INVITATION TO BID

FAILURE TO SIGN WILL DISQUALIFY BID

Bid No.  ADM-PRINT-2017
ADDENDUM NO. 1

Due Date:  6/16/2017 at 3:00 P.M.

Show bid opening and bid invitation number in lower left corner of sealed bid envelope and return sealed bids to:

Stephen F. Austin State University
P. O. Box 13030, SFA Station
2124 Wilson Drive
Nacogdoches, Texas  75962-3030
Phone (936) 468-2206
FAX (936) 468-4282 (See 2.3 reverse side)

Is Vendor a State of Texas certified HUB?  □ Yes

See Instruction 2.11 on Back for Vendor ID Number

Check all that apply if Preference Claimed under Rule 34 TAC 20.38

- Products of persons with mental or physical disabilities
- Products made of recycled, remanufactured, or environmentally sensitive materials
- Energy efficient products
- Rubberized asphalt paving material
- Recycled motor oil and lubricants
- Products and services from economically depressed or blighted areas

*By signing this bid, bidder certifies that if a Texas address is shown as the address of the bidder, bidder qualifies as a Texas resident Bidder as defined in Rule 34 TAC 20.38.

IF QUOTING OTHER THAN THE REFERENCED ITEM(S) BELOW, BROCHURE AND/OR SPECIFICATIONS SHOULD BE ENCLOSED.

ALL BIDS WILL BE CONSIDERED F.O.B. DESTINATION UNLESS OTHERWISE NOTED.

AWARD NOTICE:  Stephen F. Austin State University (SFA) reserves the right to make an award on the basis of low line item bid, low total of line items, or in any other combination that will serve the best interest of SFA and to reject any and all bid items in the sole discretion of SFA.

See Instruction 2.11 on back for Vendor ID Number

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Qty. &amp; Unit</th>
<th>Unit Price</th>
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|          | Quote price on quantity and unit of measure, extend and show total. If error in extension, unit price shall govern.
|          | Items for state use are exempt from state sales and federal excise tax. Do not include tax in your bid. |

ADDENDUM NO. 1

This Addendum DOES NOT have to be acknowledged for the bid to receive consideration.

SPECIFICATIONS: REVISED ITEM 2 TO INCLUDE COMPLETE DETAILS

(CONTINUED)
2. ROAD PIECE Printing – 12 page booklet + cover
   Flat Size: 9" x 24"
   Finished Size: 12" x 9" (Binds on the 9" edge)
   Bleeds: YES
   Design: SFASU
   Copy Prep: CC InDesign (packaged file)
   Proofing: Color Laser
   Paper (Cover): 100# Matte Coated Cover – White
   Paper (Guts): 100# Matte Coated Text – White
   Inks: 4/4 PROCESS – bleeds. Spot Gloss Varnish on the photos on the cover only.
   Bindery: Gather, saddle-stitch 9" spine, trim, bulk box.
   Packaging: BULK BOX
   Overs/Unders: +5%/-5%

2.1 ROAD PIECE Shipping and Delivery for 80,000 pieces
     1 LOT

   **Special:** As our recruiters will be taking these pieces out on the road to college fairs, please use smaller boxes with fewer pieces per box – ideally we’re looking for a single box to weigh around 25-30 lbs.

   Delivery address:
   Stephen F. Austin State University
   Discovery Research Center
   7308 Northwest Stallings Dr., Building D
   Nacogdoches, TX  75965

   Vendor shall contact Central Receiving 936.468.4273 and Mark Scott, 936.468.4411, **3 DAYS PRIOR TO SHIPMENT.**
**INVITATION TO BID**

**FAILURE TO SIGN WILL DISQUALIFY BID**

**Bid No.** ADM-PRINT-2017  
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<td></td>
<td>Printing, mailing service and delivery of the Stephen F. Austin State University Viewbook and printing and delivery of the Stephen F. Austin State University Road Piece in accordance with the minimum specifications listed herein.</td>
<td></td>
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<tr>
<td></td>
<td>This IS NOT an all or none bid. Each project will be awarded individually.</td>
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<td>The Term of the Agreement shall be for the 2017 awards. Thereafter, the term of this agreement may be extended for three (3) additional one (1) year periods at the option of SFASU. Renewal will be based upon mutual agreement after negotiation of renewal rates and approved specifications. The maximum escalation rate not to exceed that quoted herein.</td>
<td></td>
<td></td>
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*Note: Items for state use are exempt from state sales and federal excise tax. Do not include tax in your bid.*

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(Continued)
SPECIFICATIONS

1. VIEWBOOK Printing – 24 page booklet + cover

   Flat Size: 19” x 12.5”
   Finished Size: 9.5” x 12.5” (Binds on the 12.5” edge)
   Bleeds: YES
   Design: SFASU
   Copy Prep: CC InDesign (packaged file)
   Proofing: Color Laser
   Paper (Cover): 100# Matte Coated Cover – White
   Paper (Guts): 100# Matte Coated Text – White
   Inks: 4/4 PROCESS - bleeds. Spot Gloss Varnish on the photos on the cover only.
   Bindery: Gather, saddle-stitch 12.5” spine, trim, bulk box.
   Overs/Unders: +5%/-5%

Special: The printer will provide mailing service for 15K pieces out of the 48K total run. Those 15K pieces can use the vendor’s indicia information or whatever method they prefer to allow them to drop the pieces at their local post office. The balance of 33K pieces will print with our indicia and be shipped to Stephen F. Austin State University.

   1.1 VIEWBOOK Mailing Service for 15,000 pieces
   1.2 VIEWBOOK Shipping and Delivery for 33,000 pieces

   Packaging: BULK BOX

   Delivery address:
   Stephen F. Austin State University
   Discovery Research Center
   7308 Northwest Stallings Dr., Building D
   Nacogdoches, TX  75965

   Vendor shall contact Central Receiving 936.468.4273 and Mark Scott, 936.468.4411, 3 DAYS PRIOR TO SHIPMENT.

2.1 ROAD PIECE Shipping and Delivery for 80,000 pieces

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   Delivery address:
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   Vendor shall contact Central Receiving 936.468.4273 and Mark Scott, 936.468.4411, 3 DAYS PRIOR TO SHIPMENT.
DEADLINES
For both jobs, the first set of proofs shall be shipped within 3 working days after receipt of SFA’s artwork file. After proof approval, the finished project shall be shipped within 7-10 working days.

Final delivery is expected no later than FRIDAY, July 14, 2017.

NOTE TO BIDDERS
The entire print job is to be of excellent quality workmanship. Poor workmanship may be grounds to reject the entire order and have it reprinted at the vendor’s expense. Stephen F. Austin State University shall be the sole judge of the workmanship of the printed pieces.

Bidder may be requested to furnish samples of previous work which would indicate the company’s ability to do this type of work. If requested, failure to provide samples or failure to provide samples that meet the University’s quality expectations will disqualify the bid.

Stephen F. Austin State University reserves the right to request and check references prior to award. Any negative responses received may be grounds for disqualification of the bid.

The University reserves the right to make changes until the final prepress proof is approved by the University. Alterations due to vendor’s error will be at vendor’s expense.

All materials (copy, artwork, disks, etc.) furnished by the University must be returned before payment will be approved.

For questions about the specifications, contact Bill Cox, 936-468-2144, billcox@sfasu.edu.

For questions about the bid or bid process, contact Amberr Melo, 936-468-4472, meloal@sfasu.edu

SAMPLE SFASU VIEWBOOK AND ROAD PIECE BOOKLETS
Sample booklets can be requested by contacting Nancy Miller at millernd@sfasu.edu, 936-468-2085.
BEST VALUE EVALUATION CRITERIA
The award of this Invitation to Bid will be based on a Best Value evaluation. The University shall be the sole judge of determining which bid represents the Best Value to the University.

Each item will be evaluated and awarded independently based on the following criteria:

a) 50% Bid Price
b) 20% Experience with SFASU
c) 15% Experience and Qualifications of Vendor
d) 15% Ability, capacity and skill of bidder to perform the contract based on samples provided

OTHER REQUIRED BID SUBMITTALS
- Provide summary of past experience with SFASU
- Provide summary of experience and qualifications of completed work and include at least 3 vendor references
- Provide color product sample(s) for evaluation

Stephen F. Austin State University reserves the right to check references prior to any award. Any negative responses received may be grounds for disqualification of the bid.

U.S. DEPARTMENT OF HOMELAND SECURITY’S E-VERIFY SYSTEM
By entering into this Contract, the Contractor certifies and ensures that it utilizes and will continue to utilize, for the term of this Contract, the U.S. Department of Homeland Security’s E-Verify system to determine the eligibility of:

1. All persons employed to perform duties within Texas, during the term of the Contract; and
2. All persons (including subcontractors) assigned by the Contractor to perform work pursuant to the Contract, within the United States of America.

The Contractor shall provide, upon request of SFASU, an electronic or hardcopy screenshot of the confirmation or tentative non-confirmation screen containing the E-Verify case verification number for attachment to the Form I-9 for the three most recent hires that match the criteria above, by the Contractor, and Contractor’s subcontractors, as proof that this provision is being followed.

If this certification is falsely made, the Contract may be immediately terminated, at the discretion of SFASU and at no fault to SFASU, with no prior notification. The Contractor shall also be responsible for the costs of any re-solicitation that SFASU must undertake to replace the terminated Contract.
ITEMS BELOW APPLY TO AND BECOME PART OF TERMS AND CONDITIONS OF QUOTATIONS. ANY EXCEPTIONS THERETO MUST BE IN WRITING AND SUBMITTED WITH INVITATION TO BID.

1. BIDDER AFFIRMATIONS: Signing this bid with a false statement is a material breach of contract and shall void the submitted bid or any resulting contracts. By signature hereon affixed, the bidder hereby certifies that:

1.1 The bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, discount, trip, favor, or service to a public servant in connection with the submitted bid.

1.2 Pursuant to 15 U.S.C. Sec. 1, et seq. And Tex. Bus. & Comm. Code Sec. 15.01, et seq., neither the bidder or the firm, corporation, partnership, or institution represented by the bidder, or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this State or the Federal antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business.

1.3 Pursuant to Texas Government Code, Title 10, Subtitle D, Section 2155.004(a), the bidder has not received compensation for participation in the preparation of the specifications for this solicitation.

1.4 If applicable, pursuant to Texas Family Code, Title 5, Subtitle D, Section 231.006(d), regarding child support, the bidder certifies that the individual or business entity named in this bid is not ineligible to receive the specified payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate. Furthermore, any bidder subject to Section 231.006 must include names and Social Security numbers of each person with at least 25% ownership of the business entity submitting the bid. This information must be provided prior to award.

1.5 Pursuant to Texas Government Code, Title 10, Subtitle D, Section 2155.004(b), the vendor certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate.

1.6 Bidder agrees that pursuant to Section 403.0551, Texas Government Code, any payments due under this contract will be applied against any delinquent taxes, including but not limited to delinquent children's taxes and child support, that is owed to the State of Texas or any agency of the State of Texas, until such delinquent taxes are paid in full.

1.7 Bidder certifies that they are in compliance with Texas Government Code, Title 6, Subtitle B, Section 669.003, relating to contracting with executive head of a State agency. If Section 669.003 applies, the bidder will complete the following information in order for the bid to be evaluated:

- Name of former Executive:
- Name of State Agency:
- Date of separation from State Agency:
- Position with bidder:
- Date of employment with bidder:

1.8 Bidder agrees to comply with Texas Government Code 2155.4441, relating to the use of service contracts for products procured in the State of Texas.

1.9 By signature hereon, the Respondent hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes owed the State of Texas.

BIDDING REQUIREMENTS:

2.1 Bids should be submitted on this form. Each bid shall be placed in a separate envelope completely and properly identified. When sending bids via overnight delivery, bidder is advised to confirm whether SFA delivery location is a guaranteed AM delivery. SFA offers facsimile or email service as a convenience only. The only telephone number for FAX submission of bids is 936-468-4282. The only email for email submission of bids is bids@sfasu.edu. The University shall not be responsible for bids or portions of bids received late, illegible, incomplete, or otherwise non-responsive due to failure of electronic equipment, technology error, or operator error. Confirmation of facsimile or email bids is not required.

2.3 Bids must be time stamped in the SFA Procurement & Property Services Office on or before the hour and date specified for the bid opening. Late bids will not be considered under any circumstances. Late bids properly identified will be returned to the bidder unopened.

2.4 Bids are requested to be firm for acceptance for a minimum of 30 days from opening date. Bid cannot be altered or amended after opening time. No bid can be withdrawn after opening time without the approval of the University based on a written acceptable reason.

2.5 Telephone quotations are not acceptable when in response to this Invitation To Bid. If applicable, pursuant to Texas Family Code, Comm. Code Sec 15.01, et seq., the individual or business entity named in this contract or any successor agency, or Stephen F. Austin State University will not make gifts, loans, gratuities, special discounts, trips, favors, economic opportunity, future employment, promises which may break any resulting contracts. By signature hereon, the Respondent hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes owed the State of Texas, until such debt is paid in full.

2.6 All electrical items must meet all applicable OSHA standards and regulations, and bear the appropriate listing from US, FMRC or NEMA. All items shall be new, in first class condition, with containers suitable for shipment and storage. New shall not be confused with recycled or remanufactured products.

2.8 Any catalog, brand name or manufacturer's reference used in this bid is descriptive (not restrictive).

2.10 Stephen F. Austin State University will not be bound by any oral statement or representation contrary to the written specifications of this ITB and any associated addenda.

2.11 Bids should give Payee ID Number, full firm name and address of bidder. The Payee ID Number is the taxpayer number assigned and used by the Comptroller of Public Accounts of Texas. If this number is not known, complete the following:

Enter Federal Employer's Identification Number:

Sole Owner should also enter SSN# below:

3. TIE BIDS - Awards will be made in accordance with Rule 34 TAC 20.36 (b) (3) and 20.38 (preferences).

4. PATENTS OR COPYRIGHTS – The Contractor agrees to protect Stephen F. Austin State University from claims involving infringement of patents or copyrights.

5. PAYMENT - Vendor shall submit an itemized invoice showing Purchase Order Number. Payment will be made Net 30 from date of receipt of goods and/or invoice, whichever is later. Late fees will be incurred in accordance with Texas Government Code 2251.

DELIVERY:

6.1 Bids should show the number of days required to place material in designated location under normal conditions. Failure to state delivery time obligates bidder to complete delivery in 14 calendar days. A five day difference in delivery promise may break tie bids. Unrealistic short or long delivery promises may cause the bid to be disregarded.

6.2 Delivery shall be made during normal working hours only, unless prior approval for early or late delivery has been obtained.

6.3 If delay is foreseen, contractor shall give written notice. The University has the right to extend delivery date if reasons appear valid. Contractor must keep the University advised at all times of status of order. Default in promises or delivery due to circumstances beyond the contractor's control, or failure to meet specifications, authorizes the University to purchase supplies elsewhere and charge full increase, if any, in cost and charge full increase to contractor. Contractor agrees to protect Stephen F. Austin State University from claims involving infringement of patents or copyrights.

6.4 No substitutions or cancellations are permitted without prior written approval.

ALTERNATE DISPUTE RESOLUTION:

Pursuant to Chapter 2260 of the Texas Government Code, any dispute arising under a contract for goods and services for which this chapter applies must be resolved under the provisions of this chapter.

PUBLIC INFORMATION ACT:

Information, documentation, and other material in connection with this solicitation or any resulting contract may be subject to public disclosure pursuant to Chapter 552 of the Texas Government Code (the “Public Information Act”).

NOTE TO BIDDERS:

7.1 Any terms and conditions attached to a solicitation will not be considered unless specifically referenced in this solicitation and may result in disqualification.

7.2 The Contractor shall defend, indemnify and hold harmless the State of Texas, all of its officers, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, arising out of, connected with, or resulting from any acts or omissions of contractor or any agent, employee, subcontractor, or supplier in the execution or performance of this contract.

7.3 Contractor understands that acceptance of funds under this contract acts as acceptance of the authority of the State Auditor's Office or any successor agency, or Stephen F. Austin's Internal Audit Services, to conduct an audit or investigation in connection with those funds. Contractor further agrees to cooperate fully with the State Auditor’s Office or its successor, or Stephen F. Austin's Internal Audit Services in the conduct of the audit or investigation, including providing all records requested. Contractor will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through Contractor and the requirement to cooperate is included in any subcontract awards.