiries shall be distributed to all bidders via addenda. The College will not be responsible for any other explanation of the documents.

Sealed bids may be submitted by mail or in person. Mailed bids and hand carried bids shall go to the address in item #1 and delivered directly to the Purchasing Office. Do not leave hand carried bids at the front desk. The bid name & number must be on the outside of the packaging, including express mail packages. Please note that express mail or USPS carriers may not deliver directly to 501 City Park Avenue. The bidder/proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to 501 City Park Avenue.

3. Each bidder is solely responsible for the accuracy and completeness of its bid. Errors or omissions may be grounds for rejection, or may be interpreted in favor of the College.

4. Each bidder is solely responsible for the timely delivery of its bid. Delgado Community College will not be responsible for any delays in the delivery of bids, whether delayed in the mail, or for any reason whatsoever.

5. Only the issue of a purchase order or a signed acceptance of a proposal constitutes acceptance on the part of the College.

6. Assuming there is no prompt payment discount provision, payment will be made within 30 days from receipt of products in satisfactory condition, or within 30 days from receipt of invoice, whichever is later.

7. Proposer or bidder, contractor, etc. certifies, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals 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.)

II. BID FORM

Term Contract No: 40006-060

Printing of Commencement Programs

Bid must be submitted on this form. Bidder is to complete each section of the Bid form. Prices are to be based on the unit charge. All charges associated with printing, adding inserts and delivery must be included in the unit price. Any bids received without each line of the bid form completed will be rejected. Note: this is a sealed Bid, no faxed or emailed Bids are allowed. **Prices per unit must not be drawn out more than 4 decimal points.**

	QTY	UOM	DESCRIPTION	PRICE EA	EXTENDED AMOUNT
	5500	EA	Fall Commencement Programs		
	5500	EA	Fall Inserts		
	2375	EA	Fall Commencement Perforated Cards		
	2375	EA	Fall Commencement White Cards		
	4000	EA	Spring Commencement Programs		
	4000	EA	Spring Inserts		
	2375	EA	Spring Commencement Perforated Cards		
	2375	EA	Spring Commencement White Cards		

TOTAL OF ALL ABOVE LINES _____

The amounts listed in this Bid schedule are estimates only. The numbers provided for the Fall semester are being provided to allow for each Bidder to estimate of the total amount of the Contract. The College makes no guarantee of any quantities. Quantities may be more or less than stated.

Addendum No: _____	Dated: _____	Addendum _____	Dated: _____
Addendum No: _____	Dated: _____		

Addenda acknowledgement is mandatory. Bidder must acknowledge on the Bid form any issued addenda. If an addendum is released and a Bidder has already submitted their Bid, the Addenda will list instructions on submitting the Addenda prior to the date and time for the opening of bids.

Bidder declares and represents that he; a) has carefully examined the Bidding Documents, b) has a clear understanding of the Bidding Documents, c) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents, d) agrees to provide all labor, materials, and vehicles as required to perform, in a workmanlike manner, all work and services under this contract, all in accordance with the Bidding Documents

By signing below, the Bidder agrees that he/she complies with all bid requirements, instructions, specifications, terms and conditions and special conditions as stated in the bid.

Signature _____

Title _____

Company _____

**** Bid must be submitted on this form and addenda (if any) acknowledged.
Bids submitted on Bidder's own forms will not be accepted.***

III. INSTRUCTIONS & REQUIREMENTS FOR BIDDERS

SCOPE:

Delgado Community College is seeking bids for an annual contract for the printing of the College's Commencement Programs. Bidders must be able to print and deliver timely, all commencement programs in accordance with the specifications for Fall, Spring and Summer commencement exercises.

The College will provide deadlines for delivery and will work with the successful vendor to provide, all artwork and data required. Please note this is a "Sealed Bid". Faxed or emailed Bids are not allowed.

QUALIFICATIONS:

Vendors/Contractors Bidding this contract shall have been in business for a minimum of (10) years and have performed similar services commercially in order to perform the work set forth in the specifications. Bidder must complete [Attachment A, References Form](#) and submit with their bid. References must be from companies where work of a similar size and scope have been performed.

PRE-BID/JOBSITE VISIT:

Not applicable to this Bid

ADDENDA:

Any questions arising from the specifications must be addressed in writing to the individual indicated in Section I, General Information, and will be answered via an Addendum. All questions must be submitted no later than [Tuesday, March 25, 2025 by 12:00PM CST](#).

Any interpretation, correction or change of the Bidding Documents will be made by addendum. Interpretations, corrections or changes of the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely upon such interpretations, corrections and changes. The Bidder must acknowledge all issued addenda in the space provided on the Bid Form. Failure to acknowledge addenda will render the bid informal and will cause its rejection.

Bid Documents and Addenda may be downloaded from

<https://wwwcfprd.doa.louisiana.gov/osp/lapac/dspBid.cfm?search=department&term=39>

BID SUBMITTAL:

Bids must be sealed with the **Bidder's name, along with the name and number of the bid clearly written on the front of the envelope, including express mail packaging** and are to be delivered to the person and location in Section I, General Information by the date and time stated on the title page. Bids received without this information or after the due date and time will be automatically disqualified.

Bids must be submitted on the forms furnished for this purpose and must be filled out in ink or typewritten and signed in ink. Do not erase, correct, or write over any prices or figures necessary for this proposal. If any corrections are necessary, each must be initialed by bidder. Failure to comply with the above requirements will cause your bid to be disqualified.

Effective August 15, 1997, in accordance with L.R.S. 39:1594 (Act 121), the person signing the bid must be:

- a) 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
- b) An individual authorized to bind the vendor as reflected by an accompanying corporate resolution, certificate, or affidavit.

By signing the bid, the bidder certifies compliance with the above.

MODIFICATION OR WITHDRAWAL OF BID:

A bid may not be modified, withdrawn, or canceled by the Bidder for a period of thirty (30) calendar days for the period following the time and bid date designated for the receipt of bids, and Bidder so agrees in submitting his bid, except in accordance with R.S. 39:1594,F.

Prior to the time and date designated for receipt of bids, bids submitted early may be modified or withdrawn only by notice to Delgado Community College Purchasing Office at the place and prior to the time designated for receipt of bids.

Withdrawn bids may be resubmitted up to the time designated for the receipt of bids provided that they are then fully in conformance with these Instructions to Bidders.

BIDDER REPRESENTATION:

By signing and submitting a bid, Bidder acknowledges that he/she has read and understands the Bidding Documents and his bid is made in accordance therewith.

The Bidder agrees that his/her bid is based solely upon the materials, systems and equipment described in the Bidding Documents as advertised and as modified by addenda. The bid submitted is not based on any verbal instructions contrary to the Bidding Documents and addenda.

INSURANCE:

Not applicable to this Bid

END OF SECTION III

IV. TERMS AND CONDITIONS

GENERAL TERMS & CONDITIONS:

- A response to a bid invitation is our only indication of your interest in college business. Failure to respond to six (6) consecutive bid invitations may cause your name to be removed from the bidders' list.
- It shall be specifically agreed and understood that the Bidders may attend the Bid opening. Subject to any State or College safety regulations.
- No information will be given out as to opinions concerning the ultimate outcome while consideration of the award is in progress.
- Effective September 1, 1991, in accordance with Act 1029 of the 1991 Regular Legislative Session, Delgado Community College will not be responsible for any sales tax, either state or local.
- Delgado Community College reserves the right to reject any and all bids and to waive any informality.
- It shall be distinctly agreed and understood that the price quoted must be a firm price, and not be subject to change at time of the shipment of goods or delivery of services.
- All shipping, handling, materials, labor or any other charges necessary to compete this job must be included in amount bid. Items not listed but necessary for completion of the job shall be furnished as part of the bid. Additional costs disclosed later will be at the expense of the vendor.
- Only overruns of less than 2% of the order total will be allowed.
- All deliveries shall be made FOB Destination to the College unless otherwise specified by the College. All freight charges are to be included in the unit price. The College will not be responsible for freight charges not clearly stated as a part of this bid.
- The College reserves the right to award the above items separately, grouped, or on an all-or-none basis, and to reject any or all bids and to waive any informalities including technicalities in specifications that preclude competition.
- The College shall have the right to reject any or all bids not accompanied by any data required by the Bidding Documents or a bid in any way incomplete or irregular.
- The Bid will be awarded on the basis of the lowest total cost as determined by the College.

- List of distributors: The Vendor signing the bid shall be designated as the Prime Vendor on any contract/agreement resulting from this bid. If additional Vendors are authorized to receive orders for items covered under this proposal, the Vendor must submit, with bid, a list of those additional authorized distributors.
- Bidder must be licensed to operate in Louisiana to perform the work as outlined in the specifications. The Bidder must be fully qualified under any State or local licensing law in effect at the time and at the location of the work before submitting his bid.
- If item(s) or services bid do not fully comply with specifications, including brand and/or product number or work, bidder must state in what respect the material(s)/services or work deviate. Failure to note exceptions on the bid form will not relieve the successful bidder from supplying the actual products or services requested.

CONTRACT TERM & AGREEMENT:

The term of the agreement will begin July 1, 2025 and end on June 30th 2026. with the option to renew for up to two (2) twelve (12) month periods if mutually agreeable. Contract extensions may not exceed thirty-six (36) months total.

Escalation Clause; Prior to any renewal term, the vendor may request a price increase for that renewal term based on documented increase costs. The price increase may not be greater than the Consumer Price Index (All Urban Consumers, Current Series) average increase for the prior 12 months. Price increases will only be considered after the Vendor has successfully completed (12) months of service and may only be implemented at the beginning of a renewal term. The College reserves the right to approve or disapprove the price increase.

The Form of Agreement between the College and Contractor for the work set forth herein will be the issuance of a purchase order.

ADDITIONAL SITES:

N/A

PAYMENTS:

Payment for services shall be made to the Vendor after receipt by the College of an invoice (or invoices) by which the Bidder certifies, and the College agrees, that all the invoiced work was performed in accordance with the specifications. Invoices will not be paid prior to 30 days from receipt of invoice.

All invoices should be submitted to the College's Office of Accounts Payable and clearly indicate the Purchase Order Number assigned by the Delgado Purchasing office. Invoices must reference the date(s) of service, with the cost broken out to match the Bid schedule. Lump sum invoices will not be processed.

INSURANCE:

N/A

TERMINATION OF AGREEMENT:

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

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

- **Termination for non-appropriation of funds** - The continuance of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act or Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect 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 funds are not appropriated.
- **Termination for Convenience** - The College may terminate the Contract at any time by giving thirty (30) days written notice to the Vendor. The Vendor shall be entitled to payment for work performed (monthly charges to be prorated) to the extent work has been performed satisfactorily.

If, for any reason, the Vendor desires to terminate the Contract, he may do so upon giving written notice of sixty (60) days to the College. Vendor shall perform all work satisfactorily as contracted until the determined termination date

- **Cancellation Conditions** - In any of the following cases, the College shall have the right to immediately cancel the contract agreement due to:
The interruption of operation in any of the contacted facilities or the College beyond its control; failure of the Vendor to maintain a satisfactory performance bond or adequate insurance coverage; wherever the contractor is guilty of misrepresentation; wherever the contract agreement was obtained by fraud, collusion, conspiracy, or other unlawful means, or the contract agreement conflicts with any statutory and constitutional provision of the

State of Louisiana or the United States. In case of default by the Vendor, the College reserves the right to purchase any or all items or services in default on open market, charging the Vendor with any excessive costs. Until these excessive costs are paid to the College, the Vendor shall not do business with the College again.

- **Implementation of Termination** - The Vendor shall terminate all work under the Contract to the extent and on the date specified in the Notice of Termination or reduction of work and until such date shall, continue to perform all work required in the specification and be compensated for such work.

In the event of termination or reduction in the scope of work by the College, the College shall pay the Vendor for all work satisfactorily performed up to the effective date of termination or reduction in the scope of work, in accordance with the prices included in Vendor's bid less all partial payments made on account prior to the effective date of termination or reduction in the scope of work.

Upon termination as above, the Contract Administrator shall make final determination of the amount due the Vendor for work performed.

INQUIRIES, INTERPRETATION OR CORRECTION TO BIDDING

Any questions arising from either the specifications must be addressed in writing and will be answered via an Addendum.

Any interpretation, correction or change of the Bidding Documents will be made by addendum. Interpretations, corrections or changes of the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely upon such interpretations, corrections and changes.

DISCRIMINATORY PRACTICES:

Delgado Community College of the State of Louisiana is an equal opportunity employer and looks to its contractors, subcontractors, vendors, and suppliers to take affirmative action to affect this commitment in its operations.

Both the College and the bidder shall abide by the requirements of Title VII of the Civil Rights Act of 1964, and shall not discriminate against employees or applicants due to race, color, religion, sex, handicap or national origin. Furthermore, both parties shall take affirmative action to provide for positive posture in employing and upgrading persons without regard to race, color, religion, sex, handicap, or national origin, and shall take affirmative action as provided in the Vietnam Era Veteran's Readjustment Act of 1974.

Both parties shall abide by the requirements of Title VI of the Civil Rights Act of 1964 and the Vocational Rehabilitation Act of 1974 to ensure that services are delivered without discrimination due to race, color national origin or handicap. Both parties shall comply with the requirements of the Americans with Disabilities Act of 1990 which bans discrimination in

employment or in delivery of services on the basis of sexual orientation.

SUBCONTRACTORS:

Is the successful Bidder uses any other company for materials or services to provide the completed materials as stated in these Bid specifications, those agreements with any third parties are solely between the successful Bidder and any third-party vendor.

MATERIALS QUALIFICATIONS:

Bids submitted must be based on the ability to supply the paper type required in the Bid specifications. By accepting this Contract, Bidder agrees to stock enough of a supply to ensure availability at the time each order is placed.

If for any reason the required paper becomes unavailable, any substitution proposed must be approved in advance by the College. Any substitution during the Contract, must meet or exceed the specifications listed herein'. The College does not guarantee acceptance of a proposed substitution.

Substitutions which occur more than once in a contract year will be subject to review and may result in a review of the Vendor for Contract compliance and a final decision rendered of their ability to continue providing the services required under this agreement.

END OF SECTION IV

V. SPECIFICATIONS

Fall 2025 Program Production

Fall 2025 Production Timeline

- Dec. 2 – Program sent to printer
- Dec. 12 by 12 noon – Honors list sent to printer for printing/stuffing
- Dec. 15 – Completed programs/inserts delivered to UNO Arena by 3 p.m.
- Dec. 16 – COMMENCEMENT 10 a.m.

Commencement Program Specs

8.5x11" folded to 8.5x5.5"

24 pages plus cover = 28 pages total

Cover: Ink - 4 c/p one side; black one side; Stock - Astroparch 65# cover - Natural

Inside: Ink - black, two sides; Stock - Astroparch 60# text - Natural

Saddlestitch

Qty. 5,500

Honors Insert Specs

Astroparch 60# text - Natural (Note: we will print 5,000 inserts, but please order and have on hand enough paper for a second batch of 5,000 inserts if needed.)

8.5x5.5"

Black, one side

Qty. 5,500

Stuff honors inserts into programs (specific placement does not matter – whatever is quickest and easiest).

Instructions

- There is a very quick turnaround for the printing and stuffing of the inserts. You will receive the insert art by the afternoon of Friday, Dec. 12, 2025.
- Completed programs must be delivered to the UNO Arena before 3 p.m. on Monday, Dec. 15, 2022. (Commencement exercises take place Tuesday, Dec. 16, 2025 at 10 a.m.)
- Deliver 25 copies to Leslie Salinero Delgado Community College – City Park Campus – 615 City Park Avenue – New Orleans, LA 70119 – Building 37.

Commencement Card Specs

Perforated cards:

Size 4x7" perforated at 3.5"

Pastel green cardstock

Black ink, one side

Numbers printed in black at top right - see chart below for ranges.

White cards:

3x5"

Black ink, one side

White cardstock

Numbers printed in red at top right - see chart below for ranges.

DEGREE TYPE	NUMBER RANGE
AA – ASSOCIATE OF ARTS	1 – 100
AAS – ASSOCIATE OF APPLIED SCIENCE	200 – 599 (350)
AGS – ASSOCIATE OF GENERAL STUDIES	600 – 850 (250)
AS – ASSOCIATE OF SCIENCE	900 – 1199 (250)
CAS – CERTIFICATE OF APPLIED SCIENCE	1200 – 1250 (25)
CGS - CERTIFICATE OF GENERAL STUDIES	1251 - 2199
CTC – CAREER AND TECHNICAL CERTIFICATE	2200 – 3000 (350)
CTS – CERTIFICATE OF TECHNICAL STUDIES	3001 – 3950 (300)
PAC – POST ASSOCIATE CERTIFICATE	3951 – 4000 (50)
TD – TECHNICAL DIPLOMA	4001 – 5000 (100)

Spring 2026 Program Production

Spring 2026 Production Timeline

- May 4 – Program sent to printer
- May 15 by 12 noon – Honors list sent to printer for printing/stuffing
- May 18 – Completed programs/inserts delivered to UNO Arena by 3 p.m.
- May 19 – COMMENCEMENT 10 a.m.

Commencement Program Specs

8.5x11" folded to 8.5x5.5"

24 pages plus cover = 28 pages total

Cover: Ink - 4 c/p one side; black one side; Stock - Astroparch 65# cover - Natural

Inside: Ink - black, two sides; Stock - Astroparch 60# text - Natural

Saddlestitch

Qty. 4,000

Honors Insert Specs

Astroparch 60# text - Natural (Note: we will print 4,000 inserts, but please order and have on hand enough paper for a second batch of 4,000 inserts if needed.)

8.5x5.5"

Black, one side

Qty. 4,000

Stuff honors inserts into programs (specific placement does not matter – whatever is quickest and easiest).

Instructions

- There is a very quick turnaround for the printing and stuffing of the inserts. You will receive the insert art by the afternoon of Friday, May 15, 2026.
- Completed programs must be delivered to the UNO Arena before 3 p.m. on Monday, May 18, 2026. (Commencement exercises take place Tuesday, May 19, 2026 at 10 a.m.)
- Deliver 25 copies to Leslie Salinero Delgado Community College – City Park Campus – 615 City Park Avenue – New Orleans, LA 70119 – Building 37.

Commencement Card Specs

Perforated cards:

Size 4x7" perforated at 3.5"

Pastel green cardstock

Black ink, one side

Numbers printed in black at top right - see chart below for ranges.

White cards:

3x5"

Black ink, one side

White cardstock

Numbers printed in red at top right - see chart below for ranges.

DEGREE TYPE	NUMBER RANGE
AA – ASSOCIATE OF ARTS	1 – 100
AAS – ASSOCIATE OF APPLIED SCIENCE	200 – 599 (350)
AGS – ASSOCIATE OF GENERAL STUDIES	600 – 850 (250)
AS – ASSOCIATE OF SCIENCE	900 – 1199 (250)
CAS – CERTIFICATE OF APPLIED SCIENCE	1200 – 1250 (25)
CGS - CERTIFICATE OF GENERAL STUDIES	1251 - 2199
CTC – CAREER AND TECHNICAL CERTIFICATE	2200 – 3000 (350)
CTS – CERTIFICATE OF TECHNICAL STUDIES	3001 – 3950 (300)
PAC – POST ASSOCIATE CERTIFICATE	3951 – 4000 (50)
TD – TECHNICAL DIPLOMA	4001 – 5000 (100)

NOTE:

If the paper required for the documents is unavailable, Bidder shall notify Leslie Salinero of the situation no less than (60) days prior to the scheduled delivery date for receipt of the final product. Any proposed substitutions must be approved by the Chancellor of Delgado Community College and the Public Relations & Marketing Department representative.

ATTACHMENT A: REFERENCE FORM

_____ (Company Name)	_____ (Facility Type)
_____ (Address)	_____ (Phone Number)
_____ (Contract Administrator)	

_____ (Company Name)	_____ (Facility Type)
_____ (Address)	_____ (Phone Number)
_____ (Contract Administrator)	

_____ (Company Name)	_____ (Facility Type)
_____ (Address)	_____ (Phone Number)
_____ (Contract Administrator)	

****Form must be completed and submitted with the bid***

END OF BID DOCUMENTS