# INVITATION TO BID

**FAILURE TO SIGN WILL DISQUALIFY BID**

<table>
<thead>
<tr>
<th>Signature</th>
<th>City</th>
<th>Zip</th>
</tr>
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<table>
<thead>
<tr>
<th>Printed Name</th>
<th>PHONE/FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>VENDOR NAME AND ADDRESS</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Name of Firm</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Mailing Address</td>
<td>FAX</td>
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<tbody>
<tr>
<td>EMAIL</td>
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**Bid No.** GENERAL-BULLETIN-2017-2018

**Due Date:** 2/22/17 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

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**Delivery in _______ Days Cash Disc. _______ % _______ Days**

<table>
<thead>
<tr>
<th>Check all that apply if Preference Claimed under Rule 34 TAC 20.38</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Products of persons with mental or physical disabilities</td>
<td></td>
</tr>
<tr>
<td>Products made of recycled, remanufactured, or environmentally sensitive materials</td>
<td></td>
</tr>
<tr>
<td>Energy efficient products</td>
<td></td>
</tr>
<tr>
<td>Rubberized asphalt paving material</td>
<td></td>
</tr>
<tr>
<td>Recycled motor oil and lubricants</td>
<td></td>
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<tr>
<td>Products and services from economically depressed or blighted areas</td>
<td></td>
</tr>
</tbody>
</table>

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

**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.

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<tr>
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<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
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<tr>
<td>1.</td>
<td>Printing and delivery of the 2017-2018 General Bulletin Catalog in accordance with the below Printing Specifications. SFA will accept and pay only for the quantity specified with a maximum 2% overrun 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.</td>
<td>12,000 ea.</td>
<td>Per thousand</td>
<td></td>
</tr>
<tr>
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<td>Additional thousands, if ordered within 6 months of the initial order.</td>
<td></td>
<td></td>
<td></td>
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*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.*

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### PRINTING SPECIFICATIONS

<table>
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<tr>
<th>Flat size:</th>
<th>12” x 9”</th>
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<tbody>
<tr>
<td>Finished size:</td>
<td>6” x 9”</td>
</tr>
<tr>
<td>Total base number of pages is 524, does not include covers</td>
<td></td>
</tr>
</tbody>
</table>

- **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 DISK 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
Science Research Center
7308 Northwest Stallings Dr. Building D
Nacogdoches, TX 75965

Vendor shall contact Donna Parish (936-468-2617) and Mark Scott (936-615-8318) three (3) days prior to shipment.

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
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 gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the award of this contract.
   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, nor any of its agents, officers, employees, partners, or representatives, nor any direct or indirect parent, subsidiary, or affiliate of 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 10, 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 report names and Social Security numbers of 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 towards any debt, including but not limited to delinquent taxes and child support, that is owed to the State of Texas or any agency of the State of Texas, until such debt or 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, Title 2155.4441, relating to the use of service contracts for products produced 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.

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.
   2.2 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.
   2.6 Any catalog, brand name or manufacturer's reference used in this bid is descriptive (not restrictive).
   2.7 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:
   2.8 All items shall be new, in first class condition, with containers suitable for shipment and storage. New shall not be construed as excluding recycled or remanufactured products.
   2.9 Any catalog, brand name or manufacturer's reference used in this bid is descriptive (not restrictive).

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/services or invoice, whichever is later. Late fees will be incurred in accordance with Texas Government Code 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.
   6.4 No substitutions or cancellations are permitted without prior written approval.

7. **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.

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:**
   7.1 Any terms and conditions attached to a solicitation will not be considered unless specifically referred to on 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 is provided to all subcontractors receiving indirect funds from this contract.
   7.4 The Contractor shall defend, indemnify, and hold harmless the State of Texas and 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 the contract.