



# Pool of Vendors, Printing and Copying Services - Beef Cattle Short Course

Master Order for copy and print services needed by the Beef Cattle Short Course.

Open	6/22/2026 2:00 PM CDT	Type	Invitation to Bid
Close	7/13/2026 2:00 PM CDT	Number	TAMU-ITB-26-5042
		Currency	US Dollar
Sealed Until	7/13/2026 2:00 PM CDT	Payment Terms	0% 0, Net 30

## Contacts

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Phone +1 979-845-5888

## Commodity Codes

None Added

## Contact for Inquiries

### Description

For questions regarding this Invitation for Bid (IFB), contact [purchasing@tamu.edu](mailto:purchasing@tamu.edu)

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## Bid Opportunity

Texas A&M University, subsequently referred to as "Texas A&M," is seeking bids to establish a pool of qualified vendors to provide copy and print services needed by the Beef Cattle Short Course for the campus located in College Station, TX. All details and specifications are included as an attachment in the AggieBid portal. Vendors can access these documents by logging into the portal as described below ("Submitting a Bid/RFP Response").

## Terms and Conditions

As a bidder responding to this invitation upon submission of your response, regardless of the format of your submission, you and the entity you represent are agreeing to the terms and conditions presented and included in the AggieBid portal, as well as the Texas A&M University terms and conditions located at:

[https://purchasing.tamu.edu/\\_media/tamu-bid-terms2.pdf](https://purchasing.tamu.edu/_media/tamu-bid-terms2.pdf)

## Submitting a Bid Response

Texas A&M, Procurement Services utilizes an E-commerce system, AggieBid, for all competitive solicitations and purchase orders. If you are not currently registered as a vendor within AggieBid, you may register on the following website:

<https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=TAMU>

Registering as a vendor will allow you to respond to Texas A&M solicitations electronically as well as view other bid opportunities.

If you have any questions about registrations, please contact us at [purchasing@tamu.edu](mailto:purchasing@tamu.edu)

Texas A&M prefers that all responses to posted solicitations are submitted electronically via the AggieBid system.

## Alternate Response Methods

Responses **not submitted electronically via the AggieBid system** will only be accepted via the following methods:

- Email [tamuaggiebid@tamu.edu](mailto:tamuaggiebid@tamu.edu)
- Express Mail (FedEx, UPS, etc.)
- US Postal Service
- Hand Delivered

All invitation for bid documents not submitted electronically via the AggieBid system must be returned on Texas A&M's form.

## Address:

Texas A&M University

Procurement Services

330 Agronomy Road

College Station TX

77843-1477

NOTE: If responding manually, please submit with your bid response a W9. This will allow us to enter your company into our bid system and include your response on the electronic tabulation.

Prerequisites

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## Buyer Attachments

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1. [TAMU-ITB-26-5042 Detailed Specifications.docx](#)
2. [Appendix A TAMU-ITB-26-5042.xlsx](#)
3. [TAMU Terms and Conditions.pdf](#)
4. [TAMU FY26 - State of Texas Subcontracting Plan.pdf](#)

## Questions

★ Required Questions

### Group 1: Contact Information

#### Instructions:

- 1.1 ADDRESS: Provide Company information to include: Legal Company Name Company Address (Street, City, State, Zip) Company website ★
- 1.2 CONTACT INFORMATION: Vendor to indicate Contact Person, Telephone Number and Email Address. ★
- 1.3 WEBSITE: Add website URL: ★
- 1.4 CAPABILITIES: Summarize vendor's capabilities, including turnaround times, additional services, and any other relevant experience. ★

### Group 2: HSP Requirements

#### Instructions:

- 2.1 SUBCONTRACTING PLAN REVIEW OPTION: SP Cursory Review All respondents are required to return a Subcontracting Plan (SP) with their proposal. Failure to submit an SP that meets the minimum requirements for acceptance will result in the disqualification of the proposal. To assist with the successful completion of an SP, the Texas A&M University HUB Office offers optional cursory reviews to ensure an SP meets the minimum requirements for acceptance. These cursory reviews are by appointment only and must be scheduled no later than 48 hours prior to the submission deadline. To request a cursory review, contact [purchasing@tamu.edu](mailto:purchasing@tamu.edu) ★
- 2.2 SP UPLOAD: Attach completed SP here. Note, an incomplete or incorrectly completed SP will result in automatic rejection of your bid. ★

### Group 3: Terms

#### Instructions:

- 3.1 PAYMENT TERMS:  
Payment terms shall be 100% Net 30 upon receipt, installation and acceptance of the goods and/or services and an uncontested invoice. Agreed? ★
- RENEWAL ESCALATION:  
If the renewal option is exercised, the Vendor may increase their contract price to reflect increases in the cost of providing the service. Vendor must quote a maximum percentage increase for each extension period. Texas A&M reserves the right to reject and/or further negotiate the percentage.
- 3.2 9-1-26 – 8-31-27:%  
9-1-27 – 8-31-28:%  
9-1-28 – 8-31-29:%  
9-1-29 – 8-31-30:% ★
- If Vendor fails to indicate a maximum percentage increase, it will be assumed the percentage is zero (0%). At the end of the initial term or any renewal term, any allowable price increases shall be submitted to Texas A&M, Procurement Services in writing at least thirty (30) days prior to the beginning of the next renewal period.

### Group 4: Product Specific

#### Instructions:

- 4.1 SPECIFICATIONS: Please upload completed Appendix A. Note: Return the pricing file in EXCEL format. Do not make any changes to the pricing worksheet. Only the blue highlighted cells should be edited. ★
- 4.2 CONFIRMATION: Additional costs have been added to Appendix A as per item 10, if applicable. Please explain any additional relevant charges. ★

### Group 5: Additional Information and Requirements

#### Instructions:

- 5.1 ORDERING - Texas A&M request that orders be placed either by phone, email or website. If a website option is available, please indicate the website URL and provide ordering instructions.
- 5.2 REFERENCES: Provide a listing of your references and instructed in the Detailed Specifications document ★

Product Line Items

★ Product Line Items

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#	Item Name, Commodity Code, Description	Allow Alternates	Qty.	UOM	Requested Delivery
P1	Copying and Printing Services for Beef Cattle Short Course 82121500 - Printing   5616 Seeking master order for copy and print services needed by the Beef Cattle Short Course. Pricing included on Appendix A.		1	EA - Each	

There are no Items added to this event.