


INVITATION TO BID		BID DUE DATE AND TIME	
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE		05/05/2026 11:00 AM CT	
SOLICITATION RFQ-0000002764 SUPPLIER # SUPPLIER NAME AND ADDRESS <div data-bbox="180 394 789 604" style="border: 1px solid black; height: 100px; width: 100%;"></div>		RETURN BID TO lsubids@lsu.edu Buyer Nicole Covarrubias Buyer Phone Buyer Email ncovarrubias1@lsu.edu Issue Date 04/09/2026	
TITLE: RFQ-0000001943 - LSU DIRECT MAIL FULFILLMENT - TERM CONTRACT			
Addendum 01: 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 Supplier Inquiry & Response.			
<p style="text-align: center;">To Be Completed By Supplier</p> <ol style="list-style-type: none"> _____ "No Bid" (sign and return this page only). _____ My Company does not wish to receive future solicitations for this spend category. Specify your Delivery: To be made within _____ days after receipt of order. 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. <p style="text-align: center;">General Instructions to Suppliers</p> <ol style="list-style-type: none"> 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. Read the entire solicitation, including all terms, conditions and specifications. 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. 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. Payment is to be made within 30 days after receipt of properly executed invoice, or delivery and acceptance, whichever is later. 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. 			
SUPPLIER NAME		MAILING ADDRESS	
AUTHORIZED SIGNATURE		CITY, STATE ZIP	
PRINTED NAME		PHONE #	
TITLE		FAX #	
E-MAIL		FEDERAL TAX ID #	

Solicitation RFQ-0000002764
Addendum 01
Supplier Inquiry & Response

Q1. Is there an incumbent vendor currently performing these services? If so, is historical pricing or prior bid tabulation available for review?

A1. Baton Rouge Printing is the incumbent. See attached previous pricing and tabulation.

Q2. Can LSU provide any estimated annual spend or budget range for this contract?

A2. \$290K annual spend, which includes refunding the vendor for use of their first-class mail permit.

Q3. Are there any anticipated volume fluctuations beyond what is outlined (seasonal spikes, peak months, etc.)?

A3. Mailings are fairly evenly spaced throughout the year, but there are some concentrated large volume mail drops in the fall and spring. The selected supplier must be able to accommodate reasonable unplanned requests of 2-3 week turn-arounds throughout the year.

Q4. Are suppliers permitted to subcontract portions of the work (printing, mailing, storage) provided full responsibility remains with the prime contractor?

A4. Yes. The primary supplier shall be responsible for all deliverables and timelines in the specifications.

Q5. Are there any preferred or existing systems currently used for data tracking, reporting dashboards, or integration requirements?

A5. No existing or preferred system.

Q6. Can LSU provide any additional detail on the expected format or evaluation weighting of the sample order (Attachment C)?

Q6. No - 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.

Q7. Are there any known operational challenges or performance issues with the current or previous contract that bidders should be aware of?

Q7. No

**ATTACHMENT B
BID PRICE SHEET**

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

PART I: FULFILLMENT

Letters in #10 envelopes with Match Mailing

	1-500	501-999	1,000-1,999	2,000-5,999	6,000-9,999	10,000-15,999	16,000-25,000	25,001-50,000	51,000-75,000	75,001-100,000
#10 envelope	.022ea	.022ea	.022ea	.020ea	.020ea	.020ea	.018ea	.018ea	.018ea	.018ea

Letters in window envelopes

	1-500	501-999	1,000-1,999	2,000-5,999	6,000-9,999	10,000-15,999	16,000-25,000	25,001-50,000	51,000-75,000	75,001-100,000
envelope	.10ea	.10ea	.10ea	.10ea	.10ea	.10ea	.10ea	.10ea	.10ea	.10ea

Mixed materials in clear envelopes

	1-50	51-99	100-250	251-500	501-750	751-1,000	1001-2,000	2,001-5,000	5,001-8,000	8,001-10,000
envelope	.32ea	.32ea	.32ea	.32ea	.32ea	.22ea	.22ea	.17ea	.17ea	.17ea

Mixed materials in envelopes with Match Mailing

	1-50	51-99	100-250	251-500	501-750	751-1,000	1,001-2,000	2,001-5,000	5001-8000	8,001-10,000
envelope	.33ea	.33ea	.33ea	.33ea	.33ea	.29ea	.29ea	.24ea	.24ea	.24ea

Oversize items in packages with Match Mailing

	1-50	51-99	100-250	251-500	501-750	751-1000	1001-2000	2001-5000
stuffed with 1 brochure or item	1.35ea	1.35ea	1.35ea	1.25ea	1.25ea	1.25ea	1.10ea	1.10ea
stuffed with 2 brochures or items	1.40eaa	1.40ea	1.40ea	1.37ea	1.37ea	1.34ea	1.34ea	1.34ea
stuffed with 3 brochures or items	1.45ea	1.45ea	1.45ea	1.42ea	1.42ea	1.39ea	1.39ea	1.39ea
stuffed with 4 brochures or items	1.50ea	1.50ea	1.50ea	1.47ea	1.47ea	1.44ea	1.44ea	1.44ea

Direct mail materials

	1-500	501-999	1,000-1,999	2,000-5,999	6,000-9,999	10,000-15,999	16,000-25,000	25,001-50,000	51,000-75,000	75,001-100,000
postcard	.030ea	.030ea	.030ea	.025ea	.023ea	.023ea	.023ea	.022ea	.022ea	.022ea

Price per delivery of material to main campus (approx. 10 deliveries per year)

\$ 0

PART II: STORAGE

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

\$ 200

RFQ SUMMARY RESPONSE ENTRY **TAB - ALL OR NONE** TAB - BY GROUP TAB - BY ITEM AWARD SUMMARY

Response Tabulation - All or N...



Welcome, Nicole Covarrubias

RFQ Nbr: RFQ-0000001943 - LSU DIRECT MAIL FULFILLMENT - TERM CONTRACT RFQ Type: Invitation to Bid Sourcing Buyer: Nicole Covarrubias
 Evaluation Type: Group Responses: 5 Awards: 0

Supplier Response Totals

Double-click a supplier line below to view response details

Award	Status	Respon Nbr	Supplier Name	Company	Total Item	Total QTY	Response Total
N	Evalu...	1	Baton Rouge Printing Co Inc (SPL-00610)	Louisiana State University and Agricultural and Mechanical College (10)	1	2,143.50	\$2,143.50
N	Evalu...	5	Triple Heritage LLC - Action Mail Services (SPL-51114)	Louisiana State University and Agricultural and Mechanical College (10)	1	5,354.87	\$5,354.87
N	Evalu...	4	OSG Everview (SPL-51184)	Louisiana State University and Agricultural and Mechanical College (10)	1	8,357.35	\$8,357.35
N	Evalu...	2	Pel Hughes Printing (SPL-02223)	Louisiana State University and Agricultural and Mechanical College (10)	1	9,186.00	\$9,186.00
N	Evalu...	3	TGI Direct Inc (SPL-40266)	Louisiana State University and Agricultural and Mechanical College (10)	1	10,723.00	\$10,723.00



Provide Website Feedback

Current Stage: Response Entry & Tabulation

Send Comments or Questions about this site to fsshlp@lsu.edu

Accessibility Statement

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