INVITATION TO BID

Bid No. GEN-BULLETIN-2016-2017

Due Date: 03/01/16 at 3:00 P.M.

Show bid opening and bid invitation number in lower left hand 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)

See Instruction 2.11 on Back for Vendor ID Number
Is Vendor a State of Texas certified HUB? ☐ Yes

Delivery in ______ Days Cash Disc. ______ % ______ Days

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
☐ Recycled motor oil and lubricants
☐ Products and services from economically depressed or blighted areas
☐ Agricultural products grown in TX
☐ Agricultural products offered by TX bidders*
☐ USA produced supplies, materials or equipment
☐ Rubberized asphalt paving material
☐ Products produced at facilities located on formerly contaminated property

*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.

Item No. Description Qty. & Unit Unit Price Extension

1. Printing and delivery of the 2016-2017 General Bulletin Catalog in accordance with the below Printing Specifications. SFA will accept and pay only for the quantity specified with a maximum 2% over-run allowed.

Vendor shall furnish required prepress proofs within 10 days of receiving the camera-ready copy or page proofs from the University. Vendor shall complete final delivery of the printing in 20 days after mutual agreement of final proof.

Additional thousands, if ordered within 60 months of the initial order.

12,000 ea. Per thousand
## PRINTING SPECIFICATIONS

- **Flat size:** 12” x 9”
- **Finished size:** 6” x 9”

Total base number of pages is 496.

- Bidder is to provide cost for each additional over base:
  - 4 pages
  - 8 pages
  - 16 pages

- Bidder is to provide less cost for each additional under base:
  - 4 pages
  - 8 pages
  - 16 pages

- **Bleeds:** YES (Cover and all sides. Text tab bleeds on 9” side opposite of binding.)
- **Design:** SFASU
- **Copy Prep:** HI RES DISK SUPPLIED-PLATE READY
- **Proofing:** COLOR LASER (2 hard copies)
- **Photo/seps:** HI RES DISC SUPPLIED-PLATE READY

### Paper

- **Cover:** 10pt Cornwall CIS Cover or recommended comparable house stock (please include sample)
- **Text:** 35” Manistique, 80 brightness or recommended comparable house stock (please include sample)

### Inks

- **Cover:** 4-color process on one side, plus clear coating, black one side
- **Text:** Print black on both sides
3. **Bindery:** Perfect binding along 9” side 1 Lot
4. **Packaging:** Boxed in new cartons, not to exceed 50#, label each carton with quantity, contents and bid number 1 Lot
5. **Handling** 1 Lot
6. **Shipping** 1 Lot

**Delivery:** All publications shall be delivered FOB destination to:

Stephen F. Austin State University
Discover Research Center
7308 Northwest Stallings Dr. Building D
Nacogdoches, TX 75965

Vendor shall contact Bill Cox, (936) 468-2504
Central Receiving, (936) 468-4273 and
Michael Janusa, (936) 468-6900 three (3) days prior to shipment.

SFA will be closed for Spring Break 03/14/16 to 03/18/16. Please adjust delivery.

**NOTE TO RESPONDENT**

The entire print job is to be 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 workmanship of the printed piece.

Bidder may be requested to furnish samples of previous work which would indicate his 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. References may be asked for and checked. The University will be the sole judge of the quality of the references.

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. Separations are to be returned in a separate envelope.

**BUYER:**

Linda Bianco
(936) 468-4460
lbianco@sfasu.edu
ITEMS BELOW APPLY TO AND BECOME PART OF TERMS AND CONDITIONS OF QUOTATIONS.
ANY EXCERPTS 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 intended to give, at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the transaction.
   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 is acting for such firm, corporation, partnership, 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 4, Subchapter D, Section 231.008(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.

2. 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.

3. TIE BIDS - Awards will be made in accordance with Rule 34 TAC 20.36 (b) 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/services or invoice, whichever is later. Late fees will be incurred in accordance with Texas Government Code Section 2251.

6. 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 promised delivery (without accepted reasons) or failure to meet specifications, authorizes the University to purchase elsewhere and charge full increase, if any, in cost and handling to defaulting contractor.

7. ALTERNATE DISPUTE RESOLUTION:
   7.1 Any terms and conditions attached to a solicitation will not be considered unless specifically referred to in this solicitation and may result in disqualification.
   7.2 Contractor shall 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 any contract.

8. 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”).

9. NOTE TO BIDDERS:
   9.1 Any terms and conditions attached to a solicitation will not be considered unless specifically referred to in this solicitation and may result in disqualification.
   9.2 Contractor shall 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 any contract.

10. 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 in conducting 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 is transmitted to any subcontractor or any underwriter in the award of any bid received indirectly by subcontractors through Contractor and the requirement to cooperate is included in any subcontract award.