

<b>REQUEST FOR PROPOSAL</b>	<b>LSU</b>	<b>BID DUE DATE AND TIME</b>
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE		<b>03/05/2026 02:00 PM CT</b>
<b>SOLICITATION RFQ-0000002683</b> <b>SUPPLIER #</b> <b>SUPPLIER NAME AND ADDRESS</b> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>		<b>RETURN BID TO</b> Louisiana State University and Agricultural and Mechanical College Procurement 213 Thomas Boyd Hall Baton Rouge, LA 70803  <b>Buyer</b> Jamie Phillips Maddie <b>Buyer Phone</b> +1 (225) 578-7552 <b>Buyer Email</b> jphil41@lsu.edu <b>Issue Date</b> 12/19/2025
<b>TITLE:</b> Mail Services and Mail and Copy Center  Addendum 03: Notice is given to all parties that this Solicitation is amended by the University as stated herein. This Addendum is hereby made an official part of this solicitation. See attached for specification changes and respondent inquiries and responses.		
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### Solicitation change: Section 3.3(D)

**Delete** the following bullets:

- B&W copies (letter, legal & ledger) and transparencies
- full-color copies (letter, legal & ledger) and transparencies

**Replace** with the following bullets:

- B&W copies (letter, legal & ledger)
- full-color copies (letter, legal & ledger)

### Respondent Inquiries and Responses

#### Q1) Mail & Parcel Operations - Volume – Student Specific

	Category	Average Monthly Volume
<b>Inbound</b>	USPS Flat Mail	
<b>Inbound</b>	Packages / Signature Items	
<b>Inbound</b>	<b>Peak – Semester / Quarter Start</b>	
<b>Internal</b>	Internal Mail	
<b>Outbound</b>	Metered Mail	
<b>Outbound</b>	Packages / Signature Items	
<b>Outbound</b>	Personal Packaging and Shipping Services	Yes / No

R1)

	Category	Average Monthly Volume
<b>Inbound</b>	USPS Flat Mail	~3,000
<b>Inbound</b>	Packages / Signature Items	~23,000
<b>Inbound</b>	<b>Peak – Semester / Quarter Start</b>	38,000
<b>Internal</b>	Internal Mail	N/A with student
<b>Outbound</b>	Metered Mail	N/A
<b>Outbound</b>	Packages / Signature Items	~338
<b>Outbound</b>	Personal Packaging and Shipping Services	Yes - Available at retail counter

#### Q2) Mail & Parcel Operations - Volume – Faculty and Staff (if required)

	Category	Average Monthly Volume
<b>Inbound</b>	USPS Flat Mail	
<b>Inbound</b>	Packages / Signature Items	
<b>Internal</b>	Internal Mail	
<b>Outbound</b>	Metered Mail	
<b>Outbound</b>	Packages / Signature Items	
<b>Outbound</b>	Personal Packaging and Shipping Services	Yes / No

R2)

	Category	Average Monthly Volume
<b>Inbound</b>	USPS Flat Mail	~25,000
<b>Inbound</b>	Packages / Signature Items	~900
<b>Internal</b>	Internal Mail	~2,500
<b>Outbound</b>	Metered Mail	~13,000
<b>Outbound</b>	Packages / Signature Items	~1,200
<b>Outbound</b>	Personal Packaging and Shipping Services	Yes - available at retail counter

**Q3) What system are you currently using, who is the service provider, and who is responsible for its management?**

R3) Pitney Bowes lockers and multiple supplier-provided proprietary applications. The current and future awarded supplier is responsible for its management.

**Q4) What equipment is utilized in support of the Parcel/Mail Services function? Please note number of devices, make/model and if the equipment is leased or owned.**

- Meter machines
- Inserters
- Folders
- Parcel tracking system / software
- Other

R4) The current supplier owns and provides the equipment, supplies, and software listed:

- Two (2) meter machines
- Envelope inserting is sent to a third party
- One (1) Baum folder
- One (1) UPS tracking system with scanners

**Q5) What is the current software that is being used to manage mail and parcel?**

R5) See response to Question 3.

**Q6) Print Operations - Volume**

	Average Monthly Volume
<b>Black &amp; White Impressions</b>	
<b>Estimate of % of duplex</b>	
<b>Color Impressions</b>	
<b>Estimate of % of duplex</b>	
<b>Booklets</b>	
<b>Bound Sets (ex: coil bound)</b>	
<b>Oversize / Wide Format Print (total FT<sup>2</sup>)</b>	
<b>Number of Orders / Activity</b>	

R6)

	Average Monthly Volume
Black & White Impressions	20,000
Estimate of % of duplex	80%
Color Impressions	10,000
Estimate of % of duplex	70%
Booklets	1,000
Bound Sets (ex: coil bound)	200
Oversize / Wide Format Print (total FT <sup>2</sup> )	60-70 FT <sub>2</sub>
Number of Orders / Activity	75-80

**Q7) Estimate of how much work is outsourced to other printers, bindery houses (\$)?**

R7) This information is not tracked by the current supplier.

**Q8) Please describe any areas of improvement for your print facility**

- Turn times / quality
- Cost savings
- Breadth of services
- Marketing and outreach

R8) RFQ section 1.4 Key Challenges and Concerns

- A. Reduce lines for students picking up mail and packages in the mail center in the LSU Student Union, particularly during the busy times at the beginning of fall and spring semesters.
- B. Ensure accuracy of mail and package delivery operations to minimize mail and packages being lost or misdelivered.

**Q9) "The supplier is required to be an authorized retail outlet of the United States Postal Service. Please confirm whether the provider is anticipated to formally register with the USPS as a Commercial Mail Receiving Agent (CMRA) and ensure compliance with federal regulations as stipulated in the Domestic Mail Manual (DMM) § 508.1.8."**

R9) Awarded supplier must be an approved United States Postal Service CMRA and thus follow the regulations as stipulated in the DMM.

**Q10) Is the provider required to deliver all services offered by the United States Postal Service, or would alternative shipping and retail options be permissible?**

R10) Alternative shipping and retail options are permissible.

**Q11) Please confirm whether the following statement pertains to a U-Box Virtual mailbox rather than a physical mailbox: "It is required that all residential students are assigned a mailbox during the fall and spring semesters."**

R11) This statement pertains to a U-Box virtual mailbox rather than a physical mailbox.

**Q12) Please verify whether the following statement pertains to a physical mailbox: "Offer customers the option to rent a mailbox during the summer season, should they desire it."**

R12) The statement pertains to a U-Box virtual mailbox rather than a physical mailbox.

**Q13) Is the offering of physical mailboxes a requirement of the RFP?**

R13) No. Offering a physical mailbox is not a requirement.

**Q14) Are users of these physical mailboxes required to complete Form PS 1583 from the United States Postal Service via the designated on-site mailroom vendor for submission to the USPS?**

R14) No, users of physical mailboxes are not required to complete Form PS 1583 from the United States Postal Service.

**Q15) University will pay Supplier a mailbox fee per student resident, each semester, based on student residents enrolled as of the 14th day of class of each of the fall and spring semesters. Please confirm this fee is in addition to a monthly management fee?**

R15) Yes, this fee is in addition to the monthly management fee.

**Q16) Is reserved parking designated for departmental deliveries at each location? If such parking is not available, what measures are in place to facilitate rapid access to and efficient service at the distribution points?**

R16) Reserved parking is not designated for departmental deliveries at each location. However, supplier vehicles used for on campus mail delivery can utilize existing parking areas designated as drop off/pick up.

**Q17) How many vehicles are currently employed for the distribution of mail to faculty and staff?**

R17) Three (3) vehicles are currently utilized by current supplier for the distribution of mail to faculty and staff.

**Q18) Are any "golf" carts utilized in the faculty and staff distribution process?**

R18) No golf carts are utilized in the faculty and staff distribution process.

**Q19) Is inbound mail for faculty and staff sorted separately by the United States Postal Service, or is it comingled with inbound student mail?**

R19) Inbound mail for faculty and staff is not sorted separately by the United States Postal Service.

**Q20) Are inbound parcels delivered by the carrier to the Student Union or to the River Road location?**

R20) Inbound parcels are delivered by the carrier to the Student Union location.

**Q21) Please provide a list of equipment, including the make and model, utilized in the functions related to mail, parcel, and print support.**

- **Please note any equipment owned by LSU that would remain**

R21) Current supplier owns equipment listed in response to question 4 and 33. The information below is LSU equipment that would remain:

- Eastley Shrink Wrap Sealer with heat tunnel
- ACME WIRE STITCHER
- Five (5) Mobile Computer: ZEBRA TC73 Scanners

**Q22) Please provide a comprehensive list of furniture and fixtures owned by Louisiana State University that will remain for use in the operation.**

R22) A small amount of the shelving and a few metal tables would remain, but the majority of the furniture and fixtures are owned by current supplier.

**Q23) Please provide the USPS address designated for the pickup of Louisiana State University (LSU) mail.**

R23) USPS:

8101 Bluebonnet Blvd, Baton Rouge, LA 70810-9995  
4535 Bennington Ave, Baton Rouge, LA 70808

**Q24) The RFP states that the Supplier must be a United States Postal Service authorized retail outlet. Please clarify whether operation as a Contract Postal Unit (CPU) is acceptable, or whether LSU requires a different USPS retail authorization model at the Student Union location.**

R24) Awarded supplier must be a United States Postal Service authorized retail outlet. Operation as a Contract Post Unit (CPU) is not acceptable but awarded supplier must also be a USPS authorized retail outlet.

**Q25) Please confirm the USPS authorization model currently in place at the LSU Student Union Mail and Copy Center and whether LSU anticipates continuity of that authorization during transition to a new Supplier.**

R25) The current supplier is an authorized USPS retail outlet and LSU anticipates continuity of that authorization with the awarded supplier.

**Q26) Are there any USPS retail services currently offered at the Student Union location that are not required to be continued under the new Agreement?**

R26) No, no services are currently offered that are not required to be continued. See RFQ Section 3.3 Retail Mail and Copy Center for requirements.

**Q27) During the mandatory site tour, it was stated that all USPS mail and packages enter through the River Road facility, with the current vendor performing USPS pickup.**

**Please confirm whether USPS pickup is required to occur exclusively at the River Road location under the new Agreement.**

R27) USPS pickup is not required to occur exclusively at the River Road location under the new agreement.

**Q28) Please confirm whether the Supplier is responsible for all transportation between the River Road facility and the LSU Student Union, including vehicles, drivers, fuel, and parking permits.**

R28) Yes, awarded supplier is responsible for all transportation between the River Road facility and the LSU Student Union, including vehicles, drivers, fuel, and parking permits.

**Q29) Can LSU provide average daily mail and package volumes processed at the River Road facility, broken out by student packages, departmental USPS mail, and interoffice mail?**

R29) See response to Question 1 and 2.

**Q30) Please confirm whether LSU has established expected staffing levels or staffing ranges for the Student Union and River Road locations during peak academic periods, normal academic operations, and summer sessions.**

R30) LSU does not have expected staffing levels or staffing ranges for the Student Union and River Road locations during peak academic periods, normal academic operations and summer sessions. RFQ Appendix D provides current supplier's staffing levels.

**Q31) Are student employees currently utilized in either mail facility? If so, are there LSU-specific policies related to wages, hour limitations, or employment conditions that must be maintained by the Supplier?**

R31) Current supplier utilizes some student employees. These student employees are not LSU employees, but the current supplier's employees, so there are no LSU-specific policies that must be maintained by the awarded supplier.

**Q32) For home football weekends where Saturday operations shift to Sunday, should Suppliers assume equivalent mail volumes and service expectations as standard Saturdays, or reduced activity levels?**

R32) For home football weekends where Saturday operations shift to Sunday, awarded supplier can expect reduced mail volume and activity level.

**Q33) During the site tour, copy and mail equipment observed appeared to be incumbent-provided equipment. Please clarify which equipment, if any, is owned by LSU versus the current Supplier.**

R33) See responses to Question 4 and 21. The current supplier owns six (6) copiers. There are two (2) at the River Road location (color and B&W) and four (4) at the Student Union (small production printer and three (3) convenience copiers).

**Q34) Will the incumbent Supplier be responsible for removing all equipment prior to transition, or should the incoming Supplier plan for phased removal or temporary overlap?**

R34) Current supplier is responsible for removing all equipment during transition. RFQ section 3.28 Transition and section 6.3 Transition and Implementation Plan require a transition and implementation plan from respondents.

**Q35) If additional power, network cabling, or space reconfiguration is required due to existing behind-the-wall conditions observed during the site tour, please clarify responsibility for remediation costs.**

R35) RFQ section 3.14 Alterations to Mail Facilities outlines what awarded supplier and what university are responsible for. RFQ section 6.4.D Capital Investment states that all facility improvements shall be funded by supplier.

**Q36) The RFP references use of the existing Pitney Bowes locker system. Please clarify whether the Supplier is responsible for licensing, maintenance, and software support of this system, or whether these responsibilities remain with LSU.**

R36) Awarded supplier will be responsible for equipment maintenance and subscriptions, licensing, maintenance and software support of the Pitney Bowes locker system.

**Q37) Does LSU require student mail and package notifications to integrate with existing University systems, or may the Supplier utilize its own notification platform subject to LSU approval?**

R37) The awarded supplier may utilize its own notification platform subject to LSU approval.

**Q38) Are there specific POS systems approved or required to integrate with TigerCASH, or may Suppliers propose alternative POS platforms for LSU review and approval?**

R38) RFQ section 3.25 states requirements for campus debit. Respondents may propose alternative POS platforms for LSU to review and approve.

**Q39) Please confirm whether the stated Base Rent amount is fixed for the full five-year contract term or subject to escalation.**

R39) Base Rent is fixed for the full five-year contract term.

**Q40) For purposes of calculating Gross Sales and commissions, do online orders fulfilled off-site but purchased through a Supplier-operated LSU web portal count as Gross Sales?**

R40) Online orders fulfilled off-site but purchased through a supplier operated LSU web portal count as Gross Sales.

**Q41) Does LSU have a minimum expected capital investment threshold for facility improvements, or will capital investment proposals be evaluated comparatively?**

R41) There is no minimum expected capital investment threshold and capital investment proposals will be evaluated comparatively per RFQ section 6.4 Capital Investment.

**Q42) Is LSU supportive of the incoming Supplier offering employment to incumbent staff, and are there any known employment constraints or requirements that should be considered?**

R42) LSU has no requirements against the awarded supplier offering employment to staff of current supplier. See RFQ section 3.16 on Personnel Background Checks.

**Q43) Will LSU allow early access to facilities prior to August 1, 2026, for equipment installation, testing, and staff training as part of transition planning?**

R43) RFQ section 3.28 Transition and section 6.3 Transition and Implementation Plan require a transition and implementation plan from respondents. If early access is desired, it should be included in the transition plan.

**Q44) Section 3.3.A: Is the University willing to hold the contract with the USPS to be the authorized retail outlet (agent) with the Supplier providing the labor to run it?**

R44) No, LSU is not willing to hold the contract with USPS to be the authorized retail outlet (agent) with the awarded supplier providing the labor to run it. Awarded supplier is required to hold the contract with USPS.

**Q45) 3.3.A Is the current provider acting as a CPU, approved shipper, National Retailor, or something else? If so, which are they acting as?**

R45) Current supplier is approved shipper.

**Q46) 3.3 What mailing and shipping functions do you wish to have accomplished by the winning vendor?**

R46) RFQ sections 3.1 Mail Services for Residential Students, 3.2 Mail Services for University Departments, and 3.3 Retail Mail and Copy Center outline the requirements for mailing and shipping.

**Q47) 3.3 Which of those functions cannot be performed by a vendor who is not an Authorized Retail Outlet?**

R47) See response to Question 9, awarded supplier must be an approved United States Postal Service CMRA and thus follow the regulations as stipulated in the DMM.

**Q48) 3.3.A Is the current provider required to display USPS signage and materials.**

R48) No, the current supplier is not required to display USPS signage and materials.

**Q49) 3.3.A With the current provider, when a letter is dropped off, is it considered in the possession of USPS?**

R49) No, when a letter is dropped off it is considered in the possession of current supplier. It is not in the possession of USPS until current supplier delivers it to USPS.

**Q50) Section 3.1: Please provide the most recent 12-months volumes of inbound student mail and packages by month.**

R50) See responses to Question 1.

**Q51) Section 3.1.C: What are the hours of operation for the mail center at the River Rd Annex Bldg.?**

R51) Current supplier's hours of operation for the mail facilities at River Road Annex Building are 7am-5pm.

**Q52) 3.1.G: What is the process for identifying and forwarding mail for someone who is no longer a student for 30 days?**

R52) For thirty (30) days, mail will be forwarded to the address the customer has provided for mail forwarding. After 30 days, mail will no longer be forwarded to a customer who is no longer a student.

**Q53) Section 3.1.J: Is the Student mailbox fee the same as the Monthly management Fee? What costs and services are covered by the student mailbox fee?**

R53) See response to Question 15. See RFQ section 3.1 Mail Services for Residential Students for services covered by the student mailbox fee.

**Q54) Section 3.1.J: Do the intelligent lockers which are used as mailboxes (wrapped bank A-D) in the UPS Store act as the student residence mailboxes which are part of the mailbox fee? If not, who/ what are these used for?**

R54) Yes, the wrapped Pitney Bowes lockers are used for residential students' mail and package pick up.

**Q55) Are the old banks of mailboxes (keyed similar to PO box) being utilized for anything? If so, what and who are they being used for?**

R55) Yes, some of the old (silver, not wrapped) mailboxes are being utilized by departments or private mailbox holders.

**Q56) How many mailboxes are available for use? Are there growth expectations, the supplier should be aware of (new residential halls, enrollment growth)?**

R56) 600 Pitney Bowes lockers. Of the metal lockers, there are 1,170 small, 330 medium, and 150 large. Two new residence halls are under construction and scheduled to open Fall 2027 with 1266 beds.

**Q57) Section 3.2: Please provide most recent 12 months of inbound campus mail, interoffice mail and packages by month.**

R57) See responses to Questions 1 and 2.

**Q58) Section 3.2: Please provide the outbound mail volume and postage for most recent 12 months by month.**

R58) See responses to Question 1 and 2.

**Q59) Section 3.2.B: What is the distance to the USPS branch from the River Rd Annex Bldg. and LSU Student Union?**

R59) See response to question 23. The distance from LSU to furthest USPS is approximately 7 miles.

**Q60) Section 3.2.B: How many trips are made daily to the USPS office in Baton Rouge to pick up mail and drop off mail? Also, on Saturday/ Sunday is there a mail trip to USPS to pick up mail? If so, how many trips on Saturday/ Sunday?**

R60) One (or sometimes more) trips are made daily to the USPS office, depending on volume, Monday through Friday. There are no trips to USPS on Saturday or Sunday.

**Q61) Section 3.2.C: What time does the campus mail route to deliver all departmental mail begin daily, and how long does it take to perform?**

R61) Delivery of mail normally begins around 9:00am daily. Time to deliver mail varies depending on the volume.

**Q62) Section 3.2.C: How many miles daily is the campus mail route?**

R62) The daily mileage is around 35 miles.

**Q63) Section 3.2.C: How many drivers and vehicles are performing the campus mail route on a daily basis?**

R63) Three to four (3-4) drivers and vehicles are performing the campus mail route on a daily basis.

**Q64) Section 3.2.E: Based on the List of Mail Routes, are deliveries made to mailstops in the building, by department or to the desktop (number of mail stops at each location)?**

R64) RFQ Appendix C lists the mail drop locations with Thomas Boyd and David Boyd buildings having more than one maildrop location in the building.

**Q65) Section 3.2.F: What is the current annual parking fee per vehicle and is the fee expected to increase for the next school year?**

R65) See the LSU Parking and Transportation website for annual fee structure:  
<https://www.lsu.edu/parking/permit/contractor.php>

**Q66) Section 3.2.H: How are bulk mail jobs submitted?**

R66) See form for submitting bulk mail order: <https://www.lsu.edu/auxiliary-services/resources/department-resources/mailing-resources.php>

**Q67) Section 3.2.H: What is the volume of bulk mail annually?**

R67) The quantity of bulk mail last fiscal year (7/1/2024 to 6/30/2025) was 123,609.

**Q68) Section 3.2.H: Is the supplier responsible for providing the bulk mail equipment and software?**

R68) Yes, awarded supplier is responsible for providing the bulk mail equipment and software.

**Q69) Section 3.2.J: Does the University pay the current Supplier a processing fee for the postage paid to the Supplier weekly?**

R69) There is no processing fee for the postage paid. The university reimburses the supplier weekly for postage.

**Q70) Section 3.3.A: What is the current USPS Contract Postal Unit revenue received per year?**

R70) Current supplier is not a USPS Contract Postal Unit.

**Q71) Section 3.3.A: Will any of the current furniture (customer counters, retail supply rack, student walk up mailboxes, wrapped lockers) stay as part of the USPS Contract Postal Unit?**

R71) See response to Question 21. In addition, wrapped lockers will remain in the Student Union mail facilities space.

**Q72) Are the wrapped intelligent lockers with the kiosk in the UPS Store (banks A-D) owned/ leased by LSU? Will these remain in place if a new vendor is selected?**

R72) The wrapped lockers are owned by LSU and will remain in place.

**Q73) Section 3.3.C: What is the University's retention policy for packages that students do not pick up? Are they returned to the carrier after that period?**

R73) The university does not have a defined standard for package retention policy. The awarded supplier would recommend a retention policy. The current supplier's retention policy for packages that students do not pick up is 2 weeks and then they are returned to sender.

**Q74) Section 3.3.D: Please provide the following volumes per month for the last 12 months or average volume per month for the following –# of jobs, B/W clicks, Color clicks, oversized prints (sq ft estimates), Binding (each type), other finishing (folding, cutting, padding, drilling, laminating, faxing, NCR jobs)**

R74) See response to Question 6.

**Q75) Section 3.3.H: What procurement system is being used and would an online ordering system need to integrate with it at the University?**

R75) Current supplier is providing procurement system and that information is proprietary. An online ordering system would not need to integrate with the University's but awarded supplier must be able to accept university methods of payment.

**Q76) Section 3.3.I: What are the current gross sales and what is the commission (%) paid to the University?**

R76) RFQ Appendix A provides Mail and Copy Retail Commissionable Sales Figures. Current commission structure is as follows:

Tier 1	3%	\$0 - \$499,999
Tier 2	4%	\$500,000 to \$749,999
Tier 3	5%	\$750,000 and above

**Q77) Section 3.3.I: Does the gross sales commission paid to LSU include print jobs in River Road**

R77) Yes, the gross sales commission paid to LSU includes print jobs.

**Q78) Section 3.5: Is the University open to other payment frequencies for base rent other than monthly?**

R78) No, base rent must be paid monthly.

**Q79) Section 3.12.B: Is the informational website required by the Supplier different than what is currently available about the mail and copy services on the University's website?**

R79) No, the information website required of the awarded supplier is not different from what is offered on the university's website.

**Q80) Section 3.14.A: Will tables, chairs, shelving, mail bins currently in the mail center stay if there is a Supplier change?**

R80) See response to Question 22.

**Q81) Section 3.17: What is the current utility and recycle expense for River Road per year?**

R81) The current utility and recycle expenses for River Road are approximately \$1,300 annually.

**Q82) Section 3.18.C: Are Supplier staff required to pay an annual parking fee for their personal vehicle? If so, what is the amount?**

R82) Yes, see response to Question 65.

**Q83) Section 3.19: Please provide current estimates of expense for these Telecommunications and Technology costs.**

R83) The current estimate of expense for current supplier Telecommunication and Technology cost is approximately \$400/month to Cox Communications.

**Q84) Section 3.20.C: Can you provide the name of the current vendor being used for housekeeping, cleaning and sanitation services?**

R84) University Facility Services provides housekeeping services.

**Q85) Section 3.20.D: Can you provide the name of the current vendor being used to provide garbage removal service?**

R85) University Facility Services provides garbage removal services.

**Q86) Section 3.25: Is the service charge of student debit card gross transaction sales in addition to the gross sales commission fee listed in 3.3.I?**

R86) Yes, the service charge of Campus Debit Card is separate from the gross sales commission fee listed in RFQ section 3.3.I.

**Q87) Section 3.26: Can you provide the name of the current vendor being used for security oversight of cash handling/transportation?**

R87) Current supplier handles security oversight of cash handling/transportation.

**Q88) Appendix D: On average, how many of the 23 people referenced work on site at the LSU Student Union or River Rd locations on a daily basis?**

R88) The number of employees fluctuates from 15-20 depending on time of year and volume of work.

**Q89) Appendix D: Are any workers part time? If so, how many and how many hours do they work per week?**

R89) Yes, about fifteen (15) of the employees work part-time between 15-30 hours per week.

**Q90) Appendix D: Are any of the people listed in the org chart student workers? If so, how many and how many total hours do they work?**

R90) There are no university managed or provided student workers.

**Q91) Appendix D: If student workers are utilized, are they provided by the University or are they payrolled by the Supplier?**

R91) All employees are paid by the current and awarded supplier, not the university.

**Q92) Do students get their mail from the mailboxes or wrapped lockers (bank A-D) or is virtual system used for delivery of letter mail?**

R92) A combination of virtual system and wrapped lockers are used for mail and package delivery to students.

**Q93) During the walkthrough on the back side of the UPS Store there was a rack of hanging (high density) folders next to the door and walkup window. Who are those used for and is a fee charged?**



R93) These folders are used for student letter mail and there is no fee charged.

**Q94) River Rd location - Is any of the furniture, copiers, offline finishing, tables, mail machines, staying as part of LSU property? What type of print jobs are sent to this location? Who sends jobs to this location? Are the supplies provided by LSU (paper, shrink wrap, coils, etc.)? Please provide a detailed list of equipment (copiers, shrink wrap, advanced finishing devices, printers, scanners, etc.) and furniture that will stay and a detailed list of equipment (copiers, shrink wrap, advanced finishing devices, printers, scanners, etc.) and furniture that will not stay for both locations.**

R94)

- River Rd location - Is any of the furniture, copiers, offline finishing, tables, mail machines, staying as part of LSU property?
  - *See response to Question 21 and 22.*
- What type of print jobs are sent to this location?
  - *Awarded supplier manages which services are conducted at each location.*
- Who sends jobs to this location?
  - *Awarded supplier manages this location, jobs originate at the LSU Student Union.*
- Are the supplies provided by LSU (paper, shrink wrap, coils, etc.)?
  - *Supplies are provided by awarded supplier.*
- Please provide a detailed list of equipment (copiers, shrink wrap, advanced finishing devices, printers, scanners, etc.) and furniture that will stay and a detailed list of equipment (copiers, shrink wrap, advanced finishing devices, printers, scanners, etc.) and furniture that will not stay for both locations.
  - *See response to Question 4, 21 and 22.*

**Q95) Who gets mail and packages delivered to the wrapped intelligent lockers (Pitney Bowes- are these the virtual mailboxes for residential students)? Who owns these wrapped lockers?**

R95) See response to Question 92. The university owns the lockers.

**Q96) Are the locked mailboxes in the UPS Store that look like old PO Boxes being utilized? If so, for what/ who?**

R96) See response to Question 55.

**Q97) Section 3.26: How many cash delivery pick-ups and reconciliations occur on a monthly and annual basis that require security personnel?**

R97) None.

**Q98) Cutsheet - What are the total monthly volumes; B&W and Color images**

R98) See response to question 6.

**Q99) Cutsheet - What Fiery & make ready options are needed**

R99) Standard Fiery with Impose is sufficient.

**Q100) Cutsheet - Are there any banner or oversized sheet requirements (larger than 13x19")**

R100) There is no cutsheet requirement larger than 13x19".

**Q101) Cutsheet - What substrates are currently and anticipated to be used; please include types and weights. Page 21 of RFP, paper stock (many weights and colors to include astro-brites, 3-hole, pastels, 100% cotton, etc.) & NCR stock card stock (many weights and colors).**

R101) The most commonly used substrates include astro-brites, 3-hole, pastels, 100% cotton and paper weights from 20-130 pound paper.

**Q102) Cutsheet - What substrate is being used for transparencies**

R102) There have not been any requests for transparencies in the past few years as overhead projectors are not used any longer. See specification changes.

**Q103) Cutsheet - Do you print envelopes on the digital presses**

R103) Yes, the current supplier prints envelopes on the digital presses.

**Q104) Cutsheet - Which finishing options are needed on the digital presses; staple, punch, booklets**

R104) Finishing options needed on the digital press would be tab printing and insertion, staple, GBC punch and/or coil binding punch.

**Q105) Cutsheet - Which in-line binding (GBC dies) options are needed (binding gbc, coil), what the tape binding applications**

R105) Comb binding or coil in-line punch is needed. Tape binding is not required.

**Q106) Cutsheet - On page 21 of the RFP, what is the definition of "padding" and "drilling".**

R106) Padding is the act of making pads (i.e. notepads). Drilling is drilling holes in paper with a paper drill.

**Q107) Cutsheet - What are the specific types of folding options needed**

R107) Types of folding options needed are tri-fold and four-fold.

**Q108) Cutsheet - Do you currently have, and need, cover inserters on the digital presses**

R108) Current supplier has cover inserters on the digital press, but it is not required to be on the digital press.

**Q109) Cutsheet - Are scan tops required on the digital presses**

R109) Scan tops are not required on the digital press; however, one of the copiers must have scan to network or scan to USB features.

**Q110) Offline Finishing - Please confirm GBC options needed; cutting / slitting / creasing**

R110) GBC options should include coil punch and comb punch. Cutting, slitting and creasing are commonly requested.

**Q111) Offline Finishing - What are the specific cutting applications**

R111) Specific cutting applications that would be useful to have is the ability to cut stacks of printed paper for business cards and bleeds. Shape cutting is not required.

**Q112) Booklet Making - Offline - How many sheets and pages are the books being produced**

R112) Awarded supplier should have the ability to do large coil bound books up to 250 pages.

**Q113) Booklet Making - Offline - Page & Cover types and weights**

R113) Awarded supplier should have the ability for booklet maker for saddle stitching up to 30 sheets depending on paper weight.

**Q114) Booklet Making - Offline - What are the book binding requirements (i.e., staple, perfect bind, etc.)**

R114) Awarded supplier needs to be able to produce bound booklets. The awarded supplier will determine the method of performing this work.

**Q115) Booklet Making - Offline - What accessories are currently included with the booklet maker**

R115) The booklet maker is owned by the current supplier, not the university, so information on accessories is not available as that information is proprietary.

**Q116) Large Format - Will there ever be a need to exceed 36" width for print / copy / scan**

R116) There is no need to exceed 36" width for copy and scan. Supplier must have wide format print capabilities up to 36" wide.

**Q117) Offline Envelope Printing - What are the sizes and types of envelopes being printed**

R117) The most common offline print envelope jobs include sizes A2 to catalog size.