

**STATEWIDE COMPETITIVE CONTRACT  
AWARD**



**STATE OF LOUISIANA  
DIVISION OF ADMINISTRATION  
OFFICE OF STATE PURCHASING**

NUMBER : 406973  
BUYER : LILLIE CHRISTOPHER  
BUYER PHONE : (225)342-8024  
T-NUMBER : 91061  
DATE ISSUED : 08/12/09  
VENDOR NUMBER : 721186621 00  
VENDOR PHONE : (225)923-2550-0000  
REQ AGENCY : 107001

**OFFICE OF STATE PURCHASING**

AGENCY REQ NO. :  
ISIS REQ NO. : 1297419  
FISCAL YEAR : 07  
EFFECTIVE DATE : 06/01/07  
EXPIRATION DATE : 05/31/10

MORAN PRINTING INC  
5425 FLORIDA BLVD  
BATON ROUGE, LA 70806

**PAMPHLETS AND BOOKS LARGER THAN 6" X 9"  
STANDARD SIZE & LARGER, PRINTING CONTRACT**

1. THIS IS NOT AN ORDER TO SHIP OR BEGIN SERVICE). A CONTRACT RELEASE OR PURCHASE ORDER MUST BE ISSUED BEFORE YOU ARE AUTHORIZED TO SHIP (OR BEGIN SERVICE).
2. THIS IS NOTICE THAT THE CONTRACT REFERENCED ABOVE HAS BEEN AWARDED TO YOU BASED ON THE BID (OR PROPOSAL) SUBMITTED. ALL TERMS, CONDITIONS, AND SPECIFICATIONS OF THE SOLICITATION WILL APPLY TO ALL ORDERS.
3. ANY AGENCY AUTHORIZED TO PURCHASE FROM THIS CONTRACT MUST ISSUE AN ORDER AND REFERENCE THE CONTRACT NUMBER, LINE NUMBER AND COMMODITY ITEM NUMBER FOR EACH ITEM.
4. CHANGES IN ITEMS TO BE FURNISHED ARE NOT PERMITTED (UNLESS APPROVED BY THE OFFICE OF STATE PURCHASING PRIOR TO DELIVERY). PRIOR APPROVAL MUST ALSO BE OBTAINED BEFORE DISTRIBUTORS CAN BE ADDED OR DELETED.
5. IF A DISTRIBUTOR LIST WAS SUBMITTED, CONTRACTOR MUST SEND COPIES OF THIS AWARD TO EACH DISTRIBUTOR.
6. QUANTITIES LISTED ARE ESTIMATED AND NO QUANTITIES ARE GUARANTEED (UNLESS "COMMITTED VOLUME" IS SPECIFICALLY STATED). CONTRACTOR MUST SUPPLY ACTUAL REQUIREMENTS ORDERED AT THE CONTRACT PRICE AWARDED.
7. COMPLIANCE WITH CIVIL RIGHTS LAWS.

THE CONTRACTOR AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, THE 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, AND CONTRACTOR AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. CONTRACTOR AGREES TO NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER THIS AGREEMENT AND ANY CONTRACT ENTERED INTO AS A RESULT OF THIS AGREEMENT, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY CONTRACTOR OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE SHALL BE GROUNDS FOR TERMINATION OF THIS AGREEMENT AND ANY CONTRACT ENTERED INTO AS A RESULT OF THIS AGREEMENT.

RECOMMENDING APPROVAL: Lillie Christopher  
STATE PURCHASING OFFICER/SUPERVISOR

APPROVED BY: Rosemary Jackson  
DENISE LEA  
DIRECTOR OF PURCHASING

SPECIAL TERMS AND CONDITIONS	STATEWIDE COMPETITIVE CONTRACT	
NUMBER 406973 T-NUMBER 91061	VENDOR MORAN PRINTING INC	PAGE 2

1 NON-EXCLUSIVITY CLAUSE:

THIS AGREEMENT IS NON-EXCLUSIVE AND SHALL NOT IN ANY WAY PRECLUDE STATE AGENCIES FROM ENTERING INTO SIMILAR AGREEMENTS AND/OR ARRANGEMENTS WITH OTHER VENDORS OR FROM ACQUIRING SIMILAR, EQUAL, OR LIKE GOODS AND/OR SERVICES FROM OTHER ENTITIES OR SOURCES.

2 AT THE OPTION OF THE STATE OF LOUISIANA AND ACCEPTANCE BY THE CONTRACTOR, THIS CONTRACT MAY BE EXTENDED FOR TWO ADDITIONAL TWELVE (12) MONTH PERIODS AT THE SAME PRICE, TERMS AND CONDITIONS. TOTAL CONTRACT TIME MAY NOT EXCEED THIRTY-SIX (36) MONTHS.

3 SUCCESSFUL VENDOR IS TO KEEP A RECORD OF ALL ORDERS ISSUED AGAINST THIS CONTRACT DURING THE CONTRACT PERIOD. APPROXIMATELY FOUR (4) MONTHS PRIOR TO THE END OF THE CONTRACT PERIOD, THE VENDOR IS TO BE PREPARED TO SUBMIT TO THE OFFICE OF STATE PURCHASING A CONTRACT USAGE REPORT.

THE USAGE REPORT IS TO INCLUDE THE VENDOR'S NAME, PHONE AND FAX NUMBERS, THE PERSONS WHO COMPILED THE REPORT AND A SUMMARY "BY LINE ITEM" INDICATING QUANTITY PURCHASED.

**PRICE SHEET**

**STATEWIDE COMPETITIVE CONTRACT**

NUMBER : 406973  
 T-NUMBER : 91061

VENDOR: MORAN PRINTING INC

PAGE  
3

LINE NO.	COMMODITY SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
	<b>UNLESS SPECIFIED OTHERWISE BELOW:</b>				
	<b>SHIP TO: STATEWIDE DELIVERY</b>				
00001	<b>COMMODITY CODE: 966-01-011033</b> <b>PRINTING CONTRACT-BOOKS &amp; BOOKLETS-LARGE (LARGER THAN 6" X 9")</b>	1	M	N/A	
00002	<b>COMMODITY CODE: 966-01-011033</b> <b>AGENCY-AUTHORIZED UPCHARGE FOR RUSH HANDLING; SEE SPECIFICATIONS.</b>	1	LOT	N/A	
	<b>NO PRICES ARE TO BE QUOTED ON THIS PAGE. SEE ATTACHED PAGES FOR SPECIFICATIONS, SPECIAL CONDITIONS AND</b>				

GENERAL CONDITIONS FOR PRINTING CONTRACTS

1. PUBLIC PRINTING LAW: The contract shall be subject to the provisions of R.S. 43:1, State Printing.
2. SUBLETTING CONTRACT: The Contractor shall be held responsible for the work of any sub-contractor(s) and shall see that the work is done without unnecessary delay in a good workmanlike manner, and that all necessary priority over other work is given. The Contractor shall not be relieved of any obligation to the State of Louisiana by any subletting of a contract in whole or in part to another.
3. QUALITY OF WORKMANSHIP AND STOCK: Representatives of the State shall have access to the Contractor's plant at any time during working hours to inspect work in process. However, such inspection shall not relieve the Contractor from any responsibility under this agreement for material or workmanship found defective after delivery.

All articles furnished and work done must be of a first class quality. The use of poor type, poor presswork or the use of a different color of ink than 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 thereof.

The Contractor must at all times be able to furnish within a reasonable period of time those supplies named in the specifications, unless a substitute is approved by State Purchasing. If any different kind is substituted, the quality shall be equal and the prices shall not exceed that named for similar articles in the specifications. Substitutions of stock made without the approval of the State Director of Purchasing will be grounds for non-payment for that particular job.

In all printing, the proof shall be read by original copy and corrected in the establishment of the Contractor. All typeset material is to be free from printer's errors. A "clean" proof is to be furnished to the department, board or institution ordering the printing. Proofs will be submitted upon request only, unless required by the contract.

4. ORDERING PROCEDURES: Agencies authorized to use this contract are delegated the authority, in accordance with R.S. 43:1.B(2) to submit orders directly to the contract vendor. **Agencies will issue orders directly to the contractor, using a printing authorization form specific to this contract, similar to the form attached.** In no case shall the contractor accept an order from an agency without an authorization in writing.

The contractor shall only accept orders which can be produced within the provisions of this contract. If an order requested cannot be priced under the price schedule herein, or if the quantity requested exceeds the maximum allowed on this contract, the order must be returned to the ordering agency.

The contractor is to provide cost estimates to the requisitioning agency upon request. The estimate is to be the contractor's best estimate of cost but does not obligate him to this amount. Charges will be according to contract pricing.

The contractor shall also provide status on orders, whenever requested by phone, within 24 hours.

**The contractor must furnish the Office of State Purchasing one finished sample and a copy of the itemized billing upon completion of each job produced under this contract.**

5. DELIVERY: Delivery is to be FOB inside agency which shall include all cost of transportation and inside delivery within any office or building as specified. Completed work shall be shipped or delivered promptly without any unnecessary or avoidable delay.

Whenever because of inefficiency, inaccuracy or delay for which the Contractor is responsible, it is necessary for the ordering agency to communicate with the Contractor, this will be done through the Office of State Purchasing and the cost of such communication between State Purchasing and the Contractor by telephone, Fax or over-night express shall be paid by the Contractor.

By accepting a contract for printing, binding, engraving or lithographing, the Contractor agrees to complete the work and

GENERAL CONDITIONS (cont'd)

deliver the goods as specified promptly, satisfactorily and without unnecessary delay. The Contractor will give said work the necessary priority over other work to assure timely delivery. The State Director of Purchasing reserves the right to determine what is an unnecessary delay and/or unsatisfactory goods. After fully hearing the reasons for delay in doing the work, the State Director of Purchasing may fix a definite date by which same must be completed and goods delivered.

If work is not completed and goods satisfactorily delivered within the specified time, the State Director of Purchasing reserves the right to have the work done elsewhere charging the contractor any excessive cost for work above contract pricing. Should it become necessary to purchase a contract item from another source, other legal actions and/or immediate cancellation of the contract could result.

6. **PRICING:** Prices will be calculated at the rate bid per lot. When a smaller quantity is ordered than the lowest quantity for which the price is given in the contract, the price to be used for printing will be that of the smallest quantity stated in the contract, which is considered a minimum price.

In no case will a contractor be allowed to charge for more than the exact amount of any article ordered without the consent of State Purchasing except that under ordinary conditions an overrun and an underrun may be approved.

Each job will be billed at the per thousand rate according to the quantity ordered but calculated based on amount shipped.

Substitutes used without the consent of State Purchasing will not be approved for payment.

7. **INVOICES:** Invoices will be submitted by the contractor to the ordering agency, and the invoice shall refer to the delivery ticket number, delivery date, purchase order number, quantity, unit price and delivery point. A separate invoice for each order delivered and accepted shall be submitted by the contractor in duplicate directly to the accounting department of the ordering agency. Invoices shall show the amount of any cash discount and shall be submitted on the contractor's own invoice form.

Each invoice shall be accompanied by a copy of the Printing Contract Order Form submitted by the agency, and the contractor's billing worksheet showing the various components of the job and their respective charges, and showing the calculations done to arrive at the total amount of the invoice.

8. **PAYMENT:** State Agencies are directed to pay contractor upon presentation of properly executed invoice after goods have been received, inspected and accepted. The using agency will be required to pay the amount of the invoice within thirty (30) days after its receipt. Such price and payment will constitute full compensation of furnishing and delivering the contract commodities. In no case will the State Agency refuse to make partial payments to contractor, provided proper invoices have been furnished and approved, although all items have not been delivered. This payment in no way relieves the contractor of his responsibility to effect shipment of the balance of the order.
9. **DOWNWARD REVISION:** All prices submitted as bids in this contract shall be subject to downward revision, with the approval of the State Director of Purchasing to conform with any and all laws or codes that may be enacted by either Federal or State law-making bodies, and promulgated or proclaimed by the President of the United States or the Governor of the State of Louisiana.
10. **CANCELLATION OF CONTRACT FOR CONVENIENCE:** The Division of Administration reserves the right to cancel the contract with contractor upon thirty (30) days written notice.
11. **RESERVATIONS:** The right shall be reserved by the State Director of Purchasing for all State Departments, Boards, and Commissions, and any other State Agency to which this contract applies to use state facilities for printing, rather than purchasing under contract.

In case of any emergency, when delivery is required by a date earlier than the contractor is required to furnish under this contract, and when the contractor cannot meet the delivery required, the Director of State Purchasing reserves the right to

GENERAL CONDITIONS (cont'd)

secure bids for printing from persons other than the Contractor, and to purchase from any other source he may deem fit without liability either on the part of the State of Louisiana or the Contractor.

11. NON-EXCLUSIVITY CLAUSE: This agreement is non-exclusive and shall not in any way preclude state agencies from entering into similar agreements and/or arrangements with other vendors or from acquiring similar, equal, or like goods and/or services from other entities or sources.
12. CONTRACT PERFORMANCE EVALUATION : In an effort to improve our contracts to meet the needs of the agencies we serve, the contractor's performance will be monitored. Agencies' feedback will be requested regarding customer service, delivery, product quality, billing, overall effectiveness of the contract, and any needed changes. Their responses will be considered in determining our options for renewals or revisions and rebidding. To view the content of the contract performance evaluation form, go to [www.state.la.us/osp/onlineforms/formlisting.htm](http://www.state.la.us/osp/onlineforms/formlisting.htm), or call for a copy.

Agency reports of deficient performance will be appropriately addressed during the contract period.

13. CERTIFICATION OF NO SUSPENSION OR DEBARMENT: By signing and submitting any bid for \$100,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. A list of parties who have been suspended or debarred can be viewed via the internet at [www.arnet.gov/epl](http://www.arnet.gov/epl).

**T-No. 91061**

**PAMPHLETS AND BOOKS LARGER THAN SIZE 6" X 9"**

**GENERAL DESCRIPTION**

Pamphlets and Books, primary page size 8-1/2" X 11".

- A. Also includes pamphlets and books larger than page size 6" x 9" to standard page size 8-1/2" x 11" and larger.
- B. The designation "pamphlet and book" is used interchangeably. Pamphlets are designed as books of fewer pages.
- C. Pamphlets are bound by stitching and have self or protective covers.
- D. Books are bound by any method and may have self or protective covers.

**PAMPHLETS AND BOOKS LARGER THAN SIZE 6" X 9"  
GENERAL REQUIREMENTS**

1. **Size** - The majority of Pamphlets and Books printed under this contract are 8-1/2" X 11". Agencies may request various sizes other than 8-1/2" X 11". State Purchasing will determine the most feasible size and secure the Agency's cooperation in revising the size to 8-1/2" X 11" if possible.
2. **Copy** - The copy may be in various forms such as handwritten, typewritten composition, computer printouts, camera ready copy, or diskettes.

**It will be the contractor's responsibility to communicate with the ordering agency prior to beginning a job in order to clarify any issues regarding the copy submitted, and to obtain a complete understanding of the results expected by the agency.**

3. **Special Jobs** - If the book requested cannot be priced from the price schedule, the requisition must be returned to the Agency. Books that cannot be priced from this contract may be purchased by the normal bid procedure or returned to the contractor as a special job.

Since all conditions cannot be stipulated for special jobs, the contractor will furnish services not enumerated. They will be priced based on the best cost of the same services provided in other state printing contracts. If there is not a printing contract for these services then the prices shall be less than those stated in the Franklin Printing Catalog. The Contractor shall furnish the Agency a firm estimate of price for special services within three (3) days of receipt of order. This procedure is necessary to avoid misinterpretation of pricing between the ordering Agency, and the Contractor.

4. **Property of the State** - All art, film, negatives, diskettes, special plates and dies are to become the property of the State of Louisiana. The contractor will be responsible for labeling and storing all negatives, artwork, etc., for each job in this contract in one location, separate from all other work, and for maintaining a written inventory of all such materials. These negatives (stripped on flats), artwork, etc., shall be readily available upon request any time during the contract and furnished within three working days of request. Upon award of contract to a new contractor, the previous contractor will be required to take written inventory of all negatives and/or other materials stored. Two copies of the inventory listing shall be provided: one is to be furnished to the new contractor along with all negatives, artwork, etc., listed and one mailed to the Office of State Purchasing. Any freight charges incurred are to be paid by the contractor providing the negatives. The new contractor will be required to furnish written verification that all items listed were received.

The contractor may be requested to furnish negatives to the Division of Administration, State Printing Office, or other state printing facility. In such case, the contractor providing the negatives will be responsible for any associated transportation charges. When negatives are sent to another location they are to remain stripped in flats.

The contractor will not dispose of any negatives without obtaining written approval from the user agency and furnishing a copy of this approval to the Office of State Purchasing.

It will be the contractor's responsibility to maintain proof of negative transfer or disposal. If at any time, the contractor cannot provide any negatives for which he has initially confirmed receipt and cannot provide proof of transfer or approved disposal, he shall be required to remake the negatives at his expense.

**PAMPHLETS AND BOOKS LARGER THAN SIZE 6" X 9"**  
**GENERAL REQUIREMENTS CONT'D**

It is recommended that the contractor obtain written disposition for the negatives, etc., from the ordering agency immediately after delivery of the publication. Should the agency require continued storage, a follow-up request may be made at six (6) month intervals if the contractor so chooses. This procedure will help eliminate the storage of unwanted negatives, etc.

5. **Underruns and Overruns-** Under ordinary conditions, the Office of State Purchasing will approve an underrun or an overrun not to exceed:
- |                   |       |
|-------------------|-------|
| 500 - 50,000      | - 10% |
| 50,001 - 100,000  | - 8%  |
| 100,000 - 300,000 | - 4%  |
| 300,000 - 500,000 | - 3%  |
| 500,000 and Over  | - 2%  |

6. **Packaging-**

- A. Contractor's standard inner packing is acceptable. Contractor's standard packing must be of a test strength to withstand handling by freight lines without bursting or crushing. The contractor will be responsible for remaking any books damaged in shipment. All prices include the cost of preparing shipping bundles, packing, and sealing shipping containers, and marking packages and shipping bundles or containers by printing, stenciling, or labeling. All materials which will be required, including shipping containers, are to be furnished by the contractor. The cost of such materials is to be included in the prices indicated.

Shipping containers and bundles shall not exceed 45 pounds when fully packed. Weight limitation may be exceeded to comply with specifications when a specific quantity per shipping container or bundle is ordered.

- B. Pamphlets and Books will be packed in a new outer carton of corrugated fiberboard. Shipping containers must be durable to permit delivery of the job to the destination without damage.
- C. The label will contain the requisition number, title of book, and quantity.
- D. The ordering agency may request poly shrink wrapping for packing specific quantities per pack within a carton. A charge will be allowed for the number of wrappings.

7. **Time of Delivery-**

In general, a normal delivery schedule (**except Louisiana Register**) shall be as follows:

Complete camera ready copy or copy on disk requiring no formatting or work on the part of the contractor - Five (5) to eight (8) working days for dated materials such as newsletters, programs, etc.

Camera ready copy or copy on electronic disk requiring minor preparation - Ten (10) to fifteen (15) working days.

Publications requiring typesetting or disk requiring formatting, and/or manipulation of information or images - Four (4) weeks.

**PAMPHLETS AND BOOKS LARGER THAN SIZE 6" X 9"**  
**GENERAL REQUIREMENTS CONT'D**

Proofs required - Add an additional five (5) working days to the appropriate delivery requirements above for proofs. If additional proofs are required, five (5) more working days may be added to the total delivery schedule (if additional proofs are required due to printer's errors, no additional time will be allowed).

All shipments shall be F.O.B. Inside Destination, including all costs of transportation and inside delivery within any office or building as specified. The contractor shall ship by any reasonable method to insure prompt delivery at destinations.

If the original printing work order includes an authorization for the order to be delivered in less than the above normal schedule, a rush upcharge of **10%** may apply (not to exceed 10%). All emergency orders must be approved by authorized personnel in the Office of State Purchasing.

Should an agency require expedited shipment, whether on an order entered initially as a normal delivery, or whether above and beyond the delivery required to be provided by the contractor on a rush order, they will provide written authorization for the expedited delivery, and the contractor shall be responsible for the freight cost only to the extent of standard truck freight rates, and may be reimbursed for any amount exceeding this. Express charges shall be prepaid and the excess amount (exceeding standard truck rates) added to the invoice. This charge must be substantiated with a copy of the shipper's invoice and freight bill and an estimate of standard truck rates for the items shipped.

The *Louisiana Register* is printed each month. By law this book must be published by the twentieth (20th) of each month. The Office of the State Register will electronically transmit a camera-ready copy to the contractor by 5:00 p.m. on the evening of the sixteenth (16th) of the month. If the sixteenth (16th) falls on a weekend, then an electronic copy will be transmitted to the contractor by 12:00 noon the following Monday.

Approximately 500 copies are ordered per month. The number of pages varies from month to month. No underruns will be accepted under the amount ordered, but the contractor can ship an overrun not to exceed ten percent.

Completed books must be delivered no later than 12:00 Noon on the twentieth (20th) of each month. If the twentieth (20th) falls on a weekend, then books must delivered before noon on the following Monday.

## **PAMPHLETS AND BOOKS LARGER THAN SIZE 6" X 9"**

**PAPER-** Paper is as specified by the State Agency and State Purchasing. All papers bid must be nationally recognized mill brands. Paper shall be bid per pound. The State will only pay for paper actually used in the finished product. The contractor will charge the actual number of pounds of paper for the delivered quantity. Contractor will not be allowed to charge for excess or spoilage required to produce the end product. The size of paper used to produce the job should be the most economical size resulting in the smallest possible waste. If using other than the most economical size, an explanation should be given on the billing worksheet.

Commodity Offset - white, 50, 60, and 70 lb., and colors 50, 60 and 70 lb.

No. 1 Opaque Offset Text - white, 70-lb.

No. 1 Cover - uncoated, white and colors, 65 and 80 lbs.

No. 1 Felt Text, Colors, 70 and 80 lb. (Artone Text, Carnival Text, Teton Text or equal).

No. 1 Felt Cover, Color, 80 lb. (Artone, Sundance, Teton Cover or equal).

No. 1 Coated Offset Text - gloss or dull, white, 70 and 80 lb.

No. 1 Coated Offset Cover - gloss or dull, white, 80 lb.

No. 2 Coated Offset Text - gloss or dull, white, 60, 70, 80, and 100 lb.

No. 2 Coated Offset Cover - gloss or dull, white, 65, 80, and 100 lb.

Coated One Side Cover - White, 8 pt. and 10 pt.

Cast Coated Cover C1S – White, 8 pt. and 10 pt.

Premium No. 1 Matte Coated Text - White and natural – 70, 80, and 100 lb. (Ikono Matte, Frostbrite Matte, Kashmir/Kashmir Natural or equal).

Premium No. 1 Matte Coated Cover – White, 80 lb. ((Kashmir/Kashmir Natural, Ikono Matte, or equal)

Offset Text Recycled - Uncoated, white and colors, 50, 60, and 70 lb.

No. 1 Opaque Text Recycled - Uncoated, white & colors, 60 and 70 lb. (Torchglow, Carnival, Nekoosa Solutions, or equal).

No. 1 Opaque Cover Recycled - Uncoated, white and colors, 65 and 80-lb. (Torchglow, Century, or equal).

Text Recycled (fibrous appearance), colors, 60, 70 & 80 lb. (Evergreen, Genesis, Passport or equal).

Cover Recycled (fibrous appearance), colors, 65 & 80 lb. (Evergreen, Passport, Genesis or equal).

No. 2 or 3 Coated Offset Recycled - gloss/ dull, white, 70, 80, and 100 lb.

No. 2 or 3 Coated Offset Cover Recycled - white, 80 lb.

**PAMPHLETS AND BOOKS LARGER THAN SIZE 6" X 9"  
SPECIFICATIONS CONT'D**

If any agency requests a classification of paper that is not listed in this contract, or a specific brand of paper not available from the contractor through this contract, the contractor should first communicate this fact to the ordering agency and assist them in choosing a paper which is offered under this contract. If the agency is not satisfied with papers available through this contract, the contractor is to immediately contact State Purchasing, and offer an estimate of the price of the requested paper. State

Purchasing will determine whether or not the agency's request is justified, and will determine whether or not the job should be bid, whether paper will be competitively bid and furnished to the contractor for this job, or whether the special paper can be priced otherwise. State Purchasing will advise the contractor whether or not to return the requisition. Failure to follow this procedure may result in State Purchasing not approving contractor's invoice.

**50. ARTWORK/DESIGN**

There may be occasional jobs where the contractor is required to provide extensive assistance to an agency with design, layout, etc. of publication. This would be over and above any normal pre-press work, such as typesetting and page prep where copy is not provided on disk, or normal formatting and image manipulation as described and charged in Nos. 55 – 59. In such instances, an hourly charge will be allowed. This charge may also be allowed when a disk is furnished by the agency and extensive image manipulation on four-color images (color correction, cloning, clipping paths, masking, etc.) is required by the contractor. If artwork is required, the contractor must first furnish the agency an estimate of the number of hours and total cost required to accomplish the work, and then get a signed authorization from the agency to perform this work. Charges for artwork will not be approved by State Purchasing unless this authorization accompanies invoice and worksheet. The contractor may be required to furnish a timesheet documenting each process and the time spent on each. Increments of less than one hour shall be prorated accordingly.

**TYPESETTING (51 - 53)**

Typesetting shall be charged by the page. When determining the number of typed pages, each page will be calculated as 1/4, 1/2, 3/4, or full page of a particular size type. The pages of each size type will be totaled, and multiplied by the page price for the respective sizes.

If a particular size type comprises less than 1/4 page, it will not be charged. That page will be charged at the rate for the size type appearing on the balance of the page.

The typesetting charge is to include setting type, proofreading and two sets of proofs.

All typeset material is to be proofread by the compositor and be free from printer's errors. Queries to author are to be on the master set of proofs, and carry a slug line, date, job number title and proofreader's initials.

Any extra proofs required above the 2 included in referenced charges may be charged at a per page cost as listed in the price schedule.

## PAMPHLETS AND BOOKS LARGER THAN SIZE 6" X 9"

### SPECIFICATIONS CONT'D

Typesetting is to be charged out of the following classes:

51. Straight thru Difficult: Any composition that is considered less than three columns of tabular work (words and figures) will be charged from this group.
52. Tabular: Tabular work (words and figures) with three or more columns; forms or outlines requiring various sizes, measures, faces and rules.
53. Display: Display type is all settings of 12 pt. and over (not including leading).

### COST STATEMENT

R.S. 43:31 requires all bulletins, leaflets, house organs, circulars, books, reports or similar publications to have a cost statement printed adjacent to the identification of the agency responsible for the publication. This statement shall be printed in the same size type as the body copy and be set in a one-point rule.

If the State Agency does not furnish the contractor with the cost statement information, the contractor will be responsible for inquiring about the statement, providing the agency with a copy of the cost statement format, and providing the cost of printing. The cost statement format may be obtained from the Office of State Purchasing.

The cost statement consists of approximately 5 - 7 lines of type. If it is necessary for the contractor to typeset all or part of the cost statement, it will be done at **no charge** to the customer.

The following agencies are exempt from the above requirement:

Legislative and Judicial Branches of State Government (does not include the Attorney General's Office)  
Department of Economic Development for the purpose of attracting new industry  
Department of Culture, Recreation and Tourism, relative to new promotional material  
Public Colleges, Universities, and Vocational Technical Schools

### 54. PAGE PREPARATION

The compositor will make all corrections in galley proofs before he makes the book into page form. The pages will be proofread by the compositor and will be free of printer's errors. Queries to author are to be on a master set and carry a slug line, date, job number, title, and proofreader's initials.

Page preparation is preparing each page for camera ready copy. The charge shall include preparing windows, borders, and/or rules, pasting up windows, borders, rules, type and/or line illustrations into proper position for each color of ink, and two sets of proofs. It shall also include all materials required to prepare the camera ready copy in order to produce clear, sharp, excellent quality printing. When extra proofs are ordered, they will be charged at a per page cost.

## PAMPHLETS AND BOOKS LARGER THAN SIZE 6" X 9"

### SPECIFICATIONS CONT'D

#### DISKETTES

Copy may be provided to the contractor by the State Agency on disk. When a disk is furnished, the agency should also provide a hard copy. A charge per page, per color, will be allowed for output from disk furnished by the agency. **The charge is to include negatives** (whether contractor outputs directly to film, or whether he outputs to camera-ready copy and produces negatives), that are suitable for producing excellent quality, clear, sharp printing which is uniform in detail, all necessary opaquing and stripping of negatives, and one set of blue line and/or color laser proofs.

Output from diskette provided by the agency will be charged under one of the following categories:

55. Output of pages containing only type or tabular matter where the diskette is **completely formatted** and no "cleanup" is necessary.
56. Output of pages containing only **straight through difficult** type in which the contractor **is required to do formatting**.
57. Output of pages containing **tabular matter** in which the contractor **is required to do formatting**.
58. Output of pages containing a combination of type matter and photographs, artwork, reverses, screens, etc. This charge will apply when the agency furnishes an electronic file where the copy requires formatting, or which may not include color separations, half-tones, line illustrations, reverses, screens, etc., or which requires electronic manipulation or image manipulation on the part of the contractor, or any combination of the above. If any of these items (except color separations) are required to be integrated into the electronic file, then the respective charges will apply, in addition to the charge for outputting from disk. When color photographs or 4-color process art are required to be integrated into the electronic file, the charges for scanning and placing will apply.
59. Output of pages containing a combination of type matter and photographs, artwork, reverses, screens, etc. This charge will apply when the agency furnishes an electronic file which includes all copy, color separations, halftones, reverses, screens, etc., and no formatting or manipulation required on the part of the contractor. This charge may also apply in cases where the agency's electronic file is complete, except for scanning halftones, color photos, or line illustrations, and placing them in prepared windows and no other electronic manipulation is required by the contractor. The respective charge for the scanned item will be allowed in addition to the charge for outputting from disk.

#### AUTHOR'S ALTERATIONS

Alterations are changes made in the proof that are different than the original manuscript or previous proofs. Corrections or errors marked by the author due to typesetter's mistakes are printer's errors and not to be charged. When alterations are charged, the contractor must furnish proof of alterations (original manuscript, page proofs, blueline proofs, etc.). Only the pages of manuscript and the proofs that are involved need to be sent to State Purchasing with the contractor's worksheet.

The following charges will apply to alterations, whether typesetting was done by the contractor, or whether a disk was furnished by the agency.

## PAMPHLETS AND BOOKS LARGER THAN SIZE 6" X 9"

### SPECIFICATIONS CONT'D

70. Alterations for Typesetting: A per line charge will be allowed for each line of type that is set due to the changes made in proofs (State Purchasing will not approve a complete page of lines because the contractor finds this the easiest way to make the corrections). A minimum charge of 15 total lines per order will be allowed. This charge applies to all categories of typesetting (straight through difficult, tabular and display), and includes one set of proofs.
71. Alteration Page Preparation: This per page charge shall include all materials, paste up of corrections or electronic manipulation of corrections and all operations necessary to correct and restore the page to camera ready copy. This charge will be allowed for repagination necessitated by alterations.
72. Negative Alterations: When changes are made after blueline proofs, a per page charge shall be allowed, which includes negatives, opaquing, stripping and all operations necessary to correct base flat, and one blueline proof. This charge shall not exceed the original line negative charge.

### NEGATIVES

75. Line Negatives: The per page per color charge shall include all negatives that are suitable for producing excellent quality, clear and sharp printing which is uniform in detail, all necessary opaquing and stripping of base line negatives, and one set of blueline proofs.
76. Negatives Furnished: This per page per color charge shall include opaquing, stripping furnished negatives, and one set of blueline proofs.
77. Reverses: The per page charge shall include two negatives (one positive and one negative) to produce the reverse. Also included in this charge shall be all materials and operations necessary to produce an excellent quality reverse.
78. Screens: All types of screens will be charged per page for each percentage screen. This charge shall include all necessary equipment, opaquing, strip-ins, line negatives and/or window masses, overlaying of negatives and positives to produce combinations and burning plate(s).
79. Line Illustrations: The charge shall be per square inch of image area for line illustrations. This charge shall include all necessary equipment, enlargements or reductions\*, and opaquing to produce a quality velox.
80. Halftones: The charge shall be per halftone. This charge shall include all necessary enlargements or reductions\*, and strip-ins. If a duotone is required, an additional halftone charge will be allowed.
- 85-90. Four Color Process: This charge is for furnishing a complete set of four-color process negatives, as required. The negatives will be charged per set, per size. This charge shall include all necessary enlargements or reductions\*, opaquing, strip-ins, and overlaying of negatives to produce one set of four color negatives and one set of four-color proofs.

**PAMPHLETS AND BOOKS LARGER THAN SIZE 6" X 9"**  
**SPECIFICATIONS CON'D**

Scanning & Placing Color Images: This charge is for scanning a color photograph, slide, 4-color art, etc., and importing it into an electronic file provided by the agency. This charge shall include all necessary enlargements or reductions, opaquing, placement, and one digital proof. The charge will be per size of finished image.

\*In the event that slides and/or photos, illustrations, or halftones are submitted requiring enlargement or reduction but not indicated, it shall be the responsibility of the contractor to properly size them to fit the necessary copy.

91. Color Keys, Naps or equal proofing material: A per page per color charge shall include all necessary operations and materials to produce combinations.
92. Matchprints: A per page charge will be allowed for matchprint proofs.

NOTE: Color keys, matchprints, etc., will be provided upon the agency's request. However, if the agency does not request them, and the contractor feels that these are necessary for accurate proofing, he should advise agency and get their approval to produce these proofs.

93. Reprints: Exact reprints from standing negatives for each page with no changes will be billed at ninety cents (\$.90) per page per color. This charge shall include pulling the negatives and all operations necessary to prepare the negatives for platemaking. If changes are required, new composition and alteration charges will be allowed for the pages requiring changes. When bluelines are required on an exact reprint, a per page price for bluelines will be allowed. The contractor must provide a written estimate of blueline charges on an exact reprint to the agency and receive written authorization to proceed prior to furnishing the bluelines.

**PLATEMAKING AND PRINTING**

**Cover:** Pricing to include the four page cover signature plus backbone (spine) if required.

- A. One Color: The per thousand charge shall include imposition, platemaking, makeready, paper handling, one color ink, press washup and printing the four-page signature.
- B. Additional Color: The per thousand charge shall include imposition, platemaking, makeready, press washup, and printing, per additional color.
- C. Four-Color Process: The per thousand charge shall include imposition, platemaking, makeready for four-color process, four color process inks, four press washups, paper handling, and printing four-page signature in four-color process.

**Text:**

- A. One Color: The per page, per thousand charge shall include imposition, platemaking, makeready, one color ink, press washup, paper handling and printing.
- B. Additional Color: The per page, per thousand charge shall include imposition, platemaking, makeready, press washup and printing, per additional color.
- C. Four color process: The per page, per thousand charge shall include imposition, platemaking, makeready for four-color process, paper handling, four color process inks, four press washups and printing in four-color process.

**PAMPHLETS AND BOOKS LARGER THAN SIZE 6" X 9"**  
**SPECIFICATIONS CON'D**

**BINDING**

100. Saddle Stitching: This charge is for binding the material and cover together through the center of the whole pamphlet or book. There will be at least one staple for each three inches of binding edge. This charge shall include **scoring** (if necessary), folding, collating, saddle stitching, trimming, packaging\*\*, delivery and all materials necessary to produce a saddle stitched book.
101. Gluing: This charge will be for binding a booklet of relatively few pages by gluing at the fold. This per page, per thousand book charge shall include folding, collating, gluing, trimming, packaging, delivery, and all materials necessary to produce the finished book.
102. Unbound signature(s): Where an agency orders a pamphlet (i.e., newsletter) which consists of one or two signatures which are folded and trimmed, but not bound, this per page, per thousand book charge will apply. This charge includes folding, collating, trimming, packaging, and delivery.
103. Side-Wire Stitching: This will bind the pages and the cover on the binding edge with thin wire pressed from the front through to the back and clinched. There will be at least one staple for each three inches of binding edge. The charge shall include folding, collating, side-wire stitching, trimming, packaging\*\*, delivery and all materials necessary to produce a side-wire stitched book.
104. Looseleaf Binding: This will have one to four round holes punched on the binding edge. This charge to include folding, collating, punching, trimming, a colored slip sheet, packaging\*\*, delivery and all materials necessary to produce a looseleaf book. When required to put sheets into binders, screw post, clamps or rings, this will be charged out of the Franklin Catalog.
105. Mechanical Binding: This will have round or slotted holes punched on the binding edge with metal or plastic wire, plastic combs or plastic rings woven through the holes. This charge shall include folding, collating, punching, comb (metal or plastic), trimming, packaging\*\*, delivery and all materials necessary to produce a spiral type bound book.
106. Perfect Binding: This will bind the pages and cover by slitting, notching or roughing the backbone, applying a flexible adhesive to the backbone and registering the cover. This charge shall include **scoring** (if necessary), folding, collating, perfect binding, trimming, packaging\*\*, delivery and all materials necessary to produce a perfect bound book.
107. Inserts: When an agency orders a book which contains single-page inserts at various places throughout the book, an hourly charge will be allowed for inserting these pages into the book. This will be in addition to the stock and printing charges associated with the production of the inserts (printing will be charged out of the contract for leaflets and flyers or the contract for flat forms). Contractor must first furnish the agency an estimate of the number of hours and total cost required to include these inserts, and then get a signed authorization from the agency to perform this work. Additional charges associated with inserts will not be approved unless this authorization accompanies invoice and worksheet.

**PAMPHLETS AND BOOKS LARGER THAN SIZE 6" X 9"**  
**SPECIFICATIONS CONT'D**

108. Perforation: A flat charge for each perf position, and a running charge per thousand signatures for each signature containing perforation(s).
109. Scoring: A per thousand sheet charge shall be allowed for any scoring required, other than scoring required for proper saddle stitching or perfect binding. Scoring is included in charges for saddle stitching and perfect binding.
110. Drilling: This is to produce one to four round holes drilled on the binding edge of the completed book. This charge is to include drilling up to a maximum of four holes per sheet for one thousand sheets. (2 pages equal one sheet)
111. Hand Folding: The unit price shall be per thousand per fold, per page, per thousand books for additional special folds that cannot be machine folded.
112. Machine Folding: The unit price shall be per thousand per fold, per page, per thousand books for additional special folds that are machine folded.
113. Hand Tabbing: The unit price shall be per thousand books and include tabbing material.
114. Machine Tabbing: The unit price shall be per thousand books and include tabbing material.
115. Poly Shrink Wrap: Shrink wrap to be a minimum of 100 gauge polypropylene clear film. When the agency requests an exact number of books to be shrink wrapped to a package, a flat charge per package will be allowed.
116. Multiple Destinations (preparation and delivery): If shipment is required to more than one destination, the contractor will charge a unit price for each destination after the first. All shipments to be FOB destination, inside delivery.
117. Boxing: When an agency requests that books be boxed other than factory option, a flat charge will be allowed per box.
118. Addressing, Sorting, Bundling, and Mailing - This per thousand charge is to include addressing booklets with information provided by agency on tape, disk, or E-mail, bundling in zip code and postal zone order, preparing any bags or tags required by the post office, and delivery to a major post office. The aforementioned operations must be performed in accordance with postal requirements and regulations.