

LOUISIANA TECH UNIVERSITY

INVITATION TO BID ONLY



BIDDER MUST FILL IN COMPANY NAME AND
COMPLETE ADDRESS (PRINTED OR TYPED)

PHONE:

FAX:

EMAIL:

BID SUBMISSION DEADLINE:

May 30, 2025 @ 2:00 PM

BID NUMBER:

50012-608-25

DEPARTMENT

Office of Admissions

**PRICE MUST BE FIRM FOR AT LEAST
30 DAYS FROM OPENING DATE**

DELIVERY IN

DAYS

TERMS

**BIDDER AGREES TO COMPLY
WITH ALL CONDITIONS
BELOW AND ATTACHED TO
THIS REQUEST.**

Prices are to be complete and the FOB
point to be Louisiana Tech University
unless otherwise specified.

RETURN THIS FORM TO:

**PURCHASING OFFICE
P.O. Box 3157
208 Keeny Circle, Rm. 408
Ruston, LA 71272**

Phone: 318-257-4205

Company Quote #
if applicable

FAILURE TO SIGN WILL DISQUALIFY BID

Typed or Printed Name

Authorized Signature/Title

ITEM:	COMPLETE SPECIFICATIONS	QTY. & UNIT:	UNIT PRICE:	AMOUNT:
1 - 17	<p>The Louisiana Tech University Office of Purchasing is now accepting SEALED BIDS for the following:</p> <p>Admissions Promo Kit Blanket Bid 2025-2026</p> <p>*Please see the attached bid specifications*</p> <p>** A Bid Bond is NOT required for this Bid**</p> <p>All Bids must be returned in a sealed envelope with the Bid Title and Bid Number prominently displayed on the outside of the envelope to the Louisiana Tech University Office of Purchasing via mail or in person. DO NOT FAX OR EMAIL. The bidder is solely responsible for ensuring that its courier service makes inside deliveries to our physical location. Louisiana Tech University is not responsible for any delays caused by the bidder's chosen means of delivery.</p> <p>For all questions or more information, please contact the Office of Purchasing at 318-257-4205 or purchasing@latech.edu. Please make sure to include the above bid number on all communications.</p>	various items		

IMPORTANT: If bidding other than requested brand and product number (or style), enclose sufficient literature to determine compliance with specifications. Failure to comply with this request may eliminate your bid from consideration. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references or not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any item.

Schedule of Items

Page No. 2
Purchase Req. # 98-4370
Bid No. 50012-608-25

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<u>ITEM</u>	<u>Description</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
	<p>The following request for sealed bid specifies printing requirements for Louisiana Tech University Office of Admissions for FY 2025-2026. The proposal addresses requirements for the type of item, its size, color, imprint necessities, and quantity. Printing is for various events as indicated on the specifications sheets.</p> <p>Items will be ordered on an 'as needed' basis.</p> <p>This is a Blanket Bid. Bid prices are to remain firm beginning July 1, 2025 through June 30, 2026, with the option to renew for two (2) additional one (1) year periods. Please bid the quantities listed in the specifications. The University will determine which quantity best fits its needs.</p> <p>All shipping / handling charges, setup charges, etc are to be included in the per unit price of the item. Do not separate these charges into a separate line item.</p> <p>Vendors are encouraged to bid on each item. Each item may be awarded separately to the lowest, responsive bidder. All items may or may not be ordered as a result of this sealed bid, depending on the needs of the University.</p>			

Schedule of Items

Page No. 3
 Purchase Req. # 98-4370
 Bid No. 50012-608-25

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<u>ITEM</u>	<u>Description</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
1	<p>Air Freshener for Car (Custom)</p> <p>Item Description: Custom-designed paper air freshener in the shape of university logo or mascot.</p> <p>Material & Product Specifications:</p> <p>Material: High-quality absorbent paperboard</p> <p>Size: Custom die-cut in the shape of university logo/mascot with a maximum size of 4" x 4"</p> <p>Thickness: Standard paperboard thickness (vendor to specify exact measurement)</p> <p>Fragrance: Final scent selection will be determined upon award.</p> <p>Hanging Method: Pre-installed elastic string or plastic loop for easy hanging</p> <p>Printing & Branding: Full-color imprint on both sides of the air freshener using a high-resolution printing process. Design will include the university logo or mascot in PMS 1797 (Red) and PMS 287 (Blue)</p> <p>Final Output: Artwork provided in Illustrator or pdf format by University to the awarded vendor. *Photo attached to next page for product similarity.</p> <p>Packaging Requirements: Individually sealed in clear, airtight polybags to retain fragrance.</p> <p>Note: Shipping/handling fees should be included in the per unit price if Ruston, LA pickup is not available. Setup fees should also be included in the per unit price.</p> <p>Additional Requirements: The awarded vendor must provide pre-production picture or video of product for approval by University Staff before production or shipment.</p> <p>Option #1</p> <p>Option #2</p> <p>Option #3</p>	<p>1000</p> <p>2000</p> <p>3000</p>	<p>_____</p> <p>_____</p> <p>_____</p>	



(The picture is for reference only. The artwork will be different.)



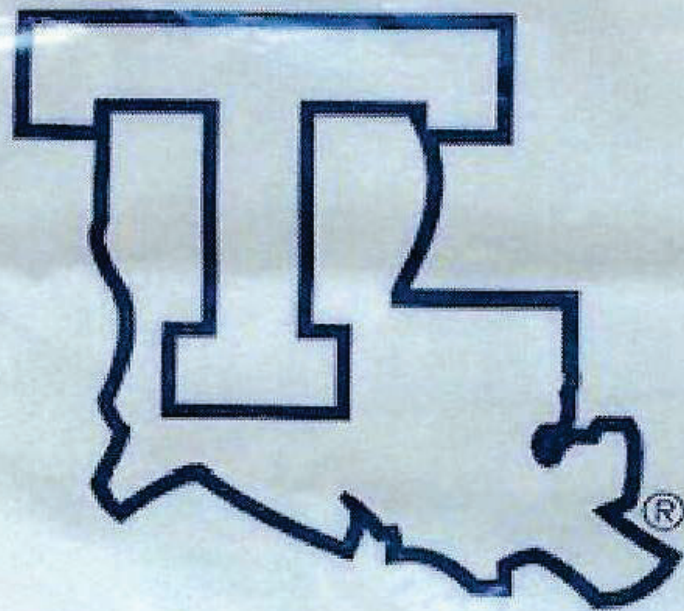
(The picture is for reference only. The artwork will be different.)

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 Purchase Req. # 98-4370
 Bid No. 50012-608-25

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<u>ITEM</u>	<u>Description</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
2	<p>Campus Visit Bags (Plastic)</p> <p>Item Description: White Plastic Bag/Sack with Blue Imprint</p> <p>Product Color: White</p> <p>Ink: PMS 287 Blue - prints one side imprint area 8x8 (logo&URL)</p> <p>Size: 12w x 16h x 3d</p> <p>Product Particulars: white biodegradable and reusable plastic bag with die-cut handles; flexo ink (imprint w/ Flexography) 2.5 mil low density film thickness and fold over reinforced handle style. Must be CPSIA compliant. (if different from attached pictured sample must state this in bid and show sample)*</p> <p>Final Output: Artwork provided in Illustrator or pdf format by the University to the awarded vendor. *Photo attached to next page for product similarity.</p> <p>Note: Shipping/handling fees should be included in the per unit price if Ruston, LA pickup is not available. Setup fees should also be included in the per unit price.</p> <p>Additional Requirements: The awarded vendor must provide pre-production picture or video of product for approval by University Staff before production or shipment.</p> <p>Option 1</p> <p>Option 2</p>	<p>5000</p> <p>10000</p>	<p>_____</p> <p>_____</p>	



LOUISIANA TECH
— UNIVERSITY —
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Schedule of Items

Page No. 8
Purchase Req. # 98-4370
Bid No. 50012-608-25

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<u>ITEM</u>	<u>Description</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
3	<p>Coaster</p> <p>Item Description: 4" round super absorbent natural stoneware coaster</p> <p>Product Color: White</p> <p>Ink: 2 Spots-PMS 1797/PMS 287 or 4c process that equates to these PMS colors.</p> <p>Size: 4" round</p> <p>Final Output: -image needs to fill area no less than 3.75 (almost edge to edge) -image/ink to be part of stone, not shiny or raised print in stone, not on top -must have cork on bottom of stone -individually packaged/boxed-these will be given as gifts</p> <p>Product Particulars: Artwork provided in Illustrator or pdf format by the University to the awarded vendor.</p> <p>Note: Shipping/handling fees should be included in the per unit price if Ruston, LA pickup is not available. Setup fees should also be included in the per unit price.</p> <p>Additional Requirements: The awarded vendor must provide pre-production picture or video of product for approval by University Staff before production or shipment.</p>	250		

Schedule of Items

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<u>ITEM</u>	<u>Description</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
4	<p>Mini Credit Card Antibacterial Hand Sanitizer Spray</p> <p>Item Description: Compact, credit card-shaped antibacterial hand sanitizer spray.</p> <p>Material: Durable plastic container</p> <p>Sanitizer Volume: 0.68 oz (20 ml)</p> <p>Scent: Light, clean scent or unscented</p> <p>Color: Blue container (PMS 287 Blue)</p> <p>Size: Approximately 3.5" W x 2.25" H x 0.25"D (similar to a credit card)</p> <p>Printing & Branding: Full-color direct imprint on the front of the container</p> <p>Note: Shipping/handling fees should be included in the per unit price if Ruston, LA pickup is not available. Setup fees should also be included in the per unit price.</p> <p>Additional Requirements: The awarded vendor must provide pre-production picture or video of product for approval by University Staff before production or shipment.</p> <p>Final Output: Artwork provided in Illustrator or pdf format by the University to the awarded vendor. *Photo attached on next page is for product similarity.</p>			
	Option 1	1000	_____	
	Option 2	2500	_____	
	Option 3	5000	_____	



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 Purchase Req. # 98-4370
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<u>ITEM</u>	<u>Description</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
5	<p>Antibacterial Hand Sanitizer Spray</p> <p>Item Description: Pocket-sized antibacterial hand sanitizer spray</p> <p>Container Material: Durable plastic</p> <p>Sanitizer Volume: 10 ml (0.34 oz)</p> <p>Scent: Light, clean scent or unscented</p> <p>Color Options: Blue (PMS 287 Blue)</p> <p>Size: Approximately 5.75" H x 0.625" Diameter</p> <p>Printing & Branding: Full-color direct imprint on the barrel of the container</p> <p>Imprint area: Approximately 2.5" W x 1.25" H</p> <p>Note: Shipping/handling fees should be included in the per unit price if Ruston, LA pickup is not available. Setup fees should also be included in the per unit price.</p> <p>Additional Requirements: The awarded vendor must provide pre-production picture or video of product for approval by University Staff before production or shipment.</p> <p>Final Output: Artwork provided in Illustrator or pdf format by the University to the awarded vendor.</p> <p>*Photo attached on next page is for product similarity.</p>			
	Option 1	1000	_____	
	Option 2	2500	_____	
	Option 3	5000	_____	



Schedule of Items

Page No. 13
Purchase Req. # 98-4370
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<u>ITEM</u>	<u>Description</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
6	<p>Promo Can Koozie</p> <p>Product: Collapsible pocket</p> <p>Product Color: Match to PMS 287 Blue</p> <p>2 color/print on 1 side - (white and red ink (PMS 1797) on blue koozie)</p> <p>Size: fits standard 12 oz. can (flat dimensions 4" x 4" not including bottom) - imprint area 3" x 3"</p> <p>Product Particulars: 5 mm thick foam laminated with cloth on the inside and outside. Please do not individually wrap the koozie.</p> <p>Note: Shipping/handling fees should be included in the per unit price if Ruston, LA pickup is not available. Setup fees should also be included in the per unit price.</p> <p>Additional Requirements: The awarded vendor must provide pre-production picture or video of product for approval by University Staff before production or shipment.</p> <p>Final Output: Artwork provided in Illustrator or pdf format by the University to the awarded vendor.</p>	5000		

Schedule of Items

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<u>ITEM</u>	<u>Description</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
7	<p>Promo - Lanyard</p> <p>Product: Woven Lanyard (PMS 287 Blue)</p> <p>Ink: one side imprint/prints white</p> <p>Size: Lanyard 5/8"W x36"L</p> <p>Product Particulars: Metal Lobster claw (silver), no clear plastic badge holder required Please do not individually wrap the lanyards.</p> <p>Note: Shipping/handling fees should be included in the per unit price if Ruston, LA pickup is not available. Setup fees should also be included in the per unit price.</p> <p>Additional Requirements: The awarded vendor must provide pre-production picture or video of product for approval by University Staff before production or shipment.</p> <p>Final Output: Artwork provided in Illustrator or pdf format by the University to the awarded vendor.</p> <p>These will not ship out until after Jan. 2026.</p> <p>Option 1</p> <p>Option 2</p>	<p>3000</p> <p>5000</p>	<p>_____</p> <p>_____</p>	

Schedule of Items

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 Purchase Req. # 98-4370
 Bid No. 50012-608-25

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<u>ITEM</u>	<u>Description</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
8	<p>Custom Soft-Touch Matte Stickers</p> <p>Item Description: Custom die-cut stickers featuring the Bulldog logo, printed in PMS 1797 and PMS 287, with a soft-touch matte finish.</p> <p>Material Requirements:</p> <ul style="list-style-type: none"> - High-quality vinyl or premium paper-based material with a soft-touch matte laminate finish - Durable, scratch-resistant, and water-resistant for long-lasting use - Strong adhesive that sticks to a variety of surfaces (laptops, water bottles, notebooks, etc.) without leaving residue <p>Size & Shape:</p> <ul style="list-style-type: none"> - Approximately 2" x 2" (final dimensions determined by logo proportions) - Die-cut to the shape of the Bulldog logo (artwork will be provided) <p>Printing & Branding: Full-color CMYK printing with spot colors for accuracy. Ink must match PMS 1797 (Red) and PMS 287 (Blue)</p> <p>Packaging Requirements: Stickers should be individually cut (not on rolls or sheets)</p> <p>Note: Shipping/handling fees should be included in the per unit price if Ruston, LA pickup is not available. Setup fees should also be included in the per unit price.</p> <p>Additional Requirements: The awarded vendor must provide pre-production picture or video of product for approval by University Staff before production or shipment.</p> <p>Final Output: Artwork provided in Illustrator or pdf format by the University to the awarded vendor.</p> <p>*Photo on next page is example of Soft Touch Matte Sticker for reference only*</p>	20000		

Example of Soft Touch Matte Sticker



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<u>ITEM</u>	<u>Description</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
9	<p>Magnet Name Badges with Logo</p> <p>Description: Plastic Name Badges with rounded corners; white with red underlay; approx 1/16" thick; magnet back attachment; approx 2" x 3.5" rectangle; LA Tech State and T in upper left corner; "Louisiana Tech University" in the text at bottom (with option to occasionally alter the text); 2 lines engraving to the right of the logo (for names)</p> <p>Ink: 2 spot color (PMS 287 and PMS 1797)</p> <p>Special instructions: Imprint: Screen printed (State & T logo) with 2 (PMS) colors; 1 primary line of engraving (Louisiana Tech University) When engraving, red backing should be revealed. Round corners and beveled edges revealing red edging. Magnet backing.</p> <p>*****KEEP BADGES IN STOCK AND ENGRAVE NAMES AS NEEDED*****</p> <p>Note: Shipping/handling fees should be included in the per unit price if Ruston, LA pickup is not available. Setup fees should also be included in the per unit price.</p> <p>Additional Requirements: The awarded vendor must provide pre-production picture or video of product for approval by University Staff before production or shipment.</p> <p>Final Output: Artwork provided in Illustrator or pdf format by the University to the awarded vendor.</p> <p>*Photo on next page is example of name tag*</p>	600		



Wendy
Coleman

LOUISIANA TECH UNIVERSITY



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<u>ITEM</u>	<u>Description</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
10	<p>Pennant Car Bumper Sticker</p> <p>Size finished: 8 x 3 (2in1) sticker</p> <p>Paper: weather resistance vinyl / UV Protective gloss coating</p> <p>Ink: 2 Spots - PMS 1797 Red/PMS 287 Blue</p> <p>Note: Shipping/handling fees should be included in the per unit price if Ruston, LA pickup is not available. Setup fees should also be included in the per unit price.</p> <p>Additional Requirements: The awarded vendor must provide pre-production picture or video of product for approval by University Staff before production or shipment.</p> <p>Final Output: Artwork provided in Illustrator or pdf format by the University to the awarded vendor.</p> <p>*Photo on next page is example of bumper sticker*</p>	10000	<hr/>	

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<u>ITEM</u>	<u>Description</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
11	<p>Pennants</p> <p>Product: Wrinkle Resistant SOFT Felt with banding & ties on each end Fabric must not be stiff and able to roll without wrinkling or creasing.</p> <p>Product Color: dyed-fabric PMS 287 Tech BLUE flag with PMS 1797 Red Trim band and ties. White backing is acceptable.</p> <p>Ink: 2 color spot - Tech colors (Red 1797 and white)</p> <p>Imprint: Print on one side</p> <p>Size: 12" x 30"</p> <p>Product Particulars: Pennant with left red side bar and red hanger tabs</p> <p>Note: Shipping/handling fees should be included in the per unit price if Ruston, LA pickup is not available. Setup fees should also be included in the per unit price.</p> <p>Additional Requirements: The awarded vendor must provide pre-production picture or video of product for approval by University Staff before production or shipment.</p> <p>SAMPLE REQUIRED FROM AWARDED VENDOR ONLY: The sample must be Wrinkle Resistant SOFT Felt with banding & ties on each end. Fabric must not be stiff and able to roll without wrinkling or creasing. It does not have to be printed with a University design.</p> <p>Final Output: Artwork provided in Illustrator or pdf format by the University to the awarded vendor.</p> <p>These will not ship out until after Jan. 2026.</p> <p>Option 1</p> <p>Option 2</p> <p>Option 3</p>	<p>1000</p> <p>2000</p> <p>3000</p>	<p>_____</p> <p>_____</p> <p>_____</p>	

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<u>ITEM</u>	<u>Description</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
12	<p>Promo Pens</p> <p>Product: Retractable pen</p> <p>Product Color: Blue (Match to PMS 287 or as close as possible)</p> <p>Ink (Imprint): white - prints 1 color/one side (logo & url)</p> <p>Pen Ink: Blue Ballpoint</p> <p>Size: 0.375 in. x 5.625 in. x .375 in. (W x H x D) or similar size standard writing pen. The pen can be a generic brand but similar body style to Pentel EnerGel-X Pen or the Cliff Gel Pen.</p> <p>Product Particulars: Translucent, plastic barrel; Medium Point (.7 mm); Rubber grip; retractable; blue ink. Please do not individually wrap the pens.</p> <p>Note: Shipping/handling fees should be included in the per unit price if Ruston, LA pickup is not available. Setup fees should also be included in the per unit price.</p> <p>Additional Requirements: The awarded vendor must provide pre-production picture or video of product for approval by University Staff before production or shipment.</p> <p>Final Output: Artwork provided in Illustrator or pdf format by the University to the awarded vendor.</p> <p>*Photo on next page is example of pens*</p>	30000		





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<u>ITEM</u>	<u>Description</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
13	<p>Socks</p> <p>Custom-dyed socks with PMS matching. Adult size Socks are woven (non-sublimated) and 100% cotton. Please do not individually wrap the socks.</p> <p>Product Color: Red (PMS 1797), White, or Blue (PMS 287) (to be determined after design, specify with bid if colors are different cost.</p> <p>Ink: Custom-dyed socks; 3 color; Red, White & Blue</p> <p>Art/graphic design: To be designed by winning vendor (include the cost of artwork in per unit price)</p> <p>Note: Shipping/handling fees should be included in the per unit price if Ruston, LA pickup is not available. Setup fees should also be included in the per unit price.</p> <p>Additional Requirements: The awarded vendor must provide pre-production picture or video of product for approval by University Staff before production or shipment.</p> <p>Final Output: Artwork provided in Illustrator or pdf format by the University to the awarded vendor.</p> <p>*Photo on next page is example of socks*</p>			
	Option 1	250	_____	
	Option 2	500	_____	



(The picture is for reference only. Artwork might be different.)

Schedule of Items

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Important: If bidding other than requested brand and product number (or style), please enclose sufficient literature to determine compliance with specification. Failure to comply with this request may eliminate your bid from consideration. Any manufacture's names, trade, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand, which meets or exceeds the quality of the specifications listed for any items.

<u>ITEM</u>	<u>Description</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
14	<p>State and T custom cut out sticker 2 x 2</p> <p>Size finished: 2w x 2h Die cut sticker (must be exact to dieline provided - not rounded)</p> <p>>>Stickers are NOT on a roll.<<</p> <p>Paper: premium vinyl (polyvinyl chloride/PVC) with permanent adhesive and coated with a protective matte laminate</p> <p>Ink: Prints front only 2 Spots - PMS 1797 Red / PMS 287 Blue</p> <p>Note: Shipping/handling fees should be included in the per unit price if Ruston, LA pickup is not available. Setup fees should also be included in the per unit price.</p> <p>Additional Requirements: The awarded vendor must provide pre-production picture or video of product for approval by University Staff before production or shipment.</p> <p>Final Output: Artwork provided in Illustrator or pdf format by the University to the awarded vendor.</p> <p>These will not ship out until after Jan. 2026.</p>	30000		

Schedule of Items

Page No. 28
 Purchase Req. # 98-4370
 Bid No. 50012-608-25

Important: If bidding other than requested brand and product number (or style), please enclose sufficient literature to determine compliance with specification. Failure to comply with this request may eliminate your bid from consideration. Any manufacture's names, trade, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand, which meets or exceeds the quality of the specifications listed for any items.

<u>ITEM</u>	<u>Description</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
15	<p>Custom Silicone Straw Toppers</p> <p>Item Description: Custom silicone straw toppers designed to fit standard reusable straws, featuring a white base with the LA Tech logo-shaped top in blue (PMS 287) and red (PMS 1797).</p> <p>Material Requirements:</p> <ul style="list-style-type: none"> - 100% food-grade silicone - BPA-free, non-toxic, and dishwasher safe <p>Design Specifications:</p> <ul style="list-style-type: none"> -The bottom portion of the topper (the part that secures onto the straw) should be white. -The top of the straw topper should be custom-molded into the shape of our school logo. -Logo topper should be blue and red (exact shades to be provided upon award of bid). -The topper should securely fit standard reusable straws (approximately 8mm to 12mm diameter). <p>Printing & Branding:</p> <ul style="list-style-type: none"> -The logo should be molded into the silicone, not printed, to ensure longevity and durability. -Colors must accurately match requested red and blue shades <p>Packaging Requirements: Individually packaged in clear plastic sleeves</p> <p>Note: Shipping/handling fees should be included in the per unit price if Ruston, LA pickup is not available. Setup fees should also be included in the per unit price.</p> <p>Additional Requirements: The awarded vendor must provide pre-production picture or video of product for approval by University Staff before production or shipment.</p> <p>Final Output: Artwork provided in Illustrator or pdf format by the University to the awarded vendor.</p> <p>*Photo on next page is example of topper*</p>			
	Option 1	1000	_____	
	Option 2	2500	_____	
	Option 3	5000	_____	



(The picture is for reference only. Our toppers would be the LA Tech State & T logo.)



(The picture is for reference only. Our toppers would be the LA Tech State & T logo.)

Schedule of Items

Page No. 31
Purchase Req. # 98-4370
Bid No. 50012-608-25

Important: If bidding other than requested brand and product number (or style), please enclose sufficient literature to determine compliance with specification. Failure to comply with this request may eliminate your bid from consideration. Any manufacture's names, trade, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand, which meets or exceeds the quality of the specifications listed for any items.

<u>ITEM</u>	<u>Description</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
16	<p>Bulldog-Shaped Stress Ball</p> <p>Item Description: stress ball shaped like a bulldog, with two preexisting design options.</p> <p>Material Requirements:</p> <ul style="list-style-type: none"> - High-quality polyurethane (PU) foam or equivalent stress-relief material - Soft, squeezable, and durable must retain shape after repeated use - Non-toxic, odor-free, and safe for handling <p>Size & Shape:(Any photo attached is for product similarity)</p> <ul style="list-style-type: none"> - Approximately 3" to 4" in height (vendor to specify exact dimensions) - Proportional detailing to ensure a recognizable bulldog form <p>Option 1: Preexisting bulldog-shaped design with standard logo imprint.</p> <p>Printing & Branding Options:</p> <p>Standard Logo Imprint</p> <ul style="list-style-type: none"> - University logo printed on the side or base of the bulldog. - Ink colors must match PMS 1797 (Red) and PMS 287 (Blue). Vendor to specify imprint area and provide digital mockups. <p>Option 2: Preexisting bulldog-shaped design with customizable features (e.g., collar printed with the mascot's name).</p> <p>Customizable Feature (e.g., Collar with Mascot Name)</p> <ul style="list-style-type: none"> - Bulldog design with a customizable element, such as a collar printed with the mascot's name. -Ink colors must match PMS 1797 (Red) and PMS 287 (Blue). <p>Vendor to specify customization options and provide mockups for approval.</p> <p>Note: Shipping/handling fees should be included in the per unit price if Ruston, LA pickup is not available. Setup fees should also be included in the per unit price.</p> <p>Additional Requirements: The awarded vendor must provide pre-production picture or video of product for approval by University Staff before production or shipment.</p> <p>Final Output: Artwork provided in Illustrator or pdf format by the University to the awarded vendor.</p> <p>*Photo on next page is example of stress ball*</p>	 2000 3000 5000 2000 3000 5000	 _____ _____ _____ _____ _____ _____	



Schedule of Items

Page No. 33
 Purchase Req. # 98-4370
 Bid No. 50012-608-25

Important: If bidding other than requested brand and product number (or style), please enclose sufficient literature to determine compliance with specification. Failure to comply with this request may eliminate your bid from consideration. Any manufacture's names, trade, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand, which meets or exceeds the quality of the specifications listed for any items.

<u>ITEM</u>	<u>Description</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
17	<p>Promo Sunglasses</p> <p>Product: Black frame with color arms</p> <p>Product Color: Half Red and Half Blue (Match to PMS 287 Blue and PMS 1797)</p> <p>Ink: white - prints 1 color/both side/arms</p> <p>Size: n/a</p> <p>Product Particulars: classic adult 5 3/4" w x 2"h must be CPSI, FDA compliant; Polypropylene frame with polycarbonate lens: UV 400 lenses - 100% UVA and UVA protection black frames with colored arms (if different from attached pictured samples must state this in bid and show sample). Any photo attached is for product similarity, artwork will be sent to winning bid.</p> <p>*STATE image imprint size with bid. Please do not individually wrap the sunglasses.</p> <p>Note: Shipping/handling fees should be included in the per unit price if Ruston, LA pickup is not available. Setup fees should also be included in the per unit price.</p> <p>Additional Requirements: The awarded vendor must provide pre-production picture or video of product for approval by University Staff before production or shipment.</p> <p>Final Output: Artwork provided in Illustrator or pdf format by the University to the awarded vendor.</p> <p>*Photo on next page is example of sunglasses*</p> <p>Total quantity to be ordered is 5000 (2500 red and 2500 blue).</p>	5000		







**THIS IS A REQUEST FOR A QUOTATION
INSTRUCTIONS FOR QUOTATIONS**

1. Read the entire quotation request, including all terms and conditions and specifications.
2. Louisiana Tech University is not liable for any cost incurred by the quoter prior to execution of a contract and the issuance of a purchase order. Any quoter who ships or otherwise expends time or money prior to award as defined does so at the quoter's own risk.
3. All quotation prices must be typed or written in ink. Any corrections, erasures or other forms of alteration to unit prices should be initialed by the quoter. If the quoter needs to submit a change, question, exception, or modification to any aspect of the quotation specifications, terms, conditions, or quotation instructions, must do so in written form submitted to the Louisiana Tech University Office of Purchasing prior to the quotation opening date. All responses and/or addenda will be officially submitted by the Louisiana Tech University Office of Purchasing 72 business hours before the quotation opening date. Business hours is defined as University operating hours while the University is open. Unless received as specified above, all quotation information will remain unchanged.
4. Quotation prices shall include all delivery charges paid by the vendor, F.O.B. Destination, unless otherwise provided in the solicitation. Quotations requiring deposits, "payment in advance" or "C.O.D" may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
5. Quotations submitted are subject to provisions of the laws of the State of Louisiana including but not limited to L.R.S. 39:1551-1736; Purchasing rules and regulations; executive orders; standard terms and conditions; special conditions; and specifications listed in this solicitation.
6. Important: By submitting the quotation, the quoter certifies compliance with all instructions for quotations, terms conditions and specifications, and further certifies that this quotation is made without collusion or fraud. All quotation information shall be in ink or typewritten.
7. Address all inquiries and correspondence to the Louisiana Tech University Office of Purchasing at the address and telephone number listed herein. All inquires and correspondence must also include the Quotation Number for reference.
8. Quotation forms: All written quotations, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, and properly signed (see no. 21). Quotations submitted in the following manner will not be accepted:
 - A. Quotation contains no signature indicating intent to be bound;
 - B. Quotation filled out in pencil; and
 - C. Quotation not submitted on the designated bid forms.
9. Quotations must be received at the address specified in the solicitation prior to bid opening time in order to be considered.
10. Standards of quality – Any product or service quotation shall conform to all applicable federal, state, and local laws and regulations, and the specifications contained in the solicitation. If quoting other than the requested brand or product number (or style), enclose sufficient literature to determine compliance with specifications. Failure to comply with this request may eliminate your quotation from consideration. Unless otherwise specified in the solicitation document, 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. Quoter must specify the brand and model name of the product offered in the quotation. Quotations not specifying brand and model number shall be considered as offering the exact product specified in the solicitation. See quotation document for full requirements.

11. New Products: Unless specifically called for in the solicitation documents, 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 solicitation documents. The manufacturer's standard warranty will apply unless otherwise stated in the solicitation.
12. Louisiana Tech University reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all quotations and waive any informalities.
13. This agreement is non-exclusive and shall not in any way preclude Louisiana Tech University from entering into similar agreements and/or arrangements with other vendors or from acquiring similar, equal, or like goods and/or services from other entities or sources.
14. Prices: Unless otherwise specified by Louisiana Tech University in the solicitation, quote prices must be complete, including transportation prepaid by quoter to destination and firm for acceptance for a minimum of 30 days. If accepted, prices must be firm for the contractual period.
15. Taxes: Vendor is responsible for including all applicable taxes, fees, and tariffs in the quote price. Louisiana Tech 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.
16. Contract renewals: In the event that quote specifications include a renewal option, a term contract may be extended for two additional 12-month periods at the same prices, terms, and conditions upon mutual agreement of the State of Louisiana agency and the contractor. In such cases, the total contract term cannot exceed 36 months.
17. Contract cancellation: Louisiana Tech University has the right to cancel any contract, in accordance with purchasing rules and regulations, including but not limited to: (1) failure to deliver within the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; (3) misrepresentation by the vendor; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the University; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract. Louisiana Tech University has the right to cancel any contract for convenience at any time by giving thirty (30) days written notice to the vendor. In such cases, the vendor shall be entitled to payment for complaint deliverables in progress.
18. Applicable law: All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.
19. The quoter agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the 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 Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and quoter agrees to abide by the requirements of the Americans with Disabilities Act of 1990. quoter agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, political affiliation, disability, or age in any matter relating to employment. Any act of discrimination committed by quoter, or failure to comply with these statutory obligations when applicable shall be grounds for termination of any contract entered into as a result of this solicitation.

20. Indemnity: Contractor agrees, upon receipt of written notice of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the state, its officers, its agents and its employees from and against all claims and actions for bodily injury, death or property damages caused by the fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees. However, the contractor shall have no obligation as set forth above with respect to any claim or action from bodily injury, death or property damages arising out of the fault of the state, its officers, its agents or its employees.

21. Signature authority: Attention: R.S. 39:1594(c) (4) requires evidence of authority to sign and submit quotations to the State of Louisiana. You shall indicate which of the following apply to the signer of this quotation.

Please circle one:

- 1) The signer of this quotation is either a corporate officer who is listed on the most current annual report on file with the Secretary of State or a member of a partnership or partnership in commendam as reflected in the most current partnership records on file with the Secretary of State. A copy of the annual report or partnership must be submitted to this office before contract award.
 - 2) The signer of this quotation is a representative of the quoter authorized to submit this quote as evidenced by documents such as Corporate Resolution, Certification as to Corporate Principal, etc. If this applies, a copy of the resolution, certification, or other supportive documents must be attached hereto.
 - 3) The quoter has filed with the Secretary of State an affidavit or resolution or other acknowledged/authentic document indicating that the signer is authorized to submit quotes for public contracts. A copy of the applicable document must be submitted to this office before contract award.
22. In accordance with the provisions of R.S. 39:2182, in awarding contracts after August 15, 2010, any public entity is authorized to reject a proposal or quotation form, or not award the contract to, a business in which any individual with an ownership interest of five percent or more, has been convicted of, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950; professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of Title 39, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39.
23. It is agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all accounts which relate to this contract.
24. The continuation 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 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.
25. Whenever a public entity enters into a contract in excess of five-thousand dollars (\$5,000) for the construction, alteration, or repair of any Public Works, the official representative of the public entity shall reduce the contract to writing and have it signed by the parties. When an emergency as provided in R.S. 38:2212(D) is deemed to exist for the construction, alteration, or repair of any Public Works and the contract for such emergency work is less than fifty-thousand dollars (\$50,000), there shall be no requirement to reduce the contract to writing (R.S. 38:2241).
26. Prohibited Contractual Arrangements – Per Louisiana R.S. 42:1113.A, no public servant, or member of such a public servant's immediate family, or legal entity in which he has a controlling interest shall bid on or enter into any

contract, subcontract, or other transaction that is under the supervision or jurisdiction of the agency of such public servant. See statute for complete law, exclusions, and provisions.

27. Prohibition of Companies That Discriminate Against Firearm and Ammunition Industries - In accordance with La. R.S. 39:1602.2, the following applies to any competitive sealed bids, competitive sealed proposals, or contract(s) with a value of \$100,000 or more involving a for-profit company with at least fifty full-time employees: Unless otherwise exempted by law, by submitting a response to this solicitation or entering into this contract, the Bidder, Proposer or Contractor certifies the following: 1. The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association; 2. The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association. The State reserves the right to reject the response of the Bidder, Proposer or Contractor if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response or if the certification is no longer true.

TO: Louisiana Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships

RE: Veteran Initiative – Act 167 of the 2009 Legislative Session

➤ **ARE YOU ELIGIBLE FOR PARTICIPATION?**

- Are you a veteran-owned small entrepreneurship or a service-connected disabled veteran-owned small entrepreneurship in accordance with documentation from the United States Department of Veteran Affairs or the Louisiana Department of Veteran Affairs?
- Are you a Louisiana domiciled business?
- Do you have less than fifty (50) full-time employees?
- Are your annual gross revenue receipts \$5,000,000 or less (for construction) or \$3,000,000 for (non-construction) for each of the previous three (3) tax years?

If your answers are yes, your company may be eligible for participation in the Louisiana Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurship Program, also known as the Veteran Initiative.

➤ **WHAT IS THE VETERAN INITIATIVE?**

The Veteran Initiative, created by LRS 39:2171 through 2179 and LRS 51:931, provides additional opportunities for certified Louisiana-based small entrepreneurships to participate in contracting and procurement with the State. Key features of the programs are:

- This is a goal-oriented program
- It is race and gender neutral
- Participation is restricted to Louisiana-based certified veteran-owned and service-connected disabled veteran-owned small entrepreneurships

The rules governing the implementation of the program are located at <http://www.doa.louisiana.gov/osp/se/se.htm>.

➤ **WHY IS CERTIFICATION IMPORTANT?**

Certification is required for the participation in the Veteran Initiative. Under this program, you may be given increased opportunity to participate in Louisiana state contracts. Certain contracts may be awarded to your business without competition. And, certification is one of the methods that the State of Louisiana will utilize as a basis for benchmarking for annualized procurement and contracting goals.

➤ **WHAT AGENCY IS RESPONSIBLE FOR CERTIFICATION?**

The Louisiana Department of Economic Development (LED) is responsible for certifying Small Entrepreneurships for participation in the program. The (LED) Small Business Certification System may be accessed by <https://smallbiz.louisianaeconomicdevelopment.com/Account/Login>. For additional information regarding certification, please contact the LED at 800.450.8115 or 225.342.3000.

➤ **WHAT IS THE ROLE OF THE DEPARTMENT OF VETERANS AFFAIRS?**

The Louisiana Department of Veterans Affairs is responsible for disseminating information on this program and other veterans' benefits to Louisiana veterans. Information on this program and other veterans' benefits can be accessed at www.vetaffairs.al.gov.

The State of Louisiana is committed to the success of this program and encourages your participation.