

INVITATION TO BID		BID DUE DATE AND TIME		
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE		05/21/2026		11:00 AM CT
SOLICITATION RFQ-0000002801 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 04/30/2026		
TITLE: PRINTING: THE REVEILLE NEWSPAPER - TERM CONTRACT				
Addendum 01: Notice is given to all parties that this Solicitation is amended by the University as stated herein. BID DUE DATE AND TIME IS HEREBY EXTENDED FROM 05/21/2026 AT 11:00 AM TO 05/26/2026 AT 11:00 AM. This Addendum is hereby made an official part of this solicitation. See attached for Supplier inquiries and responses.				
<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 #		

RFQ-0000002801
Addendum 01
Supplier Question & Answer

Q1. To ensure we fully understand the scope and pricing expectations, I wanted to request any available historical information related to this contract, including:

- A. • Previous bid tabulations or awarded pricing.

Answer - See previous price matrix and award model attached.

- B. • Incumbent vendor information

Answer - See the attached purchase order.

- C. • Estimated annual usage or quantities

Answer - The Reveille prints twice a week in the Fall and Spring semesters and weekly in the Summer sessions. Spring and Fall issues are 4,800 copies and Summer issues are 3,000 copies.

- D. • Any prior contracts or amendments associated with this solicitation

Answer – See the attached purchase order.

Revised Price Sheet

Number of pages -Tabloid	Price Per M 27.7# or greater	+/- price per M 27.7# or greater in same run	Price Per M 30#	+/- price per M 27.7# or greater in same run
	6000		3000	
8	\$ 90.28	\$ 35.90	\$ 143.49	\$ 34.45
12	\$ 111.19	\$ 45.55	\$ 174.40	\$ 42.75
16	\$ 119.38	\$ 55.32	\$ 181.52	\$ 51.59
20	\$ 140.43	\$ 65.68	\$ 210.95	\$ 61.06
24	\$ 156.84	\$ 75.50	\$ 233.97	\$ 70.23
28	\$ 176.74	\$ 85.34	\$ 265.97	\$ 79.85
32	\$ 192.01	\$ 94.66	\$ 285.55	\$ 88.25
36	\$ 211.97	\$ 104.53	\$ 315.59	\$ 97.07
40	\$ 228.41	\$ 114.41	\$ 337.95	\$ 106.41
44	\$ 248.52	\$ 124.34	\$ 368.23	\$ 115.28
48	\$ 266.23	\$ 134.90	\$ 389.26	\$ 124.13
52	\$ 285.62	\$ 144.48	\$ 421.73	\$ 133.71
56	\$ 302.32	\$ 154.41	\$ 441.09	\$ 141.90
60	\$ 323.22	\$ 164.93	\$ 472.15	\$ 151.22

Quote the percentage of your Per M price which is for newsprint: 45.7 % ink 4 %

Special Section Magazine Format Option 1: gloss cover, bright inside

Number of pages - 8 ½ x 11	5,000 Price Per M 35-37#bright <i>Cover Included</i>	+/- price per M 35-37# in same run	5,000 Price Per M 70# Gloss Cover Sig	+/- price per M 70# gloss cover sig in same run
8 12	\$ 326.68	\$ 172.77	\$	\$
16 20	\$ 366.82	\$ 204.02	\$	\$
24 28	\$ 431.14	\$ 235.11	\$	\$
32 36	\$ 470.47	\$ 265.79	\$	\$
40 44	\$ 572.60	\$ 317.06	\$	\$
48 52	\$ 612.73	\$ 348.37	\$	\$

Quote the percentage of your Per M price which is for newsprint: 45.7 % ink 4 %

Special Section Magazine Format Option 2: all pages gloss

Number of pages - 8 ½ x 11	5,000 Price Per M 70# Gloss	+/- price per M 70# in same run
8	\$ 266.73	89.65
16	\$ 427.16	156.87
24	\$ 654.53	234.52
32	\$ 816.02	301.94
40	\$ 1040.99	381.00
48	\$ 1197.48	448.42

Dimensions of a tabloid page: 11 3/8 " x 15 "

Quote the percentage of your Per M price which is for newsprint: 52 % ink 7 %

Revised Award Model

AWARD MODEL

Awards shall be made to overall lowest responsive and responsible bidder using the following sample job specs and models as calculated using the bidder's quoted prices in the "Price Sheet." Award model must be completed fully; bids for which the award model has not been fully completed will be disqualified.

Sample Job Specs
 11 3/8" x 15 1/4"

Job Model	# of Copies	8 pgs	12 pgs	16 pgs	20 pgs	24 pgs	48 pgs
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Regular Reveille: Tabloid 27.7# paper or greater (price includes 12 pages in 4 color) within the size range detailed in the bid specs

Summer	3,000	\$ 430.47	\$ 523.20	\$ 544.58			
# of Days		x 8	x 2	x 1			
Total		\$ 3443.76	\$ 1046.40	\$ 544.59			

Fall and Spring

	6,000	\$ 667.14	\$ 716.28		842.58	\$ 941.04	
# of Days		x 35	x 14	x 5			x 1
Total		\$ 23349.90	\$ 10087.92		4212.90	\$ 941.04	

Special Edition Reveille: Tabloid 35-37# bright paper (price includes 8 pages in 4 color) within the size range detailed in the bid specs

	6,000	\$ 830.76	\$ 937.93		1112.64	\$ 1265.02	
# of Days		x 1	x 1	x 1			x 1
Total		\$ 830.76	\$ 937.93		1112.64	\$ 1265.02	

Special Section Magazine Option 1: 48 page 8-1/2" x 11" w/ 4-page 70# gloss cover and 35-37# bright paper for remainder - all pages in color - within the size range detailed in the bid specs

	5,000						\$ 2863.00
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Special Section Magazine Option 2: 48 page 8-1/2" x 11" w/ all pages 70# gloss, all pages in color within the size range detailed in the bid specs

	5,000						\$ 987.40
Total:							\$ 35924.40

Note the dimensions of a tabloid page:

Additional Services Requirements (All at 6,000 print quantity)

- Each 4 additional pages in color 75.00 x 30 = 2,250.00
- Inserting CPM (Quantity: 6,000) 120.00 x 20 issues = 2,400.00
- Delivery each day to LSU 45.00 x 55 days 2475.00
- CPM to apply Page 1 adhesive advertising label (Quantity: 6,000) 240.00 x 10 issues = 2,400.00

Base Bid: Grand Total of All "Award Model" Jobs

Base Bid Total Price: \$ 96,025.23

PURCHASE ORDER		LSU	ISSUE DATE 04/10/25		ORDER NUMBER PO-0000301476				
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE			SHIP FOB DESTINATION TO (UNLESS SPECIFIED ELSEWHERE) Louisiana State University and Agricultural and Mechanical College CC00529 LSUAM Student Media Reveille / Newspaper						
ISSUING LSU CAMPUS Louisiana State University and Agricultural and Mechanical College			LSU B39 Hodges Hall Baton Rouge, LA 70803						
SUPPLIER NAME AND ADDRESS Baton Rouge Press Inc 2621 E Perdue Dr Baton Rouge, Louisiana 70814-4431 United States of America			BILL TO AND ADDRESS ALL PAYMENT INQUIRIES TO Louisiana State University and Agricultural and Mechanical College LSU Accounts Payable & Travel 217 Thomas Boyd Hall Baton Rouge, LA 70803 PHONE: +1 (225) 578-1550 FAX : +1 (225) 578-2052 EMAIL: aptravel@lsu.edu						
ADDRESS ALL INQUIRIES INCLUDING DELIVERIES TO NAME John Braud EMAIL braudjc85@lsu.edu PHONE			BUYER OF RECORD NAME Nicole Covarrubias EMAIL ncovarrubias1@lsu.edu PHONE						
SUPPLIER NUMBER SPL-00566		SUPPLIER REFERENCE		PAYMENT TERMS Net 30		SHIPPING TERM FOB Destination		FISCAL YEAR 2025 - 2026	
PURCHASE ORDER TYPE Term Contract		REQUISITION RQ-0000308375		SOLICITATION		FEDERAL FUND		TOTAL AMOUNT OF ORDER \$65,000.00	
Standard Terms and Conditions of Purchase									
<p>1. Contract All solicitation specifications, terms and conditions are made part of this purchase order as if fully reproduced herein. This order shall not be amended by any supplier contract, form, etc. Departments are expressly prohibited from signing any supplier forms.</p> <p>2. Applicable Law This contract shall be construed in accordance with and governed by the laws of the State of Louisiana. The Nineteenth Judicial District Court for the Parish of East Baton Rouge, State of Louisiana, shall have exclusive jurisdiction and venue over and shall be the exclusive forum for adjudication of any and all actions between the State and Supplier for any claim or cause of action arising under or by virtue of this contract, whether the action is on the contract or for breach of the contract or whether the action is for declaratory, injunctive, or other equitable relief.</p> <p>3. Delivery Supplier is responsible for making timely delivery as specified in this order. Supplier shall promptly notify the LSU Department and/or Procurement Office of any unforeseen delays beyond its control.</p> <p>4. Awarded Products Only those awarded brands and numbers stated in this order are approved for delivery, acceptance, and payment purposes. Any substitutions require prior approval of the Procurement Office. Any defect in any product may cause its rejection.</p> <p>5. Taxes LSU is exempt from all Louisiana state and local sales and use taxes. 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.</p> <p>6. Supplier Invoices / Payment Terms 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, show the amount of any prompt payment discount, and shall be submitted on the supplier's own invoice form. Invoices submitted by the supplier's third party supplier are not acceptable. Unless otherwise contracted, payment is to be made within 30 days after receipt of properly executed invoice, or delivery and acceptance, whichever is later.</p> <p>7. 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.</p> <p>8. Federal Funds If flagged as "Federally Funded" above, this purchase order is subject to federal contract provisions. By acceptance of this purchase order, supplier agrees to comply with all applicable Terms & Conditions for Federal Contracts and Grants located at: http://www.lsu.edu/administration/ofa/procurement/a-z-policies-procedures/purchase-order-terms-and-conditions.php.</p>									
APPROVED			Nicole Covarrubias AUTHORIZED PURCHASING SIGNATURE						

PRICE SHEET		PURCHASE ORDER			PAGE 2	
SUPPLIER NAME Baton Rouge Press Inc				ORDER NUMBER		
SUPPLIER NUMBER SPL-00566				PO-0000301476		
Line	Item Description	Quantity	Unit of Measure	Unit Cost	Extended Amount	
1	Reveille Printing 7/1/25 - 6/30/26	65000	US Dollars	1	\$65,000.00	