

<b>INVITATION TO BID</b>		<b>BID DUE DATE AND TIME</b>		
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE		<b>05/05/2026 11:00 AM CT</b>		
<b>SOLICITATION RFQ-0000002764</b> <b>SUPPLIER #</b> <b>SUPPLIER NAME AND ADDRESS</b> <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"></div>		<b>RETURN BID TO</b> <b>lsubids@lsu.com</b>  <b>Buyer</b> Nicole Covarrubias <b>Buyer Phone</b> <b>Buyer Email</b> ncovarrubias1@lsu.edu <b>Issue Date</b> 04/09/2026		
<b>TITLE: LSU DIRECT MAIL FULFILLMENT - TERM CONTRACT</b>				
<b>To Be Completed By Supplier</b>				
1. _____ "No Bid" (sign and return this page only). 2. _____ My Company does not wish to receive future solicitations for this spend category. 3. Specify your Delivery: To be made within _____ days after receipt of order. 4. If applicable, Supplier's Addendum Acknowledgement/Response: As an authorized agent/signatory of the supplier, I/we acknowledge receipt of this Addendum, and _____ submit no alterations/clarifications to our original bid. _____ submit superseding revisions/clarifications to our original bid as written herein or attached hereto.				
<b>General Instructions to Suppliers</b>				
1. Sealed bids for furnishing the items and/or services specified are hereby solicited, and will be received by LSU Procurement at the "Return Bid To" address stated above, until the specified due date and time. 2. Read the entire solicitation, including all terms, conditions and specifications. 3. All bid information and prices must be typed or written in ink. Any corrections, erasures or other forms of alteration to unit price are to be initialed by the supplier. 4. Bid prices are to be quoted FOB LSU/Destination and inclusive of any and all applicable shipping and handling charges unless otherwise specified in the solicitation. Any invoiced delivery charges not quoted and itemized on the LSU purchase order are subject to rejection and non-payment. 5. Payment is to be made within 30 days after receipt of properly executed invoice, or delivery and acceptance, whichever is later. 6. By signing this solicitation, the supplier certifies compliance with all general instructions to suppliers, terms, conditions and specifications; and further certifies that this bid is made without collusion or fraud.				
<b>SUPPLIER NAME</b>		<b>MAILING ADDRESS</b>		
<b>AUTHORIZED SIGNATURE</b>		<b>CITY, STATE ZIP</b>		
<b>PRINTED NAME</b>		<b>PHONE #</b>		
<b>TITLE</b>		<b>FAX #</b>		
<b>E-MAIL</b>		<b>FEDERAL TAX ID #</b>		

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### 1. Bid Submission Information

All bids must be submitted electronically to LSU Procurement Services. Bids must be received at the "Return Bid To" email address no later than the due date and time specified herein. Bids must be emailed to lsubids@lsu.edu (This email address should be used for bid submissions only). Any bids sent directly to the Buyer of record will not be forwarded to the "Return Bid To" email.

When submitting electronically, the RFQ number and solicitation title should be listed in the subject line of the email. An original and redacted copy (if applicable) must be submitted electronically. Hard copies of bids will not be accepted; therefore, they will not be evaluated.

It is the responsibility of the Supplier to ensure the bid is received by LSU Procurement by the indicated due date and time. Any delays that may occur in transmission of the bid is the responsibility of the supplier. A bid will be considered late if it is not received at the "Return Bid To" email address by the indicated due date and time.

The maximum email attachment size accepted is 125 MB. It is the supplier's responsibility to ensure bid submission is sized such that it is successfully transmitted and received by LSU. If the bid response is too large to be emailed as one document, the bid must be sent as separate documents. Each submittal should be labeled. (Example – Bid Submittal 1 out of 3 for RFQ-000000XXXX - Title; Bid Submittal 2 out of 3 for RFQ-000000XXXX - Title, etc.). If any submittal is received late, LSU will not consider the late submittal(s). Only the submittal(s) received by the due date and time will be considered. Late bids will not be accepted per LAC 34:XIII.515.B.

### 2. 2. Bid Opening Information

Bid openings are held electronically. There are no in-person bid openings. To electronically attend the bid opening, use the below link to register in advance:

<https://lsu.zoom.us/meeting/register/tJwvcuygqTltHtZZWmWrGBCjXxstyfiETx33>

After registering, a confirmation email will be provided containing information about joining the bid opening.

No information or opinions concerning the ultimate contract award will be given at bid opening or during the evaluation process. If an unforeseen circumstance beyond LSU's control prevents bid opening, the Bid will open at the next scheduled bid opening date.

3) Quality of Workmanship and Stock: All articles furnished and work done must be of a first class quality. The use of poor type, poor presswork or the use of a different color of ink from that ordered, inferior binding, inferior quality or mismatched paper stock, a lesser grade of paper than that ordered, or any other discrepancies will be sufficient cause for the rejection of the work and for refusal of payment until the contract controversy is resolved.

4) ALL-OR-NONE AWARD: It is the intent of the University to award all items on an all-or-none basis to the overall lowest responsive and responsible bidder

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These standard terms and conditions shall apply to all LSU solicitations, unless otherwise specifically amended and provided for in the special terms and conditions, specifications, or other solicitation documents. In the event of conflict between the General Instructions to Suppliers or Standard Terms & Conditions and the Special Terms & Conditions, the Special Terms & Conditions shall govern.

Bids submitted are subject to provisions of the laws of the State of Louisiana, including but not limited to: the University Procurement Code (LAC 34:XIII. Chapters 3-25) and the terms, conditions, and specifications stated in this solicitation.

**1. Supplier Enrollment**

Suppliers providing a bid/quote in response to a LSU solicitation must be setup in the University's new procurement system (Workday) for bid tabbing and award of a purchase order. Suppliers should complete the online supplier registration form prior to submitting a bid response and/or the bid due date and time to ensure bid tabbing can be done timely after the bid deadline. This website is used in place of a paper form and must be accompanied with an IRS Request for Taxpayer Identification Number and Certification form (W-9 or W-8 if foreign) to collect the required business and tax information that support the University's reporting and compliance requirements. To inquire if you or your company is setup or for questions regarding setup, email [suppliers@lsu.edu](mailto:suppliers@lsu.edu). The supplier enrollment form can be located at: [http://www.lsu.edu/administration/ofa/procurement/supplier\\_registration.php](http://www.lsu.edu/administration/ofa/procurement/supplier_registration.php)

**2. Bid Delivery and Receipt**

Bids must be received and time-stamped at the "Return Bid To" address no later than the due date and time specified herein. To assure consideration, your bid must be submitted in a sealed envelope or package and should be clearly and prominently marked with the solicitation number and bid due date, or may be submitted in the special bid return envelope if one was furnished for that purpose.

Supplier are advised that the U.S. Postal Service does not make deliveries to our physical location. USPS mail is delivered to the University's mail center and is redelivered using internal resources. Suppliers may deliver bids by hand or by a courier service to the Procurement Office. The University shall not be responsible for any delays caused by the supplier's chosen means of bid delivery. Supplier is solely responsible for the timely delivery of its bid, and failure to meet the bid due date and time shall result in rejection of the bid. Late bids cannot be accepted per LAC 34:XIII.515.B.

**3. Bid Forms**

Bids are to be submitted on the LSU solicitation forms provided, and must be signed by an authorized agent of the supplier in accordance with LAC 34:XIII.517. Bids submitted on other forms or in other price formats may be considered informal and may be rejected in part or in its entirety. Bids submitted in pencil and/or bids containing no original signature indicating the supplier's intent to be bound will not be accepted. Bid submissions should not be spiral bound.

**4. Interpretation of Solicitation/Supplier Inquiries**

If supplier is in doubt as to the meaning of any part or requirement of this solicitation, supplier may submit a written request for interpretation to the Buyer-of-Record at the address and/or fax number shown above. Written inquiries must be received in the Procurement Office no later than 4:30 pm CST four (4) business days prior to the opening of bids, and shall be clearly crossreferenced to the relevant solicitation/specification in question.

No decisions or actions shall be executed by any supplier as a result of oral discussions with any LSU employee or consultant. Any interpretation of the documents will be made by formal addendum only, issued by the Procurement Office, and mailed or delivered to all suppliers known to have received the solicitation. LSU shall not be responsible for any other interpretations or assumptions made by supplier.

**5. Bid Addenda**

Bid Addendum is to be signed and returned with your bid. If you have already submitted your bid, and this Addendum creates a need to revise/clarify your original response in any way, you are required to submit such in writing. To be considered, your addendum response must be submitted to and received by LSU Procurement at the "Return Bid To" address stated above. Submittals for price alterations and addenda to bids must be clearly marked with the solicitation number and the bid due date/time and returned via fax, email, courier service, hand delivery, or USPS mail. Bid revisions received after bid opening cannot be considered, whereupon the supplier must either honor or withdraw its original bid.

**6. Bid Opening**

Suppliers may attend the public bid opening of sealed bids. No information or opinions concerning the ultimate contract award will be given at bid opening or during the evaluation process. Written bid tabulations will not be furnished.

**7. Special Accommodations**

Any "qualified individual with a disability" as defined by the Americans with Disabilities Act, who has submitted a bid and desires to attend the public bid opening, must notify the Procurement Office in writing not later than seven days prior to the bid opening date of their need for special accommodations. If the request cannot be reasonably provided, the individual will be informed prior to the bid opening.

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**8. Standards of Quality**

Any product or service bid shall conform to all applicable federal, state and local laws and regulations, and the specifications contained in the solicitation. Any manufacturer's name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired; and is not intended to limit or restrict competition. Supplier must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact product specified in the solicitation.

**9. New Products/Warranty/Patents**

All products bid for purchase must be new, never previously used, of the manufacturer's current model and/or packaging, and of best quality as measured by acceptable trade standards. No remanufactured, demonstrator, used or irregular products will be considered for purchase unless otherwise specified.

The manufacturer's standard published warranty and provisions shall apply, unless more stringent warranties are otherwise required by LSU and specified in the solicitation. In such cases, the supplier and/or manufacturer shall honor the specified warranty requirements, and bid prices shall include any premium costs of such coverage.

Supplier guarantees that the products proposed and furnished will not infringe upon any valid patent or trademark; and shall, at its own expense, defend any and all actions or suits charging such infringement, and shall save LSU harmless.

**10. Descriptive Information**

Suppliers proposing an equivalent brand or model are to submit with the bid descriptive information (such as literature, technical data, illustrations, etc) sufficient for LSU to evaluate quality, suitability, and compliance with the specifications. Failure to submit descriptive information may cause bid to be rejected. Any changes made by supplier to a manufacturer's published specifications shall be verifiable by the manufacturer. If items bid do not fully comply with specifications, supplier must state in what respect items deviate. Supplier's failure to note exceptions in its bid will not relieve the supplier from supplying the actual products requested.

**11. Bids/Prices/F.O.B. Point**

- The bid price for each item is to be quoted on a "net" basis and F.O.B. LSU Destination, i.e. title passing upon receipt and inclusive of all delivery charges, any item discounts, etc.
- Bids other than F.O.B. LSU Destination may be rejected.
- Bids indicating estimated freight charges may be rejected.
- Bids requiring deposits, payment in advance, or C.O.D. terms may be rejected.
- Suppliers who do not quote "net" item prices and who separately quote an overall "lump sum" freight cost or discount for all items shall be considered as submitting an "all-or-none" bid for evaluation and award purposes; and risk rejection if award is made on an item or grouped basis.
- Prices shall be firm for acceptance for a minimum of 30 days, unless otherwise specified. Bids conditioned with shorter acceptance periods may be rejected.
- Prices are to be quoted in the unit/package specified (e.g. each, 12/box, etc), or may be rejected.
- In the event of extension errors, the unit price bid shall prevail.

**12. Taxes**

Supplier is responsible for including all applicable taxes in the bid price. LSU 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.

**13. Terms and Conditions**

This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, supplier agrees that contrary terms and conditions which may be included in its bid are nullified.

**14. Supplier Forms/LSU Signature Authority**

The terms and conditions of the LSU solicitation and purchase order/contract shall solely govern the purchase agreement, and shall not be amended by any supplier contract, form, etc.

The University's chief procurement officer, or authorized designee, is delegated sole authority to execute/sign any supplier contracts, forms, etc, on behalf of LSU. Departments are expressly prohibited from signing any supplier forms. Any such supplier contracts/forms bearing unauthorized signatures shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom. Suppliers who present any such forms to department users for signature without regard to this strict LSU policy may face contract cancellation, suspension, and/or debarment.

**15. Awards**

Award will be made to the lowest responsible and responsive supplier. LSU reserves the right: (1) to award items separately, grouped, or on an all-or-none basis, as deemed in its best interest; (2) to reject any or all bids and/or items; and (3) to waive any informalities.

All solicitation specifications, terms and conditions shall be made part of any subsequent award as if fully reproduced and included therein, unless specifically amended in the formal contract.

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**16. Acceptance of Bid**

Only the issuance of an official LSU purchase order/contract, a Notification of Award letter, or a Notification of Intent to Award letter shall constitute the University's acceptance of a bid. LSU shall not be responsible in any way to a supplier for goods delivered or services rendered without an official purchase order/contract or award letter. Bid tabulations may be requested after acceptance of bid.

**17. Applicable Law**

All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.

**18. Awarded Products/Unauthorized Substitutions**

Only those awarded brands and numbers stated in the LSU contract are approved for delivery, acceptance, and payment purposes. Any substitutions require prior approval of the Procurement Office. Unauthorized product substitutions are subject to rejection at time of delivery, post-return at supplier's expense, and non-payment.

**19. Testing/Rejected Goods**

Supplier warrants that the products furnished will be in full conformity with the specification, drawing or sample, and agrees that this warranty shall survive delivery, acceptance, and use. Any defect in any product may cause its rejection. LSU reserves the right to test products for conformance to specifications both prior to and after any award. Supplier shall bear the cost of testing if product is found to be non-compliant. All rejected goods will be held at supplier's risk and expense, and subject to supplier's prompt disposition. Unless otherwise arranged, rejected goods will be returned to the supplier freight collect.

**20. Delivery**

Supplier is responsible for making timely delivery in accordance with its quoted delivery terms. Supplier shall promptly notify the LSU Department and/or Procurement Office of any unforeseen delays beyond its control. In such cases, LSU reserves the right to cancel the order and to make alternative arrangements to meet its needs.

**21. Default of Supplier**

Failure to deliver within the time specified in the bid/award will constitute a default and may be cause for contract cancellation. Where the University has determined the supplier to be in default, LSU reserves the right to purchase any or all goods or services covered by the contract on the open market and to surcharge the supplier with costs in excess of the contract price. Until such assessed surcharges have been paid, no subsequent bids from the defaulting supplier will be considered for award.

**22. Supplier Invoices**

Invoices shall reference the LSU purchase order number, supplier's packing list/delivery ticket number, shipping/delivery date, etc. Invoices are to be itemized and billed in accordance with the order, and submitted on the supplier's own invoice form. Invoices submitted by the supplier's third party supplier are not acceptable.

**23. Delinquent Payment Penalties**

Delinquent payment penalties are mandated and governed by Louisiana R.S. 39:1695. Supplier penalties to the contrary shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom.

**24. Assignment of Contract/Contract Proceeds**

Supplier shall not assign, sublet or transfer its contractual responsibilities, or payment proceeds thereof, to another party without the prior written consent and approval of the Procurement Office. Unauthorized assignments of contract or assignments of contract proceeds shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom.

**25. Right to Piggyback**

Where this solicitation may name one department as the primary contract user, LSU reserves the right to authorize additional departments/campuses to use the contract as their needs arise; and Vendor shall honor all such purchase orders.

**26. Contract Cancellation**

LSU has the right to cancel any contract for cause, in accordance with procurement 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 supplier; (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. LSU has the right to cancel any contract for convenience at any time by giving thirty (30) days written notice to the supplier. In such cases, the supplier shall be entitled to payment for compliant deliverables in progress.

**27. 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.

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**28. Equal Employment Opportunity Compliance**

By submitting and signing this bid, supplier agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972; federal Executive Order 11246; federal 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 Act of 1975; the Americans with Disabilities Act of 1990. Supplier agrees not to discriminate in its employment practices, and will render services under any contract entered into as a result of this solicitation without regard to race, color, religion, sex, age, national origin, veteran status, political affiliation, handicap, disability, or other non-merit factor. Any act of discrimination committed by supplier, 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.

**29. Mutual Indemnification**

Each party hereto agrees to indemnify, defend, and hold the other, its officers, directors, agents and employees harmless from and against any and all losses, liabilities, and claims, including reasonable attorney's fees arising out of or resulting from the willful act, fault, omission, or negligence of the indemnifying party or of its employees, contractors, or agents in performing its obligations under this agreement, provided however, that neither party hereto shall be liable to the other for any consequential damages arising out of its willful act, fault, omission, or negligence.

**30. Certification of No Suspension or Debarment**

By signing and submitting this bid, supplier certifies that its company, any subcontractors, or principals thereof, are not suspended or debarred under federal or state laws or regulations. A list of parties who have been suspended or debarred by federal agencies is maintained by the General Services Administration and can be viewed on the internet at [www.sam.gov](http://www.sam.gov).

**31. Right to Audit**

The University shall be entitled to audit the books and records of a supplier or any subcontractor under any negotiated contract or subcontract to the extent that such books and records relate to the performance of such contract or subcontract. Such books and records shall be maintained by the supplier for a period of five (5) years from the date of final payment under the prime contract and by the subcontractor for a period of five (5) years from the date of final payment under the subcontract, pursuant to LAC 34:XIII.1603.

**32. Data Privacy**

By signing and submitting this bid, I hereby authorize that all information provided in this solicitation, including any and all personal or company data may be shared with LSU departments, suppliers and other governmental agencies to facilitate procurement transactions. This data will be retained according to LSU's retention schedule. To learn more about privacy at LSU, please see the [LSU Privacy Statement](#).

## **2026-27 DIRECT MAIL FULFILLMENT TERM CONTRACT**

### **I. Objective**

The objective of this solicitation is to contract a single supplier to fulfill all the LSU recruiting direct mail in a fiscal year utilizing variable data printing, packaging, and match mailing. Our goal is to maximize speed of completion while maintaining the high-quality standards, reporting and measurement, and climate-controlled warehousing.

#### **A. Scope of Contract**

For this bid, fulfillment shall be defined as printing variable data, assembly, and mailing of items as they are requested by LSU. It is to also include storage of materials until items are fulfilled, up to 12 months, or returned to LSU. LSU is to provide publications, promotional items, and envelopes as specified in III. B.

#### **B. Basis of Award**

The bid shall be awarded all-or-none to the overall lowest responsible and responsive bidder based on the total cost of the sample order bid sheet (Attachment C). The sample order bid sheet is for award purposes only.

The sample order bid sheet will be evaluated using the prices from the bid price sheet. In cases of discrepancy between sample order bid sheet and bid price sheets, the bid price sheets shall be used to re-compute a corrected sample order bid sheet, and the total from such corrected sheet shall become the basis of the award.

No portion of this requirement will be split. For the bid to be considered, the bidder must have the capacity to perform all services according to specifications.

#### **C. Duration of Contract**

This contract will begin at the time of award and will run through **June 30, 2027**.

Fulfillment shall begin as early as **July 1, 2026**.

When accepted by the University, these specifications and related bid will form a valid contract between the University and the supplier for the period from Date of Award to June 30, 2027 which may be extended by mutual agreement for two additional one-year periods at the same prices, terms, and conditions, for a maximum of 3 years (until June 30, 2029).

### **II. Supplier Requirements**

#### **A. Qualifying Bids**

Bidders are responsible for the completeness and accuracy of their bid responses. LSU will not increase the purchase order to the successful supplier for omissions or oversights that are not due to the fault of LSU or its agents. All changes due to supplier errors must be approved in writing and at no additional cost to LSU.

LSU will reject any bid that does not meet the mandatory requests specified in this solicitation.

#### **B. Prices**

Supplier must provide prices on all quantities and specifications requested in Attachment B. Bid figures must include sufficient overrun on all specified printing quantities to allow for bindery

spoilage. Prices must be firm throughout the term of the contract; no increases can be allowed for material, labor, or other cost variations experienced by the supplier.

### C. **Payment**

Invoices must be itemized in accordance with the categories established by these specifications and include all shipping and delivery expenses. Invoices shall be presented to LSU within 3-5 business days following completion itemized by mailing charges, shipping charges, and shall include the name of the job as provided by LSU.

Proof of performance shall be monitored in accurate and timely receipt of mailings to LSU designee included in mailing lists.

### D. **Assigned Team & Availability**

The successful supplier must have an assigned production team to assist LSU in coordinating all phases of actual production and delivery of the finished products. **The bidder must include Attachment A with the bid.**

During the contract, any person on the assigned production team may be contacted by LSU at no additional charge. Successful supplier shall also notify LSU of any changes to the production team during the term of the contract. LSU reserves the right to request the replacement or removal of a team member at our discretion.

### E. **Quality of Services**

All services and materials must be of excellent quality. This is to include, but is not limited to, the following:

**Pre-Press, Presswork & Materials** Plates and imaging files must be properly prepared — whether via computer-to-plate (CTP), direct imaging, or equivalent digital workflow — to avoid loss of hairlines in type, extraneous specks or scratches, and unevenness in density of type, and to provide proper contrast, detail, and consistency in halftone and tonal work. Pages must be straight and aligned at head of page; presswork must be sharp and clean at all times, with no slurring, and consistent from side to side and from signature to signature throughout each printed piece. Paper and substrate materials must be clean, free of foreign material, and must at all times fully meet the specified basis weight, bulk, and opacity ratings.

**Color Quality & Consistency** Color must be consistent throughout the print run for both offset and digital printing, including all variable data elements. Supplier must match the approved proof within visually acceptable tolerances from first impression to last, across all units and throughout the entire print run. Color management for digital output must be appropriate to the output device and substrate in use.

## III. **Fulfillment Specifications**

### A. **Types of Fulfillment**

#### 1. **Letters in #10 envelope**

Supplier shall print black letters on LSU letterhead, fold, and insert into a LSU #10 envelope, seal, address and mail envelopes. This type of mailing will require the supplier to correctly pair imprinted envelope with letter to be stuffed into the correct corresponding envelopes.

An example of this type of fulfillment: a process-driven letter, like a scholarship award letter, imprinted in black and stuffed into a #10 envelope imprinted with the recipient's address.

## **2. Letters in 9x12 window envelope**

Supplier shall print black letters on LSU letterhead and insert into a LSU envelope, seal, and mail envelopes. This type of mailing will NOT require the supplier to correctly pair imprinted envelope with a letter.

An example of this type of fulfillment: a process-driven letter, like a welcome letter from the admitting college's dean, imprinted in black and stuffed into window envelope.

## **3. Mixed materials in 9x12 envelopes**

Supplier shall print black letters on LSU letterhead, match, and insert into a clear envelope, seal, and mail envelopes. This type of mailing will require the supplier to correctly pair matching imprinted materials for each recipient stuffed into envelopes.

An example of this type of fulfillment: the acceptance packet, which will be a letter, imprinted in black; stuffed with the correct, designated pre-printed brochure; and a pre-printed mailing panel into a clear 9x12 envelope.

## **4. Direct Mailers**

Supplier shall print names, addresses and/or information needed on designated, pre-printed or digitally printed direct mail pieces. Mailing list to be provided by LSU. Tapping of items will be provided by supplier if required by postal regulations.

An example of this type of fulfillment: a postcard or folded mailer printed; tabbed or glued according to postal regulations.

## **B. Materials to be Provided by LSU**

LSU will also provide printed viewbooks and brochures, acceptance packages, posters, letterhead, envelopes and promotional items that will require fulfillment over the course of the contract.

Supplier shall pick up inventory from LSU or shall bear the cost of receiving the materials at their warehouse. When possible, LSU will have printed pieces in production delivered directly to supplier's facility.

## **C. Frequency**

Mail shall be dropped weekly in accordance with direction and mailing lists provided by LSU. Multiple pieces will be required to be fulfilled each week; for example, we may have to mail a series of letters, letters with posters in tubes, and promotional items paired with a letter in a box all in the same week. Weekly mailings in peak season can reach approximately 100,000 pieces. A tentative annual calendar shall be provided at time of award. LSU reserves the right to add additional pieces to this calendar as required to respond to metrics. Some regular mailing shall be expected:

1. **Acceptance packages:** approximately 2,000 per week (Sept - May)
2. **Scholarship or student aid award letters:** approximately 2,000 per week (Dec - April)
3. **Multiple Direct Mail Pieces:** approximately 2-5 mailings per week in various quantities
4. **Direct Mail Postcards:** approximately 40,000 per week (Sept – Nov)

Quantities will range from approximately 50 pieces to as many as approximately 100,000.

#### **D. Proofs and Corrections**

Supplier shall provide live proofs to LSU for approval of placement and display of variable fields and addresses. LSU shall approve live proofs within one (1) business day of receipt. If notified of errors in live proofs, supplier shall provide LSU with revised proof in one (1) business day. Supplier shall do everything possible to provide accurate live proofs and expedited revised live proofs for efficient approval.

#### **E. Deadline Requirements**

Supplier shall be required to drop mail the next two business days of receipt of mailing list for jobs less than 500 pieces. For jobs in excess of 500 pieces, supplier shall drop mail within three business days of receipt of mailing list.

#### **F. Mailing Notification**

Supplier is required to notify Enrollment Management within in one business day of mail being sent to the post office. Failure to notify EM within this time period will place the supplier in jeopardy, which ultimately, may result in losing the contract.

#### **G. Data Security and FERPA**

As an educational institution, LSU is bound by the Federal Educational Rights and Privacy Act (FERPA), which requires institutions to secure student data. As a partner with LSU, supplier shall keep data files on secure servers, in a secure location only, shall not disclose the nature or contents of mailing lists with anyone outside of supplier's production team (Attachment A), and shall destroy mailing lists as soon as mailing has been completed. LSU reserves the right to inspect supplier's facility without prior notice to ensure compliance with FERPA mandates.

#### **H. File Submission List Propagation and Cleansing**

Supplier shall provide de-dupe services, NCOA processing, CASS processing, for returned mail for all mailing lists submitted by LSU in association with this contract. On request, supplier shall have capability of providing data propagation services to pull random sample sets from mailing files as specified. Supplier must be able to provide sets within one (1) business day of receipt of mailing files. The supplier must provide the ability to download NCOA and ACS reports for the mailing lists provided by LSU.

#### **I. Deficiency of Work**

Work failing to meet standards outlined in this solicitation shall be corrected or redone without charge, upon determination by LSU that the work is defective. If defects requiring reprinting or database updates are found in materials received, LSU is to notify the supplier by telephone (to be confirmed in writing) of such defects within two (2) business days after receipt of materials.

If supplier is so notified of errors in printed materials, supplier must immediately halt printing and/or fulfillment of piece. Reprinting to correct specifications as approved by LSU and delivery shall be completed within five (5) business days after receipt of approval notification.

If supplier is so notified of incorrect pairing and/or packaging, supplier must immediately halt

fulfillment of said piece until a sample of reassembly to correct specifications is approved by LSU. Reassembly should be completed in one (1) business day after receipt of approval notification.

#### **IV. Storage Specifications**

This service is to include, but is not limited to, the following: climate-controlled facility, mitigation of damage or destruction of materials by man-made or natural forces, mitigation of theft or vandalism risk, immediate availability of stored materials to execute fulfillment specifications of this contract, access of stored materials by LSU employees upon request, occasional delivery of materials to campus by supplier.

##### **A. Amount Stored**

An anticipated maximum of 185,000 flat and folded direct mail pieces\*, with approximate quantities of each piece to include 40,000 acceptance packets, 125,000 viewbooks, and 20,000 #10 envelopes and letterhead may be stored at any one time.

Supplier shall store inventory carefully in cartons and place on pallets. All cartons must be packed to their maximum capacity. Cartons must be equal in weight and number of pieces with only one (1) partial carton per piece. Pallets must be equal in weight and number of cartons with only one (1) partial pallet in entire inventory of LSU materials.

Supplier shall stack and bundle wherever possible to minimize square footage required to store these materials.

\* Quantities and format will vary by direct mail piece.

##### **B. Duration**

Storage shall be required from the receipt of materials through June 30, 2027. After final fulfillment request has been completed, supplier must ship all remaining inventory to LSU within 7 to 10 business days from request of return to LSU.

LSU shall pay bulk shipment and delivery charges of remaining inventory returned to LSU at the end of the contracted term via the university FedEx or UPS account. Return shipment directions shall be provided at end of contract.

##### **C. Climate**

Storage facility must be clean and climate-controlled. All materials must be secured at all times.

##### **D. Damaged Goods**

If stored materials are stolen, vandalized, or otherwise damaged or destroyed by any man-made or natural forces, supplier must reprint and reassemble damaged or destroyed materials without charge, upon determination by LSU that the materials are defective. Reprinting and reassembly must be completed in five (5) business days.

##### **E. Auditing**

LSU reserves the right to audit supplier's mailing and storage facility without prior notice.

#### **V. Using the LSU Mailing Permit**

Supplier must use LSU's non-profit mailing indicia. Pieces will be reviewed prior to production to ensure proper use of the LSU permit.

Supplier must be willing to front 1<sup>st</sup> class postage on behalf of LSU and bill the University net 10 for payment of postage. A USPS 3602-N form must be attached to the invoice as documentation of USPS postage charges.

LSU shall **ONLY** be billed for first class postage in the weeks where the total quantity of identical pieces being mailed is less than 200 pieces AND where LSU has been notified in advance of mailing to make decision about mailing now or holding mail until total number of pieces is 200. Supplier shall charge the USPS first class postage rate only. Surcharges of any kind added to the bill will not be paid.

All shipping and delivery expenses must be covered by supplier and included in the cost of fulfillment.

Upon completion/approval of the USPS PS Form 3623 for use of the LSU permit, extension of the permit rate can be made to the awarded supplier located outside of Baton Rouge. All other mailing requirements still apply as specified. Supplier shall bear cost of shipping any returned mail back to LSU.

It is in the best interest of the supplier to determine the most cost efficient route for mail to be processed.

## **VI. Real-Time Data Tracking**

For all pieces unless otherwise specified, supplier is required to provide a client portal for viewing real-time data tracking relevant to each mail drop. Supplier is required to provide a dashboard technology that allows LSU to view progress reports based on activity, production schedule, online proofing schedule, provide immediate (no longer than 1 day) notifications when the mail has been sent to the post office, track mail progress by zip code, down to the individual piece level, with name and address search capabilities. and generate data batches that can integrate with existing data systems (i.e., tab delineated data submitted via e-mail or FTP), etc. Failure to provide a client portal will result in contract termination.

**ATTACHMENT A  
GENERAL REQUIREMENTS  
(MUST BE RETURNED WITH BID)**

**Will your company have an assigned production team for LSU to comply with these requirements?  
Yes ( ) No ( )**

Please list in the spaces provided below the names of the production team assigned to LSU.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

---

Bidder's Contact Person Name & Title for Questions or Points of Clarification

---

Telephone Number (Toll Free Number, If Available)

---

Fax Number

---

Email Address

**ATTACHMENT B  
BID PRICE SHEET**

*All price fields in this bid price sheet must be completed to consider bid responsive.*

**PART I: FULFILLMENT**

**Letters in #10 envelopes with Match Mailing**

	1-500	501-999	1,000-1,999	2,000-4,999	5,000-9,999	10,000-14,999	15,000-19,000	20,000-24,999	25,000-29,999	30,000-50,000
<b>#10 envelope</b>										

**Letters in window envelopes**

	1-500	501-999	1,000-1,999	2,000-4,999	5,000-9,999	10,000-14,999	15,000-19,000	20,000-24,999	25,000-29,999	30,000-50,000
<b>envelope</b>										

**Mixed materials in clear envelopes with Match Mailing**

	1-500	501-999	1000-1999	2000-4999	5000-9999	10,000-14,999	15,000-19,999	20,000-24,999	25,000-29,999	30,000-50,000
<b>envelope</b>										

**Direct mail materials**

	1-500	501-999	1,000-1,999	2,000-4,999	5,000-9,999	10,000-14,999	15,000-19,000	20,000-24,999	25,000-29,999	30,000-50,000
<b>postcard</b>										

**PART II: STORAGE**

Cost per 100 square feet of climate controlled storage space per year:

\$ \_\_\_\_\_

**ATTACHMENT C  
SAMPLE ORDER BID SHEET  
(MUST BE RETURNED WITH BID)**

The bid shall be awarded all-or-none to the overall lowest responsible and responsive bidder based on the total cost of the sample order. *The sample order is for award purposes only.*

**SAMPLE MAILING #1**

Price for printing 5,000 letters and match-mailing in #10 envelopes: \$ \_\_\_\_\_

**SAMPLE MAILING #2**

Price for printing 100 letters, match-mail assembling with a brochure, and stuffing into envelope: \$ \_\_\_\_\_

**SAMPLE MAILING #3**

Price for printing 2000 letters, match-mail assembling with a mailing panel and stuffing into a clear envelope: \$ \_\_\_\_\_

**SAMPLE MAILING #4**

Price for printing 10,000 letters and stuffing into window envelope: \$ \_\_\_\_\_

**SAMPLE MAILING #5**

Price for imprinting addresses on 37,000 direct mail postcards: \$ \_\_\_\_\_

**SAMPLE ORDER TOTAL COST \$ \_\_\_\_\_**

*In cases of discrepancy between sample order bid sheet and bid price sheets, the bid price sheets shall be used to re-compute a corrected sample order bid sheet, and the total from such corrected sheet shall become the basis of the award.*

**LSU TERM CONTRACT – SPECIAL CONDITIONS**

These special conditions shall apply to LSU Term Contracts, in addition to all Standard Terms and Conditions.

A “Term Contract” is defined as an agreement with a Vendor to provide specified goods and/or services on an as-needed basis at established prices, terms and conditions during a specific period of time (or term), and does not guarantee usage. Such pricing agreements are commonly referred to as standing agreements, open end contracts, and requirements contracts. Purchase/release orders issued against term contracts serve as the Vendor’s authorization to ship goods and/or provide services.

**1. Scope of Contract**

This solicitation is issued to establish a term contract for the specified goods and/or services for the period beginning \_\_\_\_\_ and ending \_\_\_\_\_, in accordance with all specifications, terms, and conditions.

**2. Initial Contract Period**

LSU intends to award all items for the initial contract period specified above. Award delays beyond the anticipated contract begin date may result in an initial award less than the specified contract period.

**3. Contract Renewals/Extensions**

At the option of LSU and acceptance by the Vendor, this contract may be renewed for \_\_\_\_\_ additional \_\_\_\_\_ month periods, or extended in partial increments thereof, at the same prices, terms and conditions of the original contract award. Total contract period not to exceed \_\_\_\_\_ months.

**4. Estimated Quantities**

Solicitation quantities shown are estimated only and may be based on historical contract usage and/or projected needs; where usage is not available, a quantity of one (1) indicates a lack of history on this item. Vendors are cautioned that regardless of the quantity shown in the solicitation, LSU shall not be obligated under the contract to purchase any specific or minimum amount. Vendor must supply any order requirements at the bid/contract prices, whether the total of such requirements are more or less than the estimated quantities shown.

**5. Firm Pricing**

Contract prices shall remain firm for the duration of the contract term; and no price increases will be allowed, unless escalation/de-escalation provisions are specifically provided for herein. Prices may not exceed the current nationally advertised and available General Services Administration (GSA) Price Schedule if one exists.

*LSU is a member of the National Association of Educational Procurement (NAEP) and the E & I Cooperative Purchasing Service.*

**6. Insurance Requirements**

If an automobile is utilized in the execution of the contract, including deliveries made with company owned, hired, and/or non-owned vehicles, Vendor shall be required to furnish a certificate of insurance evidencing coverages per attached insurance requirements. The Board of Supervisors of Louisiana State University and Agricultural & Mechanical College shall be named as an additional insured on all liability policies.

**7. Vendor Parking on the LSU Campus – Permits & Gate Passes**

Vendors and contractors needing access to reserved, gated “C” parking lots or to controlled access streets in the center of campus for logistics in performing business with LSU, must apply for gate passes through the LSU Office of Parking, Traffic and Transportation (PTT). Visit the LSU/PTT website at [www.lsu.edu/parking](http://www.lsu.edu/parking) and the “Permits” webpage for details.

Vendor requests are considered and granted by PTT, subject to an annual fee and qualifying criteria. Vendors not qualifying for gate passes may be granted general permits for outlying parking lots at no charge. All vendors are responsible for adhering to LSU Parking Rules and Regulations (see the PTT “Information” webpage). Direct any questions to PTT at 225-578-5000, or visit their office located in the Public Safety Building on South Stadium Road, Baton Rouge, LA 70803.

**8. Vendor Non-Performance**

Vendor is required to perform in strict accordance with all contract specifications, terms, and conditions. Vendor will be advised in writing of non-performance issues and shall be required to promptly implement corrective actions to ensure contract compliance and to prevent recurrences. In the event Vendor is issued three (3) or more complaints of non-performance, LSU reserves the right at its sole discretion to cancel the contract with a ten (10) day written notice. Contract cancellations due to non-performance may be cause to deem the Vendor non-responsible in future solicitations.

**9. Contract Amendments**

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Requests for contract changes must be made in writing by an authorized agent/signatory of the Vendor and submitted to LSU Purchasing for prior approval. Requests shall include detailed justification and supporting documentation for the proposed amendment.

Contract revisions shall be effective only upon approval by LSU Purchasing and issuance of a formal LSU Contract Amendment. The Vendor shall honor purchase/release orders issued prior to the approval of any contract amendment as applicable.

### **10. Price Reductions**

Whenever price reductions are made by the Vendor/Manufacturer during the LSU contract term, and which are offered to similarly-situated customers [i.e. those contracting under similar terms, conditions, periods, etc], and which are lower than LSU contract prices, said reductions shall be afforded to LSU.

Vendor shall give prompt written notice to LSU Purchasing of any such price reduction and effective date for issuance of a formal contract amendment. Price reductions must be offered to all departments. Vendors found to have knowingly and willfully withheld such price reductions may be required to reimburse LSU of any overcharges.

### **11. Product Substitutions**

Only those awarded brands and numbers, furnished in the packaging/units of measure and at the unit prices stated in the LSU contract, are approved for order, receipt, and payment purposes. Unauthorized product substitutions are subject to rejection at time of delivery, post-return at Vendor's expense, and non-payment.

By submitting a bid, Vendors are expected to have sound supplier agreements in place to support and responsibly perform their contractual term obligations with LSU. Unless discontinued by the manufacturer without replacement, Vendors are expected to honor the awarded brands/numbers throughout the contract term. Substitution requests based merely on the Vendor's own elective change to another supplier may be disapproved at the sole discretion of LSU Purchasing.

Departments are not authorized to approve or accept product substitutions without Purchasing's approval. Vendors who act without regard to this procedure may face contract cancellation, suspension, and/or debarment.

### **12. Right to Add Department Users**

Where this solicitation may name one department as the primary contract user, LSU reserves the right to authorize additional departments to use the contract as their needs arise; and Vendor shall honor all such purchase/release orders.

### **13. Non-Exclusivity**

This agreement is non-exclusive and shall not in any way preclude LSU 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. Contract Usage Report**

The Vendor shall keep records of all purchases under this contract and shall be prepared to furnish a contract usage report to LSU upon request at any time during the contract term. Contract usage reports must minimally capture and report the following: item numbers and brief item descriptions; total quantities and dollars for each item subtotaled by using department names; and overall contract quantities and dollars.

### **15. Contract Evaluation**

LSU Purchasing welcomes suggestions for contract improvements to effectively meet the needs of the departments we serve. Department feedback relative to the incumbent Vendor's performance will be requested for consideration when determining our contract options for renewal or re-solicitation. Vendor performance will be monitored for compliance with contract terms and conditions, and reports of deficient performance will be appropriately addressed with the Vendor.

The following forms are tools for evaluating our contracts and Vendor performance, and may be accessed at our website ([www.fas.lsu.edu/purchasing](http://www.fas.lsu.edu/purchasing)) under Forms/General:

- PUR512 Contract Suggestions
- PUR514 Contract Performance Evaluation
- PUR515 Deficiency/Complaint Report

### **16. Termination for Non-Appropriation of Funds**

*The following condition shall apply to any contract covering multiple fiscal years:*

The continuation of this contract is contingent upon the appropriation of funds by the legislature to fulfill the requirements of the contract. If the legislature fails to appropriate sufficient monies to provide for 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 of 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 PUR530 rev 8/2011

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contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds have not been appropriated.