

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

Invitation to Bid

**Bid Name & Number:
40006-73 – Printed Materials, Setup &
Maintenance of Website for Electronic Ordering**

**Due By & To Be Opened On:
April 9, 2025 at 2:00PM CST**

**Contact Person:
Adrienne Harris
Assistant Director Purchasing
(504) 762-3028**

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 Adrienne Harris at the following address:

**Delgado Community College
O'Keefe Administration Building
501 City Park Avenue, Building 37
New Orleans, La 70119
Email: aharri@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. Faxed or emailed Bids not accepted. Mailed bids and hand carried bids shall go to the address in item #1. If hand carried, Bids are to be delivered to the attendant at the front desk. Do not leave on counter unattended. The bid name and number and Contractor's license number if applicable must be on the outside of the packaging, including any express mail packaging. 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
**40006-73 Printed Materials, Setup &
Maintenance of Website for Electronic Ordering**

SCOPE OF WORK:

Delgado Community College is seeking print services as per the following. Printer must design, host, maintain and support a customized, branded Web site for Delgado Community College Printing Services for faculty/staff members to access for the purpose of using templates with variable data fields for producing files to print business cards, letterheads, 9" x 12" and 10" x 13" catalog envelopes. Printer must maintain all templates required for posting by Delgado. Design and printing must reflect graphics specifications and standard set forth by Delgado's Public Relations and Marketing Office.

Technical Specifications:

Finished size:	Business cards: 2" x 3" Letterhead: 8.5" x 11" Catalog envelopes: 9" x 12" and 10" x 13" #9 envelopes - 3.875" x 8.875" #10 envelopes - 9.5" x 4.125"
Number of pages:	N/A
Stock:	Business cards: 100# cover, Classic Crest, avalanche white (or comparable quality) Letterhead: 60# text, Classic Crest, avalanche white (or comparable quality) Catalog envelopes: kraft and white stock #9 and #10 envelopes: white wove
Ink:	Business cards and letterhead: PMS 336 and black/ one side Catalog envelopes: black/ one side #9 and #10 envelopes: black/ one side #10 envelopes: black/two sides
Line screen:	175 or higher
Binding:	N/A
Quantity:	Quantities of individual orders not to exceed cost of \$1,000 each

Artwork: Electronic templates provided to vendor by Delgado via disk/ e-mail.

Proofs: Printer must provide a system capable of tracking the progress of each order throughout the process, make tracking numbers available and provide a centralized, required approval mechanism before production begins. Printer must provide high-quality, color-accurate proof before going to press.

Timeline:

Successful vendor must deliver finished within 48 hours of order placement. Any delivery, shipping, and handling charges must be included in the unit pricing. Delgado Community College will not pay for any charges other than the unit pricing proposed.

Delivery & Billing:

Vendor will deliver all orders to Leslie Salinero at the following address:

Delgado Community College
Communications and Marketing
615 City Park Avenue
Building 9, Room 111
New Orleans, LA 70119

Each delivery/packing slip should list each item within each order, including date(s) ordered, item number, detailed item description and item quantity. Please send one invoice per month that bill us for all orders placed within each month. The final invoice should be sent to us one week before June 30 to allow enough time to process paperwork for the close of the fiscal year.

III. PRICE SCHEDULE

1. Set up and maintenance of Delgado Community College Web site for ordering printed materials and also printing and delivery of printed materials ordered.

Note: Price shall include all costs necessary to make a completed delivery to the College. The College will not honor any other invoices after the fact for the production of this job.

State Price for setting up and maintaining Web site: _____

State Price for setting up templates for printed items: _____

State Price per new template item added: _____

State Price per 250 for business cards: _____

State Price per 500 for business cards: _____

State Price per 1000 for business cards: _____

State Price per 250 for letterhead: _____

State Price per 500 for letterhead: _____

State Price per 1000 for letterhead: _____

State Price per 250 for 10" x 13" envelopes: _____

State Price per 500 for 10" x 13" envelopes: _____

State Price per 1000 for 10" x 13" envelopes: _____

State Price per 250 for 9" x 12" envelopes: _____

State Price per 500 for 9" x 12" envelopes: _____

State Price per 1000 for 9" x 12" envelopes: _____

State Price per 250 for #9 envelopes: _____

State Price per 500 for #9 envelopes: _____

State Price per 1000 for #9 envelopes: _____

State Price per 250 for #10 envelopes one side: _____

State Price per 500 for #10 envelopes one side: _____

State Price per 1000 for #10 envelopes one side: _____

State Price per 250 for #10 envelopes two sides: _____

State Price per 500 for #10 envelopes two sides: _____

State Price per 1000 for #10 envelopes two sides: _____

State Price per 250 for #10 window envelopes 9.5" x 4.125",
black ink, one-sided, white woven stock: _____

2. Delivery

I can/cannot (circle one) make delivery within 48 hours of order placement.

TOTAL BID AMOUNT OF ALL LINE ITEMS: _____

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

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) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services under this contract, all in accordance with the Bidding Documents as prepared by the College Purchasing Office and Facility Services.

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

Signature _____

Title _____

Company _____

**** Bid must be submitted on this form***

IV. INSTRUCTIONS & REQUIREMENTS FOR BIDDERS

QUALIFICATIONS & REQUIREMENTS:

Bidder's Qualifications: Must be licensed as either a commercial general contractor or as a commercial duct work company. Must be engaged on a regular basis in performing work of a similar scope and nature to the work specified, with a minimum of (7) years of successful experience. Bidder is to complete the included **Reference Form, (Attachment B)** with references from companies where work of a similar nature and scope have been performed within the last three years.

One sample of each type of media listed in the specifications is to be submitted with your bid. Changes should be in real time

Vendors are to provide a written business plan outlining their ability to provide the proposed services. Plan should be responded to in the following outlined format:

- Company information
- Years in business
- Types of Industry supported
- Three (3) business references with contact information (**Attachment B**)
- Ability to provide the required services
- Implementation timeframe
- Any innovative ideas or information the proposer feels would be of interest to DCC.

In most instances, the College will handle affixing the postage and getting the material to the local post office. There are some instances when a piece will have an indicia included in the design that will print on the piece. In that case we might ask for the printer to deliver the items to the post office. (The postage costs are paid in advance by the College – funds are periodically sent to the postmaster towards our mailing permit account.

Materials in this scope of work that are listed by manufacturer and/or manufacturer's model number is to establish general style, type, character and quality of the materials desired. Similar items manufactured by other than those listed will be considered, providing submittals are made according to Substitution. Where no manufacturer or model number are given, any product meeting performance or design criteria, or referenced trade associations standards may be used.

ADDENDA:

Any questions arising from the specifications or the pre-bid conference 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, April 1, 2025 by 2:00PM CST**. A final 48-hour period after the issuance of the Addendum will be granted for questions which are directly related only to the answers provided in the 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. 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, license number if applicable, along with the name and number of the bid must be clearly written on the front of the envelope, including a ny express mail packaging** and delivered to the person and location in Section I, General Information by the date and time stated on the title page. Faxed or emailed bids are not acceptable. If shipping via express mail, all information as listed above must be on the outside of the shipping packaging. Bids received without this information or after the due date and time will be automatically disqualified.

In accordance with R.S. 37:2163A, Contractors' License number in the appropriate classification(s) must appear on the bid envelope submitted on all projects in the amount of \$50,000 or more (and \$1.00 or more if hazardous materials are involved).

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 visited the site, read and understands the Bidding Documents and his bid is made in accordance therewith.

The Bidder is advised to carefully consider all College physical features and activities and occupancies by faculty, staff and students, and to plan activities so as not to disrupt the normal operations and activities of the College except as expressly permitted by the College in writing. The Bidder shall be especially aware of existing electric, gas, water, telephone and/or other utilities and facilities which may be in the way of or adjacent to the Work, and shall take appropriate action to protect these utilities during the Work.

Every effort has been made to accurately show all pertinent surface and subsurface features accurately. For self-assurance, the Bidder may examine available drawings and documents related to College premises. Such examinations may be made only in the offices of the College Facility Services as part of the Non-Mandatory Pre-Bid Conference.

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.

END OF SECTION IV

V. 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.
- 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.
- 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 able to provide a project timeline if requested by Delgado Community College

- 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 item(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 initial agreement will be from **July 1, 2025 through June 30, 2026**. At the option of the college and acceptance by the vendor this contract may be extended for two (2) additional twelve (12) month periods at the same prices, terms, and conditions of the original bid. Contract shall not exceed thirty-six (36) months.

PAYMENTS:

Contractor will be paid after work is satisfactorily completed and upon recommendation of the College Representative. Payments for services shall be made on a Net 30 basis after the receipt of an invoice after completion of the work.

Invoices will not be paid prior to 30 days from receipt of invoice or completion of services/receipt of project.

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 be itemized in accordance with the fees set forth in the bid schedule.

TERMINATION OF AGREEMENT:

- **Termination of this agreement for cause** – DCC 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 DCC 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, 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 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 DCC to comply with the terms and conditions of this agreement, provided that the Contractor 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 Contractor. The Contractor 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 Contractor desires to terminate the Contract, he may do so upon giving written notice of sixty (60) days to the College. Contractor 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 Contractor 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 Contractor, the College reserves the right to purchase any or all items or services in default on open market, charging the Contractor with any excessive costs. Until these excessive costs are paid to the College, the Contractor shall not do business with the College again.

- **Implementation of Termination** - The Contractor 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 Contractor 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 Contractor'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 Contractor for work performed.

INQUIRIES, INTERPRETATION OR CORRECTION TO BIDDING

Any questions arising from either the specifications and/or jobsite visit 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 effect 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:

All subcontractors must be identified and approved in writing in advance by the College. Contractor shall promptly pay all laborers, materialmen, subcontractors and suppliers for work performed pursuant to this contract.

It is the Contractor's responsibility to ensure that his subcontractors are properly licensed and insured and adhere to all rules and responsibilities as outlined in the bid documents.

MATERIALS:

Materials used in the performance of this work must be of the highest quality and safety and must comply with the specifications provided in the solicitation.

Contractor is responsible for any and all costs necessary to perform the work listed in the specifications.

END OF SECTION V

ATTACHMENT B: 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