


<b>INVITATION TO BID</b>		<b>BID DUE DATE AND TIME</b>		
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE		<b>07/02/2026      11:00 AM      CT</b>		
<b>SOLICITATION RFQ-0000002851</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> Email: lsubids@lsu.edu  <b>Buyer</b> Nicole Covarrubias <b>Buyer Phone</b> <b>Buyer Email</b> ncovarrubias1@lsu.edu <b>Issue Date</b> 06/22/2026		
TITLE: PRINTING AND FINISHING OF 2026-27 LSU VIEW BOOKS				
<p style="text-align: center;"><b>To Be Completed By Supplier</b></p> <ol style="list-style-type: none"> <li>1. _____ "No Bid" (sign and return this page only).</li> <li>2. _____ My Company does not wish to receive future solicitations for this spend category.</li> <li>3. Specify your Delivery: To be made within _____ days after receipt of order.</li> <li>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.</li> </ol> <p style="text-align: center;"><b>General Instructions to Suppliers</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Read the entire solicitation, including all terms, conditions and specifications.</li> <li>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.</li> <li>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.</li> <li>5. Payment is to be made within 30 days after receipt of properly executed invoice, or delivery and acceptance, whichever is later.</li> <li>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.</li> </ol>				
<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-00000XXXX - Title; Bid Submittal 2 out of 3 for RFQ-00000XXXX - 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. 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. All art, color separations, film, negatives, tapes, floppy disks, special plates, dies, etc, created by the vendor to produce this job are to become the unconditional property of the University. Successful vendor is to forward all such items to the department upon completion of this job, unless otherwise arranged.

4. Quality of Workmanship and Stock: All articles furnished and work done must be of a first class quality. The use of poor type, poor press work 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.

5. Bid prices are to be quoted FOB LSU/DESTINATION and inclusive of any and all applicable shipping and handling charges.

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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](#).

**PRINTING AND FINISHING OF  
2026-27 LSU VIEW BOOKS**

**I. General Terms**

**A. Scope of Work**

Project consists of printing, mailing and delivery of the 2026-27 LSU View Books.

A quantity of 150,000 View Book self-mailers must be printed and approximately 40,000 must be mailed within **15 business days** of initial receipt of files- this is inclusive of the proofing period and any potential edits that may ensue. The remainder of the View Books are to be delivered to the 4 locations in/near Baton Rouge and arrive no later than August 3, 2026. LSU will provide View Book files (via supplier's FTP or an emailed file download link).

**B. Prices**

Supplier must provide prices on all quantities and specifications requested in **Attachment A – Bid Price sheet**. Bid figures must include sufficient overrun on all specified printing quantities to allow for spoilage plus 20 sample copies. Prices must be firm; 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 for completed materials.

**D. Subcontracting**

All printing work under this contract is to be performed by the supplier in their own plant and may not be subcontracted except in an emergency situation. Bindery and foil stamping may be subcontracted, but the supplier remains responsible for satisfactory performance in both quality of work and scheduling.

**E. Quality of Services**

All services and materials must be of excellent quality. This is to include, but is not limited to, the following: plates must be properly burned 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 work; pages must be straight and aligned at head of page; paper must be clean, free of foreign material, and must at all times fully meet the specified basis weight, bulk, and opacity ratings; final product must be free of all printers marks; presswork must be sharp and black at all times, with no slurring, and consistent from side to side and from signature to signature throughout each brochure. **Colors must be consistent throughout the print run.**

**F. Samples of Prior Work**

If requested, bidder must submit three print samples of similar specifications to the View Book. These samples must have been printed in the same facility as proposed for the View Book. The samples must be submitted within 5 business days of request and are to be provided at the bidder's risk and expense. Samples may be returned, by request only, and will also be at the bidder's risk and expense.

Failure to submit appropriate samples may be cause for rejection of the bidder's response without further consideration.

### **G. Deficiency of Work**

Work failing to meet standards outlined in this solicitation shall be corrected or reprinted, without charge, upon determination by LSU that the work is defective. If defects requiring reprinting are found in samples received, LSU is to notify the supplier by telephone (to be confirmed in writing) of such defects within three (3) business days of receipt of samples.

If supplier is so notified of errors in printed materials, supplier must immediately begin the process of reprinting. Reprinting and delivery shall be completed within seven (7) business days after receipt of approval notification.

## **II. Printing Specifications – OFFSET PRINTING ONLY, high powered LED or UV cured ink offset presses preferred. Web press production will not be accepted.**

**Quantity:** Total: 150,000

**Booklet:** **Finished booklet:** 6" x 9" saddle stitch (with single flap French fold cover)  
**Cover:** French fold 80# matte cover with single foldout flap  
**Full Spread Cover Dimensions:** 18.125"w x 9.25"h  
(including bleed and 5.875" French fold flap)  
**Inside:** Inside pages 80# matte text 12.25"w x 9.25" (including bleed)

**Pages:** **Option A:** 12 pages + Cover  
**Option B:** 16 pages + Cover  
**Option C:** 20 pages + Cover

**Inks:** **Option 1:** 6/4 = 2 pantone + CMYK + dull + gloss aqueous coating / CMYK  
**Option 2:** 7/4 = 2 pantone + CMYK + dull + gloss aqueous coating + gold foil  
(approx. 3.5" wide x 1") / CMYK  
**Option 3:** 5/4 = 2 pantone + CMYK + gold foil

**Foil Stamp:** Gold: API California Gold or Crown 410

**Bindery:** Saddle stitch booklet, fold and trim. Inkjet addresses for mailing.

**Stock:** **Cover pages:** Sterling Premium Matte 80# cover or Sappi Opus Matte 80lb Cover or like  
**Text pages:** Sterling Premium Matte 80# text or Sappi Opus Matte 80lb Text or like

**(To be ordered immediately upon receipt of P.O.)**

If proposing an equivalent stock, samples may be requested. If requested supplier must clearly label the samples with mill name, brand name, weight, and finish. Samples shall be received no later than 5 business days of request. **The alternate stock specifications must be filled out on Attachment A.** Failure to submit requested samples shall result in rejection of bid.

Equivalent cover stock must meet the following specifications:  
Caliper 9pt; brightness 94; gloss 36; opacity 98. MUST NOT FINGERPRINT

Equivalent text stock must meet the following specifications:  
Caliper 7pt; brightness 94; gloss 15; opacity 97

**Packaging:**

A large portion of the View Books will mail at the post office, bulk mail. Distribution instructions are based on remaining quantities, minus the mailing list quantity, will be provided closer to shipping date. Supplier shall carefully box any overs so that brochures are not bent or damaged during shipping to Baton Rouge.

Boxes shipped to LSU must be clearly labeled “2026-27 LSU View Book” to be packed no heavier than 25# per box. Quantity per box is to be written on the outside of the box.

**III. Proofs and Corrections:**

Flat proofs must be accompanied by a dummy proof to show page flow. Supplier shall output and deliver to LSU first proofs no later than two (2) business days from receipt of file. LSU will approve proofs within two (2) business days of receipt.

If changes must be made to the first proofs, supplier shall output and deliver to LSU a second proof of all text pages no later than two (2) business days from receipt of first low resolution proof with changes. LSU will approve the proofs within one (1) business day of receipt.

Necessary Emendations: If LSU requests emendations of any type, supplier will provide an estimation of emendation costs no later than one (1) business day from receipt of correction request. Acceptance of emendation costs shall be given in writing, and no work shall be initiated prior to receipt of this written approval.

**IV. Mailing Services**

Mailing services include, but are not limited to, the supplier performing deduping, NCOA corrections and CASS certification on the mailing list, ink jetting the corrected addresses on the mailing panel, stuffing into envelopes if chosen, sorting and bundling for the post office, and deliver to the post office. If the supplier finds drop shipping is economically beneficial for LSU, the supplier must get approval from LSU before drop shipping is initiated. Mail tracking is preferred.

**V. Mailing**

This View Book mails bulk mail on an LSU permit. Prior to all mailings, supplier must submit a postage statement to the project manager to confirm funds on the permit number. Mail must be delivered or drop-shipped to the Bluebonnet Branch of the USPS in Baton Rouge; the LSU indicia is not recognized at any other branch.

Winning supplier may request extension of the LSU permit to their local USPS station in order to drop mail outside of the Baton Rouge Bluebonnet Post Office. Supplier must provide a written justification including reasoning for being unable to deliver or drop-ship to the Bluebonnet Branch, history and proof of good standing with USPS. This written justification shall be submitted with the bid to the Office of

Procurement Services. Estimates are also requested if applicable. Last year's mailing list has been provided, with city and zip code only, for drop shipping estimating purposes at the link below.

<https://lsu.box.com/s/38p0t1ii1o0ay8p982usoar1ra22xw2t>

Booklet will mail magazine style with no wafer seals.

LSU is to pay postage.

**Drop Shipping Estimate:**

Please specify the total cost of drop shipping on ATTACHMENT A- BID PRICE SHEET, for mailing if applicable, based on the supplied mailing list.

**VI. Delivery**

Supplier is responsible for ink jetting addresses onto the View Books from a list provided of no more than 40,000 recipients. The supplier will sort, prepare and deliver the View Books to the post office according to a list provided. The booklets are due to the post office **no later than three (3) weeks from original receipt of files.**

Supplier shall deliver to 4 locations in Baton Rouge by **August 3, 2026**: the fulfillment supplier (location to be named at time of delivery) and designated quantities to 3 locations on Louisiana State University's campus: 2000 to B155 Pleasant Hall, 230 to the LSU Athletic Administration Building, 4th Floor, 70803 and 20 to 3960 W. Lakeshore Dr., Baton Rouge, LA 70808. The supplier is responsible for all manpower needed to offload. No LSU staff will be available to assist.

To ensure an LSU staff member is available to receive the order, the successful bidder is to call ahead to schedule delivery. Please note: no loading dock is available, and the offload area is not protected from inclement weather. Delivery location details will be provided to the successful bidder.

## ATTACHMENT A – BID PRICE SHEET

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

Award shall be made on an all or none basis to the lowest responsible and responsive supplier. A sealed pricing model shall be used to determine the supplier quoting the lowest cost. The sealed pricing model will be made available on or after the due date.

**PAPER COMMITMENT:**

- We are bidding on the specified cover weight paper
- We are bidding on the specified text weight papers
- We are bidding on an **equivalent cover** stock and providing 2 samples in the specified weight.
- We are bidding on an **equivalent text** stock and providing 2 samples in the specified weight.

**Paper choice for Cover is:** \_\_\_\_\_

**Paper choice for Text is:** \_\_\_\_\_

Each sample must be labeled with the mill name, brand name, weight and finish. Each sample must be labeled with its specs for brightness, caliper, gloss and opacity. Failure to label samples will result in disqualification

<b>2026-27 LSU VIEW BOOK - OPTION A</b>										
	<b>80,000</b>	Unit costs	<b>115,000</b>	Unit costs	<b>125,000</b>	Unit costs	<b>140,000</b>	Unit costs	<b>150,000</b>	Unit costs
<b>Option 1:</b> 6/4 = CMYK + dull + gloss aqueous coating / CMYK										
<b>Option 2:</b> 7/4 = CMYK + dull + gloss aqueous coating + gold foil (approx. 3.5” wide x 1”) / CMYK										
<b>Option 3:</b> 5/4 = CMYK + gold foil (approx. 5.25” wide x 2”) / CMYK										
Mailing services for 40,000 booklets										
<b>Estimate drop shipping</b>										

**\*In the event of a discrepancy in the table above and the pricing in Part I, the table shall prevail.**

2026-27 LSU VIEW BOOK - OPTION B										
	80,000	Unit costs	115,000	Unit costs	125,000	Unit costs	140,000	Unit costs	150,000	Unit costs
<b>Option 1:</b> 6/4 = CMYK + dull + gloss aqueous coating / CMYK										
<b>Option 2:</b> 7/4 = CMYK + dull + gloss aqueous coating + gold foil (approx. 3.5" wide x 1") / CMYK										
<b>Option 3:</b> 5/4 = CMYK + gold foil (approx. 5.25" wide x 2") / CMYK										
Mailing services for 40,000 booklets										
<b>Estimate drop shipping</b>										

\*In the event of a discrepancy in the table above and the pricing in Part I, the table shall prevail.

2026-27 LSU VIEW BOOK - OPTION C										
	80,000	Unit costs	115,000	Unit costs	125,000	Unit costs	140,000	Unit costs	150,000	Unit costs
<b>Option 1:</b> 6/4 = CMYK + dull + gloss aqueous coating / CMYK										
<b>Option 2:</b> 7/4 = CMYK + dull + gloss aqueous coating + gold foil (approx. 3.5" wide x 1") / CMYK										
<b>Option 3:</b> 5/4 = CMYK + gold foil (approx. 5.25" wide x 2") / CMYK										
Mailing services for 40,000 booklets										
<b>Estimate drop shipping</b>										

\*In the event of a discrepancy in the table above and the pricing in Part I, the table shall prevail.

**ADDITIONAL PROOF CHARGES**

Price of color proofs in excess of the two proofs included in bid price. Including production and delivery of the proof to/from LSU. \$ \_\_\_\_\_

**DELIVERY**

**DELIVERY:** Price to deliver to fulfillment supplier and 3 LSU campus locations: Pleasant Hall, Athletics, and Office of Marketing & Communications (see delivery section for distribution) \$ \_\_\_\_\_

**PRESS SPECIFICATIONS:**

Please specify if you are using traditional offset, LED or UV cured presses: \_\_\_\_\_

**DEADLINE COMMITMENT**

Please specify the latest date you can receive files in order to make the deadline: \_\_\_\_\_