


STATEWIDE COMPETITIVE CONTRACT AWARD		NUMBER : 408597 BUYER : LONA GROS BUYER PHONE : (225)342-8024 T-NUMBER : 91061 DATE ISSUED : 08/09/11 VENDOR NUMBER : 721186621 00 VENDOR PHONE : (225)923-2550-0000 REQ AGENCY : 107001
STATE OF LOUISIANA DIVISION OF ADMINISTRATION OFFICE OF STATE PURCHASING		OFFICE OF STATE PURCHASING

MORAN PRINTING INC  
5425 FLORIDA BLVD  
BATON ROUGE, LA 70806

AGENCY REQ NO. :  
 ISIS REQ NO. : 1333607  
 FISCAL YEAR : 11  
 EFFECTIVE DATE : 09/01/10  
 EXPIRATION DATE : 08/31/12

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

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: *Lona Gros*  
 STATE PURCHASING OFFICER/SUPERVISOR

APPROVED BY: *Rosemary Jackson*  
 DENISE LEA  
 DIRECTOR OF PURCHASING

## SPECIAL TERMS AND CONDITIONS

## STATEWIDE COMPETITIVE CONTRACT

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- 1 VENDOR'S FORMS. THE PURCHASE/RELEASE ORDER IS THE ONLY BINDING DOCUMENT TO BE ISSUED AGAINST THIS CONTRACT. SIGNING OF VENDOR'S FORMS IS NOT ALLOWED.
- 2 SUBSTITUTES. ONLY BRANDS AND NUMBERS STATED IN THE AWARD ARE APPROVED FOR DELIVERY UNDER THIS CONTRACT AND ANY SUBSTITUTION MUST RECEIVE PRIOR WRITTEN APPROVAL OF THE DIRECTOR OF STATE PURCHASING OR DESIGNEE.
- 3 PRICE REDUCTIONS. WHENEVER THERE IS A REDUCTION IN PRICE, WHICH IS LOWER THAN THE CONTRACT PRICE, OFFERED TO SIMILARLY SITUATED CUSTOMERS CONTRACTING FOR THE SAME PERIOD AND UNDER THE SAME TERMS AND CONDITIONS, SAID REDUCTION MUST BE PRESENTED DIRECTLY TO THE DIRECTOR OF STATE PURCHASING. NO PRICE REDUCTION ON A STATEWIDE CONTRACT MAY BE OFFERED TO AN AGENCY UNLESS THAT REDUCTION IS OFFERED TO ALL AGENCIES.
- 4 CONTRACT REVISIONS. REQUESTS FOR REVISIONS TO THIS CONTRACT MUST BE ADDRESSED TO THE DIRECTOR OF STATE PURCHASING AND SHALL REFER TO THE CONTRACT ITEM NUMBER WITH JUSTIFICATION OF THE REQUEST. DISTRIBUTOR VENDOR CHANGES, PRICE REDUCTIONS AND JUSTIFIABLE ITEM DELETIONS MAY BE CONSIDERED DURING THE CONTRACT PERIOD. NEW ITEM ADDITIONS MAY BE CONSIDERED ONLY WHEN STATE PURCHASING HAS DETERMINED ADDITIONS WILL BE OF SUBSTANTIAL BENEFIT TO THE STATE AND WILL JUSTIFY THE TIME, EFFORT AND COST REQUIRED TO MAKE SUCH ADDITIONS.  
  
CONTRACTOR MUST IMMEDIATELY NOTIFY THE OFFICE OF STATE PURCHASING WHEN ANY DEALER ON THIS CONTRACT IS TERMINATED, RELOCATED OR ADDED. ALL ORDERS PLACED WITH DEALERS PRIOR TO RECEIPT OF SUCH NOTIFICATION BY THE OFFICE OF STATE PURCHASING MUST BE HONORED. REVISIONS WILL BECOME EFFECTIVE ONLY UPON APPROVAL BY THE DIRECTOR OF STATE PURCHASING OR DESIGNEE. BIDDER SHOULD INCLUDE WITH BID A LIST OF ALL PERSONS, IN ADDITION TO THE SIGNER OF THIS BID, WHO ARE AUTHORIZED TO REQUEST REVISIONS TO THIS CONTRACT.
- 5 CANCELLATION  
THE STATE OF LOUISIANA RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH THIRTY (30) DAYS WRITTEN NOTICE.
- 6 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.
- 7 THE PURCHASING AGENCY RESERVES THE RIGHT TO INSPECT AND TEST THE DELIVERED MERCHANDISE FOR COMPLIANCE WITH THE BID SPECIFICATIONS. IF MERCHANDISE FAILS TO MEET THE SPECIFICATIONS, THE COST OF TEST AND INSPECTION WILL BE PAID BY THE CONTRACTOR. IF THE MERCHANDISE IS IN COMPLIANCE, COST OF ALL TEST WILL BE PAID BY THE USING AGENCY.
- 8 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.
- 9 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

SPECIAL TERMS AND CONDITIONS

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**REPORT.**

THE USAGE REPORT IS TO INCLUDE THE VENDOR'S NAME, PHONE AND FAX NUMBERS, THE PERSONS WHO COMPILED THE REPORT, A COPY OF THE PRINTING CONTRACT ORDER FORM SUBMITTED BY THE AGENCY, THE CONTRACTOR'S BILLING WORKSHEET SHOWING THE VARIOUS COMPONENTS OF THE JOB AND THEIR RESPECTIVE CHARGES, AND THE INVOICE SHOWING THE CALCULATIONS DONE TO ARRIVE AT THE TOTAL AMOUNT OF THE INVOICE.

PRICE SHEET

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
00001	<p>UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: STATEWIDE DELIVERY</p> <p>COMMODITY CODE: 966-01-011033</p> <p>PRINTING CONTRACT-PAMPHLETS AND BOOKS LARGER THAN 6" X 9", STANDARD SIZE &amp; LARGER</p> <p>***** NO PRICES ARE TO BE QUOTED ON THIS PAGE. PRICES ARE TO BE QUOTED ON THE ATTACHED PRICE SCHEDULE PAGES. *****</p>				

## GENERAL CONDITIONS FOR PRINTING CONTRACTS

1. **PUBLIC PRINTING LAW:** The contract resulting from this solicitation 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.

Contractor must have offset printing capabilities in order to produce the signature type products represented in this contract, insuring the most economical pricing and ability to meet turn time requirements.

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 shall be submitted for all orders.

**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 requesting agency prior to all orders in accordance with contract pricing.

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

**The contractor must furnish the agency 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 requesting agency and the cost of such communication between the requesting agency and the Contractor such as 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 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

## GENERAL CONDITIONS FOR PRINTING CONTRACTS (cont'd)

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. **ON-SITE ASSISTANCE:** There will be occasions where the contractor is required to provide on-site assistance in those instances where there is a lack of "know-how" to initiate the requirements of the job to be printed. Historically, this on-site assistance has represented approximately 36% of the jobs under this contract. In order to accommodate this requirement, the contractor's should be able to meet with the requesting agency within a four (4) hours of notice.
7. **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.

8. **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.**

9. **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.
10. **QUANTITY BRACKET PRICING:** Where prices are solicited on a from/to quantity basis, the State of Louisiana expects and will only accept progressively lower prices for each increasing quantity or quantity range specified. If quoted otherwise, the State of Louisiana reserves the right to reject any non-descending bid.
11. **CANCELLATION OF CONTRACT FOR CONVENIENCE:** The Division of Administration reserves the right to cancel the contract with contractor upon thirty (30) days written notice.
12. **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 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.

**GENERAL CONDITIONS FOR PRINTING CONTRACTS (cont'd)**

13. **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.

14. **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.

15. **CERTIFICATION OF NO SUSPENSION OR DEBARMENT:** By signing and submitting any bid for \$25,000 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/epls](http://www.arnet.gov/epls).

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

**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.
- E. All offset printing must be at least 150 DPI minimum.
- F. Only standard PMS (Pantone Matching System) inks are to be utilized for this contract for additional colors. Pro-match (CMYK) are not to be substituted for PMS Colors.
- G. Contractor must have offset printing capabilities in order to produce the signature type products represented in this contract, insuring the most economical pricing and ability to meet turn time requirements.

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

**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** - Contractor to provide an electronic file and hard copy of job to be printed.

**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.

4. **Property of the State** – All corrected files are to become property of the State of Louisiana. The contractor will be responsible for archiving all files of printed jobs and maintaining a written inventory of these files. Upon award of contract to a new vendor, the contract vendor will provide all files of printed jobs to the new contractor, if required or needed.

The contractor may be requested to furnish electronic files to the Division of Administration, State Printing Office, or other state printing facility. In such case, the contractor providing the electronic files will be responsible for any associated transportation charges.

The contractor will not dispose of any electronic files 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 electronic files transfer or disposal. If at any time, the contractor cannot provide any electronic files for which he has initially confirmed receipt and cannot provide proof of transfer or approved disposal, he shall be required to remake the electronic files at his expense.

It is recommended that the contractor obtain written disposition for the electronic files 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 electronic files.

It is the responsibility of the contractor to keep all files archived for three (3) years after the current contract that the job was produced in expires.

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%

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

**GENERAL REQUIREMENTS (CONTINUED)**

**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 purchase order number, title of book, name of agency, 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:

Electronic files or camera ready copy on a 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.

Electronic files or camera ready copy on a disk requiring minor preparation - Ten (10) to fifteen (15) working days.

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 of 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 may apply (not to exceed 10% of the total cost of the billed job).

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

**GENERAL REQUIREMENTS (CONTINUED)**

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 transmits files electronically 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. The Office of State Register requires a proof within 2-3 hours from receipt of electronic files.

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"  
STANDARD SIZE & LARGER**

**SPECIFICATIONS**

**PAPER**- Paper is as specified by the State Agency. 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.

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 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 – white, 60-lb.

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

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

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

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

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

Offset Text Recycled - Uncoated, white, 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).

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

No. 2 Coated Offset Cover Recycled – gloss/dull, white, 80 lb.

**30. ARTWORK/DESIGN**

There will 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. 29-31. 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 unless this authorization accompanies the 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.

**PAMPHLETS AND BOOKS LARGER THAN SIZE 6" X 9"**  
**STANDARD SIZE & LARGER**  
**SPECIFICATIONS (CONTINUED)**

**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 currently exempted 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\*

\*Legislation is pending in the 2010 Regular Session of the Legislature which may impact the current exemption from the above requirements.

**DISK OUTPUT** (31-33)

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 page proofs** that are suitable for producing excellent quality, clear, sharp printing which is uniform in detail, and one set of imposed proofs. Output charges includes imposition and platemaking.

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

31. Output of pages where the diskette is **completely formatted** and no "cleanup" is necessary.
32. Output of pages containing only **1 or 2 colors** in which the contractor **is required to do formatting**. This is for a combination of type matter, photographs, reverses, screens, etc. This charge will apply when the agency furnishes an electronic file where the copy requires formatting, or which may not include duotones, halftones, etc. which will need to be inserted, or which requires electronic manipulation or image manipulation on the part of the contractor, or any combination of the above. When scanning duotones or halftones are required to be integrated into the electronic file, the charges for scanning and placing will apply.
33. Output of pages containing **3 or more colors** in which the contractor **is required to do formatting**. This is for a combination of type matter, photographs, 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 photographs, half-tones, etc. which will need to be inserted, or which requires electronic manipulation or image manipulation on the part of the contractor, or any combination of the above. When scanning color separations or 4 color process art are required to be integrated into the electronic file, the charges for scanning and placing will apply.

34. **EXTRA PROOFS**

This charge is per page charge for an agency requesting an additional set of imposed proofs (in addition to the one proof already covered under disk output) or if the agency has made extensive corrections to the first set of proofs and requires a set of revised imposed proofs to be output for the agency's approval.

**PAMPHLETS AND BOOKS LARGER THAN SIZE 6" X 9"**  
**STANDARD SIZE & LARGER**  
**SPECIFICATIONS (CONTINUED)**

**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 the agency 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.

35. Alteration: This per page charge shall include all materials, electronic manipulation, and all operations necessary to correct and restore the page to print ready copy. This charge includes one set of revised laser proofs of the corrected pages.

**FILES** (36-44)

36. Halftones: The charge shall be per halftone. This charge shall include all scanning enlargements or reductions\*. If a duotone is required, an additional halftone charge will be allowed.

- 37-42. 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.

43. 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.

44. Reprints: Exact reprints will be charge per page per color. This charge shall include pulling the archived files and all operations necessary to prepare the files and platemaking. If minor changes are required, alteration charges will be allowed for the pages requiring changes.

**PRINTING**

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

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

**PAMPHLETS AND BOOKS LARGER THAN SIZE 6" X 9"**  
**STANDARD SIZE & LARGER**  
**SPECIFICATIONS (CONTINUED)**

**Text:**

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

**BINDING (47-52)**

- 47. 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.
- 48. 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.
- 49. 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.
- 50. 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.
- 51. Mechanical Binding: This will have round or slotted holes punched on the binding edge with plastic wire, plastic combs or plastic rings woven through the holes. This charge shall include folding, collating, punching, comb, trimming, packaging\*\*, delivery and all materials necessary to produce a spiral type bound book.
- 52. 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.
- 53. Perforation: A flat charge for each perf position, and a running charge per thousand signatures for each signature containing perforation(s).
- 54. 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.
- 55. 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)
- 56. Machine Folding: The unit price shall be per fold, per page, per thousand books for additional special folds that are machine folded.

**PAMPHLETS AND BOOKS LARGER THAN SIZE 6" X 9"**  
**STANDARD SIZE & LARGER**  
**SPECIFICATIONS (CONTINUED)**

57. Hand Tabbing: The unit price shall be per thousand books and include tabbing material.
58. Machine Tabbing: The unit price shall be per thousand books and include tabbing material.
59. 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.
60. 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.
61. Boxing: When an agency requests that books be boxed other than factory option, a flat charge will be allowed per box.
62. 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.
63. Rush Charge: Upcharge for rush handling. This upcharge shall not exceed 10% of the total cost of the billed job.

**PAMPHLETS & BOOKS LARGER THAN SIZE 6" X 9"  
STANDARD SIZE & LARGER**

**PRICE SCHEDULE**

<b>PAPER</b>	<b>Unit Price</b>
<b>Classification of Paper</b>	<b>Per Pound</b>
1. <u>Commodity Offset - White, 50-lb.</u>	<u>\$ .70</u>
2. <u>Commodity Offset - White, 60-lb.</u>	<u>\$ .66</u>
3. <u>Commodity Offset - White, 70-lb.</u>	<u>\$ .66</u>
4. <u>Commodity Offset - Colors, 50, 60 or 70-lb.(may contain recycled)</u>	<u>\$ 1.04</u>
5. <u>No. 1 Opaque Offset Text - White, 70-lb.</u>	<u>\$ 1.50</u>
6. <u>No. 1 Cover (Uncoated) - White, 65-lb. or 80-lb.</u>	<u>\$ .80</u>
7. <u>No. 1 Cover (Uncoated) - Colors, 65-lb. or 80-lb.</u>	<u>\$ 1.26</u>
8. <u>No. 1 Coated Offset Text - Gloss - White, 70-lb., 80-lb.</u>	<u>\$ .83</u>
9. <u>No. 1 Coated Offset Text - Dull - White, 70-lb., 80-lb.</u>	<u>\$ 1.14</u>
10. <u>No. 1 Coated Offset Cover - Gloss - White - 80-lb.</u>	<u>\$ .87</u>
11. <u>No. 1 Coated Offset Cover - Dull - White - 80-lb.</u>	<u>\$ 1.14</u>
12. <u>No. 2 Coated Offset Text - Gloss - White, - 60 lb.</u>	<u>\$ .79</u>
13. <u>No. 2 Coated Offset Text - Gloss - White, 70-lb., 80-lb., 100-lb.</u>	<u>\$ .74</u>
14. <u>No. 2 Coated Offset Text - Dull - White, 60-lb.</u>	<u>\$ 1.02</u>
15. <u>No. 2 Coated Offset Text - Dull - White, 70-lb., 80-lb., 100-lb.</u>	<u>\$ 1.03</u>
16. <u>No. 2 Coated Offset Cover - Gloss - White - 80, and 100-lb.</u>	<u>\$ .84</u>
17. <u>No. 2 Coated Offset Cover - Dull - White - 80, and 100-lb.</u>	<u>\$ 1.07</u>
18. <u>Coated C1S Cover - White, 8-pt., 10-pt.</u>	<u>\$ 1.11</u>
19. <u>Premium No. 1 Matte Coated Text - White - 70-lb., 80-lb., 100-lb.</u>	<u>\$ 1.16</u>
20. <u>Premium No. 1 Matte Cover - white, 80-lb.</u>	<u>\$ 1.19</u>
21. <u>Offset Text Recycled (uncoated) - White, 50, 60, or 70-lb.</u>	<u>\$ 1.56</u>
22. <u>No. 1 Opaque Text Recycled (uncoated) - White - 60, 70,</u>	<u>\$ 2.05</u>
23. <u>No. 1 Opaque Text Recycled (uncoated) - Colors - 60, 70-lb.</u>	<u>\$ 2.50</u>
24. <u>No. 1 Opaque Cover Recycled (uncoated) - White, 65-lb., 80-lb.</u>	<u>\$ 2.05</u>
25. <u>No. 1 Opaque Cover Recycled (uncoated) - Colors, 65-lb., 80-lb.</u>	<u>\$ 2.81</u>

**PAMPHLETS & BOOKS LARGER THAN SIZE 6" X 9"  
STANDARD SIZE & LARGER**

**PRICE SCHEDULE (CONTINUED)**

26.	<u>No. 2 Coated Offset Text Recycled – Gloss – White – 70, 80, 100-lb.</u>	<u>\$ 1.02</u>
27.	<u>No. 2 Coated Offset Text Recycled – Dull – White – 70, 80, 100-lb.</u>	<u>\$ 1.30</u>
28.	<u>No. 2 Coated Offset Cover Recycled – Gloss – White – 80-lb.</u>	<u>\$ 1.14</u>
29.	<u>No. 2 Coated Offset Cover Recycled – Dull – White – 80-lb.</u>	<u>\$ 1.32</u>

30. **ARTWROK/DESIGN** \$ 50.00 per hour

**DISK OUTPUT (31-33)**

31.	Output from Disk, no formatting required	\$ <u>3.00</u> per page, per color
32.	Output from Disk, 1 or 2 Colors (formatting/manipulation required)	\$ <u>4.00</u> per page, per color
33.	Output from Disk, 3 or more Colors (formatting/manipulation required)	\$ <u>5.00</u> per page, per color

**EXTRA PROOFS** – Requested above those included in other charges.

34. Imposed Proofs \$ 2.00 per page

**AUTHOR'S ALTERATIONS**

35. Alterations \$ 5.00 per page

**FILES (36-44)**

36.	Halftone	\$ <u>2.50</u> per halftone
	<u>Color Separations</u>	Scanning & Placing Into Disk File Per Image
37.	Up to 2" x 3"	\$ <u>15.00</u>
38.	Over 2" x 3" to 4" x 5"	\$ <u>20.00</u>
39.	Over 4" x 5" to 6" x 9"	\$ <u>30.00</u>
40.	Over 6" x 9" to 8" x 10"	\$ <u>35.00</u>
41.	Over 8" x 10" to 10" x 12"	\$ <u>60.00</u>
42.	Over 10" x 12" to 12" x 18"	\$ <u>100.00</u>
43.	Matchprint or Chromelin Proof	\$ <u>10.00</u> per page
44.	Reprints	\$ <u>2.50</u> per page, per color

**PAMPHLETS & BOOKS LARGER THAN SIZE 6" X 9"  
STANDARD SIZE & LARGER**

**PRICE SCHEDULE (CONTINUED)**

**PRINTING**

**(QUANTITY BRACKET PRICING: Where prices are solicited on a from/to quantity basis, the State of Louisiana expects and will only accept progressively lower prices for each increasing quantity or quantity range specified. If quoted otherwise, the State of Louisiana reserves the right to reject any non-descending bid.)**

Unit Price Per Thousand Books

<b>4-Page Cover Signature</b>	500 Thru 999	1,000 Thru 4,999	5,000 Thru 9,999	10,000 Thru 19,999	20,000 Thru 49,999	50,000 Thru 100,000	Greater than 100,000
One Color	\$ 60.00	\$ 50.00	\$ 40.00	\$ 30.00	\$ 20.00	\$ 19.00	\$ 18.99
Add'l Color	\$ 50.00	\$ 40.00	\$ 25.00	\$ 22.00	\$ 12.50	\$ 12.48	\$ 12.46
Four Color Process	\$300.00	\$125.00	\$ 95.00	\$ 55.00	\$ 40.00	\$ 39.00	\$ 38.99

Unit Price Per Page, Per Thousand Books

<b>Text - 4, 8, 16, or 32-Page Signature</b>	500 Thru 999	1,000 Thru 4,999	5,000 Thru 9,999	10,000 Thru 19,999	20,000 Thru 49,999	50,000 Thru 100,000	Greater than 100,000
One Color	\$ 4.25	\$ 3.50	\$ 3.25	\$ 2.75	\$ 1.26	\$ 1.25	\$ 1.24
Add'l Color	\$ 4.25	\$ 3.47	\$ 3.00	\$ 2.50	\$ 1.20	\$ 1.00	\$ .99
Four Color Process	\$ 25.00	\$ 20.00	\$ 14.00	\$ 12.50	\$ 6.00	\$ 3.75	\$ 3.70

**BINDING (47-52)**

Unit Price Per Page, Per Thousand Books

	500 Thru 999	1,000 Thru 4,999	5,000 Thru 9,999	10,000 Thru 19,999	20,000 Thru 49,999	50,000 Thru 100,000	Greater than 100,000
Saddle Stitch	\$ 5.50	\$ 2.00	\$ 1.85	\$ 1.80	\$ 1.75	\$ .50	\$ .49
Gluing	\$ 5.00	\$ 4.00	\$ 3.00	\$ 2.00	\$ 1.25	\$ 1.19	\$ 1.18
Unbound Sig.	\$ 5.00	\$ 3.00	\$ 1.75	\$ 1.50	\$ 1.25	\$ 1.19	\$ 1.18
Looseleaf	\$ 8.00	\$ 7.75	\$ 7.70	\$ 7.65	\$ 7.60	\$ 7.59	\$ 7.58
Mechanical	\$ 7.50	\$ 7.25	\$ 7.00	\$ 5.50	\$ 5.25	\$ 5.23	\$ 4.69
Perfect	\$ 3.50	\$ 1.60	\$ 1.55	\$ 1.30	\$ 1.00	\$ .45	\$ .44

**PAMPHLETS & BOOKS LARGER THAN SIZE 6" X 9"**  
**STANDARD SIZE & LARGER**

**PRICE SCHEDULE (CONTINUED)**

53.	Perforating	\$ <u>50.00</u> _____ per perf position
		\$ <u>50.00</u> _____ per M signatures
54.	Scoring	\$ <u>50.00</u> _____ per M sheets
55.	Drilling (each run)	\$ <u>2.75</u> _____ per M sheets
56.	Machine Folding	\$ <u>2.00</u> _____ per fold, per page, per thousand
57.	Hand Tabbing	\$ <u>30.00</u> _____ per thousand books
58.	Machine Tabbing	\$ <u>20.00</u> _____ per thousand books
59.	Poly Shrink Wrap	\$ <u>.60</u> _____ per package
60.	Multiple Destinations	\$ <u>45.00</u> _____ per destination
61.	Special Boxing	\$ <u>1.50</u> _____ per box
62.	Addressing, sorting, bundling, mailing	\$ <u>42.00</u> _____ per thousand
63.	Rush Charge – Upcharge for rush handling	\$ <u>10%</u> _____ per lot