



MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

INVITATION FOR BID TITLE: Indefinite Delivery/Indefinite Quantity Printing NO: IFB 789-20231010M

WHEN BIDDING:

Each bid must be placed in a separate sealed envelope and clearly marked "SEALED BID" with the bid opening date, requisition number, and bid title immediately below the return address on the SEALED BID ENVELOPE.

ANY changes or modifications to this bid form may result in disqualification. Return all pages of IFB with bid submission.

BID DUE DATE AND TIME: 11/21/2023, 2:30 p.m. CDT
REQUISITION NO: IFB 789-20231010M

BID TITLE: Printing Services

NIGP CLASS CODE(S): 966-00

BUYER: Kristie Cardenas

TELEPHONE: 409-245-8696 EMAIL: purchasing@lit.edu

MAIL, COURIER or HAND DELIVER BIDS TO:

Kristie Cardenas

Lamar Institute of Technology

Room 244-Beeson Building

855 E Lavaca, Beaumont, TX 77705

NO OTHER BID DELIVERY WILL BE CONSIDERED.

BIDDER AGREES TO COMPLY WITH ALL LIT TERMS AND
CONDITIONS LOCATED AT

<https://lit.edu/purchasing>

VENDOR NAME AND ADDRESS:

VENDOR TELEPHONE

VENDOR EMAIL

**BID MUST INCLUDE A VENDOR ID - EITHER A TIN
OR AN EIN ENTERED BELOW:**

VENDOR'S TEXAS IDENTIFICATION NUMBER (TIN)

| | | | | | | | | | | |
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THE TIN IS THE PAYEE IDENTIFICATION NUMBER ASSIGNED AND USED BY THE COMPTROLLER OF PUBLIC ACCOUNTS OF TEXAS TO PROCESS PAYMENT FOR GOODS/SERVICES. To set up a TIN please visit

<https://fmxcpa.state.tx.us/fmx/payment/resources/tin.php>

If this number is not known, complete the following:
VENDOR'S FEDERAL EMPLOYERS IDENTIFICATION
NUMBER (EIN)

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In an effort to minimize identity theft, every company MUST have an EIN, also known as a Federal Tax Identification Number prior to award of a contract. For information on obtaining your EIN, you may call 800-829-4933 or visit the following web site:

<http://www.irs.gov/businesses/>

By signing this bid, bidder certifies that if a Texas address is shown as the address of the bidder, bidder qualifies as a Texas Bidder as defined in 34 TAC Rule 20.32(68).

BIDDER MUST SIGN BELOW:

FAILURE TO SIGN WILL DISQUALIFY BID.

BIDDER AUTHORIZED SIGNATURE

DATE

Printed Name and Title

Lamar Institution of Technology is seeking bids for the non-exclusive indefinite delivery/indefinite quantity production of printing orders. Awards may be made to multiple vendors. No minimum guarantee for order(s). Purchase Orders issued on an as needed basis.

All orders contingent upon LIT Marketing Department's proof approval. Printing orders vary by program or event.

| ITEM NO. | DESCRIPTION | QUANTITY | UNIT PRICE | EXTENSION |
|----------|---|------------|------------|-----------|
| | <i>CATEGORY A – SPECIALTY PRINTING POSTCARDS 100 lb. Cover</i> | | | |
| 1.1 | Post card, 10.875 X 5.625, color with bleed | 500 EACH | | |
| 1.2 | Post card, 10.875 X 5.625, color with bleed | 1,000 EACH | | |
| 1.3 | Post card, 10.875 X 5.625, color with bleed | 2,000 EACH | | |
| | <i>CATEGORY B – SPECIALTY PRINTING BROCHURES 60 lb. Text, Gloss</i> | | | |
| 2.1 | Brochure, 8 X 11, trifold, color with bleed | 500 EACH | | |
| 2.2 | Brochure, 8 X 11, trifold, color with bleed | 1,000 EACH | | |
| 2.3 | Brochure, 8 X 11, trifold, color with bleed | 2,000 EACH | | |
| 2.4 | Front / Back Brochure (Rack Card) full color with bleed Glossy | 1,000 EACH | | |
| 2.5 | Front / Back Brochure (Rack Card) full color with bleed Matte | 1,000 EACH | | |
| | <i>CATEGORY C – SPECIALTY PRINTING PROGRAMS/BOOKLETS 80 lb. Classic Crest, Cover</i> | | | |
| 3.1 | Program/Booklet, 5.5 X 8.5 (finished size) color with bleed, 20 pages (including cover) | 2,000 EACH | | |
| 3.2 | Program/Booklet, 8.5 X 11 (finished size) color with bleed, 20 pages (including cover) | 500 EACH | | |
| 3.3 | Program/Booklet, 8.5 X 11 (finished size) color with bleed, 20 pages (including cover) | 1,000 EACH | | |

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| 4.1 | Program/Booklet, 5.5 X 8.5 (finished size) black and white, 4 pages (includes cover), one flat | 500 EACH | | |
| 4.2 | Program/Booklet, 5.5 X 8.5 (finished size) black and white, 4 pages (includes cover), one flat | 1,000 EACH | | |
| 4.3 | Program/Booklet, 5.5 X 8.5 (finished size) black and white, 4 pages (includes cover), one flat | 2,000 EACH | | |
| 5.1 | Program/Booklet, 8.5 X 11, color, (finished size), full color, 12 pages (including cover) | 2,500 EACH | | |
| 5.2 | Program/Booklet, 8.5 X 11, color, (finished size), full color, 12 pages (including cover) | 4,000 EACH | | |
| 5.3 | Program/Booklet, 8.5 X 11, color, (finished size), full color, 12 pages (including cover) | 5,000 EACH | | |
| | <i>CATEGORY D - SPECIALTY PRINTING BI-FOLD CARD (Greeting Card)</i> | | | |
| 6.1 | Bi-Fold Greeting Card, 4" x 6", full color with bleed | 500 EACH | | |
| 6.2 | Bi-Fold Greeting Card, 4" x 6", full color with bleed | 1,000 EACH | | |
| 6.3 | Bi-Fold Greeting Card, 4" x 6", full color with bleed | 2,000 EACH | | |
| | <i>CATEGORY E - SPECIALTY PRINTING POSTERS</i> | | | |
| 7. | Posters, full color, 16" X 20", glossy | 500 EACH | | |
| 8. | Posters, full color, 16" X 20", matte | 500 EACH | | |
| 9. | Posters, full color, 18" X 24", glossy | 500 EACH | | |
| 10. | Posters, full color, 18" X 24", matte | 500 EACH | | |
| 11. | Posters, full color, 24" x 24" with bleed, matte | 500 EACH | | |
| 12. | Posters, full color, 24" x 24" without bleed, matte | 500 EACH | | |
| 13. | Posters, full color, 24" x 24" with bleed, glossy | 500 EACH | | |

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|------|---|----------|--|--|
| 14. | Posters, full color, 24" x 24" without bleed, glossy | 500 EACH | | |
| 15. | Posters, full color, 24" X 36", glossy | 500 EACH | | |
| 16. | Posters, full color, 24" X 36", matte | 500 EACH | | |
| 17. | Posters, full color, 24" X 36", glossy | 500 EACH | | |
| 18. | Posters, full color, 24" X 36", matte | 500 EACH | | |
| | <i>CATEGORY F - CORRUGATED YARD SIGNS</i> | | | |
| 19.1 | Yard sign, full color with bleed, 24" X 18" | 1 EACH | | |
| 19.2 | Yard sign, full color with bleed, 24" X 18" | 12 EACH | | |
| 19.3 | Yard sign, full color with bleed, 24" X 18" | 50 EACH | | |
| 20.1 | Yard sign, black and white, no bleed, 24" X 18" | 1 EACH | | |
| 20.2 | Yard sign, black and white, no bleed, 24" X 18" | 12 EACH | | |
| 20.3 | Yard sign, black and white, no bleed, 24" X 18" | 50 EACH | | |
| 21 | Delivery Charge | | | |
| 22. | Rush Charge – state what time-frame constitutes a rush charge and list the fee <hr/> <hr/> | | | |
| 23. | Additional Fee – if applicable | | | |

BID RESPONSE FROM VENDOR TO INCLUDE:

- a) Completed Bid Form
- b) Bidder W-9 Form

2. **POINT OF CONTACT:** The following person is the Point of Contact for this IFB. Bidders shall restrict all contact and direct all questions regarding this IFB, including questions regarding terms and conditions and technical specifications to the Point of Contact person by email only.

Kristie Cardenas CTCD, CTCM
Lamar Institute of Technology
purchasing@lit.edu

3. **BID SUBMISSION:**

- a) LIT will not consider any response to this solicitation that is not received at the address specified by the deadline, regardless of whether it has been received elsewhere on the LIT campus.
- b) Failure to deliver by the submittal deadline may not be grounds for disputing the procurement solicitation process or any resulting Contract award.
- c) LIT will not acknowledge or receive bids that are delivered by telephone, facsimile (fax), electronic mail (e-mail).

4. **MAIL OR COURIER DELIVERY:** If submitting by mail or courier service, the bidder is cautioned to allow sufficient time for delivery prior to the published deadline to the location specified in this IFB. **It is the Respondent's sole responsibility for preparing, submitting and delivering a bid to the designated location on or before the published bid deadline.** LIT has decentralized mail and package delivery. Courier mail or delivery services may not deliver directly to the specified submittal location.

HAND DELIVERY: Hand delivery hours are **Monday to Friday 8:00 a.m. to 4:00 p.m. to the designated location on or before the published bid deadline.** If submitting by hand delivery, the bidder is cautioned to allow sufficient time for delivery prior to the published deadline to the location specified in this IFB. **It is the Respondent's sole responsibility for preparing, submitting and delivering a bid to the designated location on or before the published bid deadline.**

5. **TERM:** Term of agreement is from award date through December 31, 2024. LIT shall have the option to renew the Agreement(s) at the contracted fees for up to two (2) consecutive additional one (1) year terms (each a Renewal Term). The Initial Term and each Renewal Term are collectively referred to as the Term.

Either the awarded vendor(s) or LIT, without cause, may terminate the Agreement(s) at any time upon giving thirty (30) calendar days advance written notice unless agreed in writing otherwise by the awarded vendor(s) or LIT.

6. **PRICING:** Any price increase(s) must be submitted by vendor in writing at the time of term renewal and accepted by Lamar Institute of Technology in writing before increase is effective, or the agreement will be breached.

7. **FREIGHT AND DELIVERY of GOODS:** Quote freight on board F.O.B. destination, prepaid and allowed. If freight and delivery is to be additional, bidder must state freight and delivery charges not to exceed on the bid sheet. If amount line is left blank, bidder indicates that freight and delivery will not be charged or is included in the price of the item.

Deliver Goods To:

Lamar Institute of Technology
855 E Lavaca, Beaumont, Texas 77705

8. **AWARD PROCESS:** In accordance with The Texas State University System Rules and Regulations, Chapter III, and the Texas Education Code Section 51.9335, LIT intends to carefully evaluate responses to this IFB to determine which response in total shall constitute the best value to LIT.
- a) LIT may use the best value factors listed below in determining the lowest overall cost for this solicitation, including by not limited to:
 - Delivery Costs
 - Life Cycle Costs
 - Quality and Reliability of the Goods and Services
 - Delivery Terms
 - b) Only those bids that are deemed to be in administrative compliance will be evaluated for responsiveness to State's needs.
 - c) LIT makes no guarantee that an award(s) will be made as a result of this solicitation, and reserves the right to accept or reject any or all offers, waive any formalities or minor technical inconsistencies, or delete and item/requirements from this solicitation or resulting contract when deemed by LIT to be LIT's best interest.
 - d) Representations made within the offer will be binding on responding vendors. LIT will not be bound to act by any previous communication or offer submitted by the firms other than in response to this solicitation.