Sam Houston State University
Procurement and Business Services
A Member of The Texas State University System

INVITATION FOR BID

FAILURE TO MANUALLY SIGN BELOW WILL DISQUALIFY BID

Signature

Date

Printed Name

PHONE/FAX

Vendor ID Number

Phone

Name of Firm

FAX

Mailing Address

City

State

Zip

Bid No.: 753-5-52030DJFDF

Due Date: Apr. 15, 2015 at: 10:00 AM (C.T.)

Show bid opening date, time and bid invitation number in lower left hand corner of sealed bid envelope and return sealed bids to:

Sam Houston State University
Procurement and Business Services
P.O. Box 2028
1901 Avenue I, CHSS Bldg. Suite 452
Huntsville, TX 77340
Phone: (936) 294-1894
Fax: (936) 294-1997

Delivery in Days Cash Disc. % Days

IF QUOTING OTHER THAN THE REFERENCED ITEM(S) BELOW, BROCHURE AND/OR SPECIFICATIONS SHOULD BE ENCLOSED.
ALL BIDS WILL BE CONSIDERED F.O.B. DESTINATION, FREIGHT PREPAID AND ALLOWED, UNLESS OTHERWISE NOTED.

AWARD NOTICE: Sam Houston State University (SHSU) reserves the right to make an award on the basis of low line item bid, low total of line items, or in any other combination that will serve the best interest of SHSU and to reject any and all bid items in the sole discretion of SHSU.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Qty. &amp; Unit</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CLASS 996 ITEM 63 BEFORE PROCEEDING, PLEASE READ ALL ATTACHED TERMS AND CONDITIONS CAREFULLY.</td>
<td>3 Pages of Specifications 3 Pages of previous 3602-N1. 4 Pages of Terms and Conditions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Annual Fund Card Mailer – May 2015</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Faxed Bids are acceptable at 936-294-1997. Please fill out all areas of the upper portion of this page.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SHSU contact is Dan Fry at 936-294-1941.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cost is to include any and all fees, charges, and costs. Per specifications, do not include postage charges in costs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>This award will be made to the low bid that meets or exceeds specifications and how well the bidder followed instructions. Award will not exceed $25,000.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Any questions regarding this IFB must be submitted in writing and received by Dan Fry, no later than April 6, 2015 at 9:00AM C.T., submitted to:
Attn:  Dan Fry
Fax:  936-294-1997
Email:  pur_djf@shsu.edu

If it becomes necessary to revise any part of this IFB, notice of the revision will be given in the form of an addendum and will be posted on the Walker County Alliance web page www.shsu.edu/wca. All addenda shall become a part of this IFB and shall become part of the contract. All questions will be reviewed, consolidated where possible, and answered in one Addendum or as Responses to Questions for clarification to the bid. Addenda and/or Responses to Questions are usually posted within 2 business days unless the questions involve legal issues or complex subjects. **It is the responsibility of the bidder to monitor the website for addendums or other written responses.**
SHSU Annual Fund Mailer
Specifications

Title: Annual Fund Card Mailer – May 2015

PRINTING:

Description: #4 ½ Booklet style envelope (5.5” x 7.5”)
Inkjet address on face side

Proof: yes

Ink/Press: 2/0 black + PMS 021U orange with solid-orange ink coverage except some reverse knockout text. Note: printing solid-orange envelopes will require converting flat press sheets.

Paper: Accent Opaque 60# offset, smooth finish, white

Quantity: 75,000 (Full count with no charge for overs)

Description: A-6 Return envelope (4 ¾” x 6 ½”)

Proof: single-color proof

Ink/Press: 1/0 black on face side with no bleeds

Paper: 24/60# offset, wove finish, white

Quantity: 75,000 (Full count with no charge for overs)

Description: Greeting cards, flat 5” x 14”, folds to 5” x 7”; (2 different cards)

Proof: match-color proof

Ink/Press: Version 1 – 4/4 4-color process with bleeds both sides
Version 2 – 4/4 4-color process with bleeds both sides

Paper: 80# Gloss cover; white

Bindery: Score and fold to 5” x 7” without any noticeable cracking

Quantity: Version 1 – 56,500
Version 2 – 18,500 (Full count with no charge for overs)
Description: Reply Card; 4 ⅛” x 6 ¼”
Inkjet address block and appeal code on card

Proof: yes

Ink/Press: 2/2 PMS 021 orange + black without bleeds both sides

Paper: Accent Opaque 65# Cover, vellum finish, white

Quantity: 75,000 (Full count with no charge for overs)

LETTERSHOP/MAIL PREP:

Inkjet names and address to outer Envelope & Reply card

Address on reply device matched to outer envelope.

Version 1 - Insert 4 pieces (greeting card, reply card, promotional item*, & return envelope) into outer envelope. A promotional item will be supplied.

Quantity – 56,500

*Approx. 52,000-54,000 pieces will include a 3” x 4” window decal and approximately 2,500-4,500 pieces will include a 2.5” x 4” magnet.

Version 2 – Insert 4 pieces (greeting card, reply card, magnet, & return envelope) into outer envelope. A 2.5” x 4” magnet will be supplied.

Quantity – 18,500

Mailing is to be CASS certified and sorted for Automated Standard Non-Profit rates at the lowest present. Either printed indicia on envelope or use cancelled stamps. Sam Houston State University has a nonprofit standard mail authorization number.

Bid to include mail preparation and shipping to areas with large list concentration. Must include the following 3 postal facilities: SCF Houston TX, SCF N Houston TX, and NDC Dallas TX

 USPS Form 3602-N detailing a previous mailing is attached for sample sortation purposes. SHSU will provide address lists and current NCOA processing certification.

Postage: The bid does not include postage. Printer will be reimbursed for postage. Printer must provide a copy of the USPS 3602-N form for payment.

Postage can be pre-paid or it can be included in the final invoice. Payment for postage will be paid directly to the vendor, NOT USPS.
No Brokers: This bid invitation does not allow for the lettershop or the printing portion to be subcontracted unless SHSU gives written permission for a specific component.

Mail Drop the week of May 18-22, 2015.

Deliver additional materials FOB Destination Freight Prepaid and Allowed to:

Cindy Truax
Sam Houston State University
University Advancement
Bobby K. Marks Administration Bldg.
1806 Ave J, Rm 120
Huntsville, TX  77340

Contact:  Cindy Truax (936) 294-4388
United States Postal Service
Postage Statement - Nonprofit Standard Mail

Mailbox Information:
- Permit Holder's Name and Address: [Redacted]
- Telephone: [Redacted]
- Permit Holder's Mailing Agent: [Redacted]
- Telephone: [Redacted]
- Permit and Address of Mail Center: [Redacted]
- Permit: #12345
- RAW MAILING AUTHORITY

Post Office Information:
- Post Office: DES MOINES IA 50316
- Permit: #12345
- Issued Date: 6/27/2014
- Permit Date: 6/19/2014
- Description of Mail: SHS UNI ANNUAL FUND LTR
- Permit # 639

Postage Information:
- Price at which Postage Allowed: $2.26
- Total Postage Due: $9,228.63
- Total Adjusted Postage Affixed: $9,228.63
- Payment Method: Check
- Paid by: [Redacted]

Certification:
- Signature of Issuer or Agent: [Redacted]
- Date: 6/27/2014

 Fees and Costs:
- Permit Fee: $20
- First Class Permit: $0
- Permit Use Only: $0
- Certified Letter: $0
- Postage Paid: $9,228.63
- Total: $9,228.63

Notes:
- This form and mailing standards are available at usps.com
- Privacy Notice: For information regarding our Privacy Policy visit usps.com
### Nonprofit Standard Mall

#### Part A
**Automation Letters**

Letters 3.3 oz. (0.2063 lbs.) or less

<table>
<thead>
<tr>
<th>Entry</th>
<th>Price Category</th>
<th>Price</th>
<th>Number of Pieces</th>
<th>Subtotal Postage</th>
<th>Discount Total</th>
<th>Fee Total</th>
<th>Total Postage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A3</td>
<td>None AADC</td>
<td>0.1610</td>
<td>3141</td>
<td>605.7010</td>
<td>-3.1410</td>
<td>522.5600</td>
<td></td>
</tr>
<tr>
<td>A4</td>
<td>None Mixed AADC</td>
<td>0.1630</td>
<td>6375</td>
<td>1,126.2500</td>
<td>-6.2300</td>
<td>1,119.8600</td>
<td></td>
</tr>
<tr>
<td>A5</td>
<td>DADC 6-Digit</td>
<td>0.1090</td>
<td>4925</td>
<td>545.6675</td>
<td>-4.6225</td>
<td>531.0450</td>
<td></td>
</tr>
<tr>
<td>A6</td>
<td>DADC 3-Digit</td>
<td>0.1270</td>
<td>16444</td>
<td>2,055.3880</td>
<td>-16.4440</td>
<td>2,071.8440</td>
<td></td>
</tr>
<tr>
<td>A7</td>
<td>DADC AADC</td>
<td>0.1270</td>
<td>1323</td>
<td>168.0210</td>
<td>-1.2320</td>
<td>166.7890</td>
<td></td>
</tr>
<tr>
<td>A8</td>
<td>DADC Mixed AADC</td>
<td>0.1460</td>
<td>245</td>
<td>361.5050</td>
<td>-0.2430</td>
<td>361.2620</td>
<td></td>
</tr>
<tr>
<td>A9</td>
<td>DADC 3-Digit</td>
<td>0.0390</td>
<td>38920</td>
<td>3,853.9710</td>
<td>-38.0290</td>
<td>3,815.9420</td>
<td></td>
</tr>
<tr>
<td>A10</td>
<td>DADC 3-Digit</td>
<td>0.1170</td>
<td>7690</td>
<td>900.7300</td>
<td>-7.6900</td>
<td>893.0400</td>
<td></td>
</tr>
</tbody>
</table>

**Total (Add lines A1-A22)**

$8,176.1140

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#### Part B
**Nonautomation Letters**

Machinable Letters 3.3 oz. (0.2063 lbs.) or less

<table>
<thead>
<tr>
<th>Entry</th>
<th>Price Category</th>
<th>Price</th>
<th>Number of Pieces</th>
<th>Subtotal Postage</th>
<th>Discount Total</th>
<th>Fee Total</th>
<th>Total Postage</th>
</tr>
</thead>
<tbody>
<tr>
<td>B2</td>
<td>None</td>
<td>0.1910</td>
<td>66</td>
<td>11,460</td>
<td></td>
<td>11,460</td>
<td></td>
</tr>
<tr>
<td>B3</td>
<td>DADC AADC</td>
<td>0.1390</td>
<td>1</td>
<td>0.1390</td>
<td></td>
<td>0.1390</td>
<td></td>
</tr>
<tr>
<td>B4</td>
<td>DADC Mixed AADC</td>
<td>0.1570</td>
<td>125</td>
<td>20,898</td>
<td></td>
<td>20,898</td>
<td></td>
</tr>
<tr>
<td>B5</td>
<td>DADC AADC</td>
<td>0.1280</td>
<td>1</td>
<td>18.160</td>
<td></td>
<td>18.160</td>
<td></td>
</tr>
</tbody>
</table>

For offset postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

**Total (Add lines B1-B27)**

$50,511.00

---

**Containers**

<table>
<thead>
<tr>
<th>1ft MM Trays</th>
<th>2ft MM Trays</th>
<th>2ft EMM Trays</th>
<th>Flat Trays</th>
<th>Sacks</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loose:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Palleted:</td>
<td>103</td>
<td>187</td>
<td>270</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Trays:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Sacks:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### United States Postal Service

#### Consolidated Postage Statement – Supplement

**Standard Mail and Nonprofit Standard Mail**

**MAILER:** This supplement must be used with the appropriate Form 3602. Enter the following information for each mailing represented in this consolidation (DMM 246/346/446). Enter entry discount (e.g., "DNDC" or "DSCF") and presort level codes (e.g., "AT" or "B10") from the attached Form 3602. Do not round off postage until you have computed the total postage on the attached Form 3602. If more space is needed, attach additional Forms 3602-C.

**Privacy Notice:** For information regarding our Privacy Policy visit [www.usps.com](http://www.usps.com)

**Statement:** Statement of entries and computation of postage for a mailing entered at the Post Office of Mailing.

**Postmaster:** This total for mailing is only.

<table>
<thead>
<tr>
<th>Statement Sequence No.</th>
<th>FSC &amp; ZIP of Entry</th>
<th>PO &amp; ZIP of Entry</th>
<th>Type of Mail</th>
<th>Postage Level</th>
<th>Number of Pieces/Lbs.</th>
<th>Total</th>
<th>Number of Containers</th>
<th>Number of Pieces</th>
<th>Total Weight</th>
<th>Postage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000153455</td>
<td>4000000000</td>
<td>DES MOINES IA 50318</td>
<td>DSCF</td>
<td>A03</td>
<td>0.0360</td>
<td>3,141</td>
<td>502,5000</td>
<td>40</td>
<td>9,618</td>
<td>346,2480</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DSCF</td>
<td>A04</td>
<td>0.0360</td>
<td>6,373</td>
<td>1,169,8860</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DNDC</td>
<td>A07</td>
<td>0.0360</td>
<td>43</td>
<td>5,4180</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DSCF</td>
<td>A24</td>
<td>0.0360</td>
<td>9,557</td>
<td>-6,8570</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DNDC</td>
<td>A03</td>
<td>0.0360</td>
<td>60</td>
<td>11,460</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DNDC</td>
<td>A03</td>
<td>0.0360</td>
<td>1</td>
<td>0.1390</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000153856</td>
<td>3400000000</td>
<td>DALLAS, TX 75299 (BMO 761)</td>
<td>DSCF</td>
<td>A05</td>
<td>0.0360</td>
<td>4,923</td>
<td>531,6840</td>
<td>77</td>
<td>23,320</td>
<td>322,7200</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DSCF</td>
<td>A06</td>
<td>0.0360</td>
<td>16,444</td>
<td>2,071,9440</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DSCF</td>
<td>A07</td>
<td>0.0360</td>
<td>1,280</td>
<td>161,280</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DSCF</td>
<td>A08</td>
<td>0.0360</td>
<td>245</td>
<td>36,260</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000153857</td>
<td>8400000000</td>
<td>ROCSTOR, TX 77026</td>
<td>DSCF</td>
<td>A09</td>
<td>0.0360</td>
<td>5,755</td>
<td>567,9110</td>
<td>34</td>
<td>9,575</td>
<td>344,7000</td>
</tr>
<tr>
<td>0000153956</td>
<td>8400000000</td>
<td>HOUSTON, TX 773</td>
<td>DSCF</td>
<td>A10</td>
<td>0.0360</td>
<td>3,765</td>
<td>456,740</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DSCF</td>
<td>A24</td>
<td>0.0360</td>
<td>9,860</td>
<td>-9,860</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DSCF</td>
<td>A03</td>
<td>0.0360</td>
<td>15</td>
<td>1,920</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DSCF</td>
<td>A03</td>
<td>0.0360</td>
<td>33,134</td>
<td>3,247,1300</td>
<td>119</td>
<td>37,191</td>
<td>1,338,8760</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DSCF</td>
<td>A10</td>
<td>0.0360</td>
<td>3,925</td>
<td>455,300</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Add lines above)

(continued ...)

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PS Form 3602-C January 2013

Stations for DAT-MAIL 15, 14, 09, 09 Window Book, Inc. This form and mailing standards available at Postal Explorer at ps.usps.com
United States Postal Service
Consolidated Postage Statement – Supplement
Standard Mail and Nonprofit Standard Mail

MAILER: This supplement must be used with the appropriate Form 3602. Enter the following information for each mailing represented in this consolidation (DMM 246/346/445).
Enter entry discount (e.g., "DNDC" or "DSCF") and presort level codes (e.g., "A7" or "B10") from the attached Form 3602. Do not round off postage until you have computed the
total postage on the attached Form 3602. If more space is needed, attach additional Forms 3602-C.

Privacy Notice: For information regarding our Privacy Policy visit www.usps.com.

<table>
<thead>
<tr>
<th>Permit Holders Name and Address, If Any</th>
<th>Telephone</th>
<th>Post Office of Mailing</th>
<th>Statement Sequence Number</th>
<th>Attached Postage Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/27/2014</td>
<td>DES MOINES IA 50318</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Statement Sequence No.</th>
<th>PO &amp; ZIP of Entry</th>
<th>Piece Weight</th>
<th>Entry Disc.</th>
<th>Presort Level</th>
<th>Number of Pieces/Ltr.</th>
<th>Total</th>
<th>Number of Containers</th>
<th>Number of Pieces</th>
<th>Total Weight</th>
<th>Postage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.0500</td>
<td>Full Service Intelligent A24</td>
<td>37,059</td>
<td>-37,0590</td>
<td>132</td>
<td>16.8660</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0.0350 DSCF</td>
<td>805</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Postmaster: This form for mailer use only.

Total Postage (Add lines above) $9,226.6200
BIDDER: Please fill in name on each page.

SHSU TERMS AND CONDITIONS:
ITEMS BELOW APPLY TO AND BECOME A PART OF BID. ANY EXCEPTIONS THERETO MUST BE IN WRITING AND SUBMITTED WITH BID.

1. BIDDING REQUIREMENTS:

1.1 Bidders must comply with all rules, regulations and statutes relating to purchasing in the State of Texas in addition to the requirements of this form.

1.2 Bids must be time/date stamped by Sam Houston State University (SHSU) Procurement and Business Services department on or before the hour and date specified for the bid opening. Bids should list the bid number, opening date and time in the lower left corner of the sealed envelope in which the bid is submitted and show the correct SHSU address as stated on the bid form.

1.3 Bids should be submitted on this Invitation For Bid form. Bidders must price per unit shown. Unit prices shall govern in the event of an extension error. If a price quotation is submitted as a part of the bid, the quotation should be referenced on the SHSU bid document and the SHSU Invitation For Bid form must be manually signed by the bidder to establish formal linkage to the bid.

1.4 Late or unsigned bids will not be considered under any circumstances. Person signing the bid must have authority to bind the firm in a contract. The vendor (not the carrier/mail service/or University) is solely responsible for ensuring the bid is received prior to the bid opening in the Procurement and Business Services Department as specified on the bid form. Late bids properly identified will be returned, unopened, to the bidder.

1.5 Quote F.O.B. destination, freight prepaid and allowed, unless otherwise noted in the bid specifications.

1.6 Bid prices are requested to be firm for SHSU acceptance for 30 calendar days from bid opening date. Discount from list bids are not acceptable, unless requested. Cash discounts are not considered in determining an award. Cash discounts offered will be taken if earned.

1.7 Bids should give the Vendor ID number (as issued by the Comptroller of Public Accounts of Texas), full firm name and address of bidder, phone, and fax on the face of this form. If the Vendor ID number is not known, enter the bidder’s Federal Employer’s Identification Number, or Social Security Number if a sole owner. (Disclosure of SSN, if applicable, is mandatory pursuant to Section 231.006, Texas Family Code, and will be used in determining whether any person having 25% or greater ownership interest in the bidder company is more than 30 days delinquent in paying child support. Bidders that have pre-registered this information with the Texas Comptroller of Public Accounts website on the Centralized Master Bidders List have satisfied this requirement. Additionally, the firm name should appear on all continuation pages of this bid form.)

1.8 Bid cannot be altered or amended after opening time. Alterations made before opening time should be initialled by bidder or his authorized agent. No bid can be withdrawn after opening time without approval by SHSU, based on an acceptable written reason.

1.9 Purchases made for State use are exempt from the State Sales tax and Federal Excise tax. Do not include tax in this bid.

1.10 The State reserves the right to accept or reject all or any part of any bid, waive minor technicalities and award the bid to best serve the interests of the State.

1.11 Consistent and continued ties bidding could cause rejection of bids by SHSU and/or investigation for antitrust violations.

1.12 SHSU offers facsimile service as a convenience only. The telephone number for FAX submission of bids is 936-294-1997. This is the only number that will be used for the receipt of bids. SHSU shall not be responsible for failure of electronic equipment or operator-error. All pages of a faxed bid must be totally received and date stamped by purchasing personnel by the specified bid opening time. Partially received fax bids will be considered late if still transmitting after the specified time of the bid opening. Late, illegible, incomplete, or otherwise non-responsive bids will not be considered.

1.13 If a bidder takes exception to any specifications within this Invitation for Bid, they must notify the Procurement and Business Services department in writing prior to the scheduled bid opening date and time.

1.14 Texas Public Information Act: Information, documentation, and other material collected, assembled or maintained by the University in connection with this solicitation or any resulting contract may be subject to public disclosure pursuant to Chapter 552 of the Texas Government Code (the “Public Information Act”). If a bidder believes any information contained in the bidder’s response package contains any proprietary or confidential information the bidder must clearly mark the verbiage claimed to be proprietary or confidential. If a Public Information Act request for documents is filed, the University will make best efforts to contact bidder prior to release of claimed proprietary information. If, at that time, the bidder still believes information provided is proprietary or confidential, the bidder shall timely notify the University. Upon receipt of such notice, the University will submit to the Attorney General’s Office the documents on which privilege is claimed, but will not be required to present any argument in support of the proposer’s claim of privilege. It shall be the responsibility of the proposer to make arguments directly to the Attorney General’s Office.
2. SPECIFICATIONS

2.1 Unless specifically stated otherwise, any catalog, brand name or manufacturer's reference in this Invitation For Bid is descriptive (not restrictive) and is used to indicate type and quality desired. Bids on brands of like nature and quality will be considered. If bidding other than referenced specifications, the bid MUST show manufacturer brand or trade name and description of product offered. Illustrations, product brochures, literature, etc. with complete descriptions of products offered should be made a part of the bid. If bidder does not identify exceptions to the specifications shown in this Invitation to Bid, bidder will be required to furnish brand names, numbers, etc. as shown in this Invitation to Bid.

2.2 Unless otherwise specified in this document, all items shall be new and unused and of current production.

2.3 All electrical items must meet all applicable OSHA standards and regulations, and bear the appropriate listing from the UL, FMRC or NEMA.

2.4 Sample, when requested, must be furnished free of expense to the State. If not destroyed in examination they will be returned to the bidder, on request, at the bidder’s expense. Each sample should be marked with bidder’s name, and address and requisition number. Do not enclose in or attach bid to sample.

2.5 SHSU will not be bound by any oral statement or representation contrary to the written specifications of this Invitation For Bid.

2.6 Manufacturer’s standard warranty shall apply unless otherwise stated in the specifications in this Invitation For Bid.

3. DELIVERY

3.1 Bid should show the number of days required to place material/deliver items to the University's designated location under normal conditions. Delivery days means calendar days. Failure to state delivery time obligates bidder to complete delivery in 14 calendar days. Unreasonably short or long delivery promises may cause the bid to be disregarded.

3.2 If delay is foreseen, vendor shall give written notice to SHSU. Vendor must keep SHSU advised at all times of status of order. Default promised delivery (without accepted reasons) or failure to meet specifications authorizes SHSU to purchase supplies elsewhere and charge full increase, if any, in cost and handling to defaulting vendor.

3.3 Delivery shall be made during normal working hours, 8:00 a.m.- 4:00 p.m. CST only, unless prior approval has been obtained from SHSU.

3.4 No substitutions permitted without the prior written approval of SHSU.

4. TIE BIDS

4.1 Tie Bids- Awards will be made in accordance with Rule 1 TAC Section 113.6 (b) and 113.8 (preferences).

5. INSPECTIONS AND TESTS

5.1 All goods will be subject to inspection and test by SHSU. Authorized SHSU personnel shall have access to supplier's place of business for the purpose of inspecting merchandise. Tests shall be performed on samples submitted with the bid or on samples taken from regular shipment. All costs shall be borne by the vendor in the event products tested fail to meet or exceed all conditions and requirements of the specification. Goods delivered and rejected in whole or in part may, at SHSU’s option, be returned to the vendor or held for disposition at vendor’s expense. Latent defects may result in revocation of acceptance.

6. AWARD OF CONTRACT

6.1 A response to this Invitation For Bid is an offer to contract based upon the lowest price that meets or exceeds specifications contained herein or the best value criteria if stated in the specifications contained herein. Bids do not become contracts until they are accepted through a SHSU purchase order. The contract shall be governed, construed and interpreted under the laws of the State of Texas, and SHSU policy as the same may be amended from time to time. Any legal actions must be filed in Walker County, Huntsville, Texas.

7. CANCELLATION OF CONTRACT

7.1 If contract is cancelled, for any reason, any prepaid fees shall be refunded on a pro-rated basis.

8. PAYMENT

8.1 Vendor shall submit an itemized invoice showing SHSU purchase order number. SHSU will incur no penalty for late payment, if payment is made in 30 or fewer days from receipt of goods/services on an uncontested invoice. The payment process will begin when SHSU Purchasing/Accounts Payable receives the authorized payment approval form from the department/end user. Sam Houston State University may pay vendors for any goods or services provided utilizing any one of the following methods of payment:

a) Paper check
b) ACH
c) Wire
d) WEX Inc. Financial Services' AP Direct
e) Procurement Card
9. FUNDING OUT CLAUSE

9.1 Sam Houston State University reserves the right to cancel, without penalty, if funds are not appropriated or otherwise made available at any time during the contract period.

10. PATENTS & COPYRIGHTS

10.1 The vendor agrees to protect SHSU from claims involving infringement of patents and copyrights.

11. VENDOR ASSIGNMENTS

11.1 Vendor hereby assigns to ordering agency any and all claims for overcharges associated with this contract arising under the antitrust laws of the United States 15 U.S.C.A. Section 1, et seq. (1973), and the antitrust laws of the State of Texas, TEX. Bus. & Comm. Code Ann. Sec. 15.01, et seq. (1967). Inquiries pertaining to Invitation For Bid forms must give the requisition number, codes and opening date.

12. BIDDER AFFIRMATION

Signing this bid with a false statement is a material breach of contract and shall void the submitted bid or any resulting contracts, and the bidder shall be removed from all bid lists. By signature hereon affixed:

12.1 The bidder has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted bid.

12.2 The bidder is not currently delinquent in the payment of any franchise tax owed to the State of Texas.

12.3 Neither the bidder nor the firm, corporation, partnership, or institution represented has violated any antitrust laws of this State or the Federal Antitrust Laws (see Section 9 above), nor communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business.

12.4 The bidder has not received compensation for participation in the preparation of the specifications for this Invitation For Bid.

12.5 If applicable, pursuant to Texas Family Code, Title 5, Subtitle D, Section 231.008(d), regarding child support, the bidder certifies that the individual or business entity named in this bid is not ineligible to receive the specified payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate. Furthermore, any bidder subject to Section 231.006 must include names and Social Security numbers of each person with at least 25% ownership of the business entity submitting the bid. This information must be provided prior to award.

12.6 Pursuant to Section 2155.004 Government Code re: collection of state and local sales and use taxes, the bidder certifies that the individual or business entity named in this bid is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and/or payment withheld if this certification is inaccurate.

12.7 The contractor shall defend, indemnify, and hold harmless the State of Texas, SHSU, all of its officers, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, arising out of, connected with, or resulting from any acts or omissions of contractor or any agent, employee, subcontractor, or supplier of contractor, in the execution or performance of this contract.

12.8 Bidder agrees that any payments due under this contract will be applied towards any debt, including but not limited to delinquent taxes and child support that is owed to the State of Texas.

12.9 Bidder certifies that they are in compliance with Texas Government Code, Title 6, Subtitle B, Section 669.003 of the Government Code, relating to contracting with executive head of a State agency. If section 669.003 applies, bidder will complete the following information in order for the bid to be evaluated:

Name of former executive: __________________________

Name of State agency: ____________________________

Date of separation from State agency: __________________________

Position with Bidder: ____________________________

Date of Employment with bidder: __________________________

13. TECHNOLOGY ACCESS CLAUSE

13.1 The Vendor expressly acknowledges that state funds may not be expended in connection with the purchase of an automated information system unless that system meets certain statutory requirements relating to accessibility by persons with visual impairments. Accordingly, the Vendor represents and warrants to Sam Houston State University that the technology provided to Sam Houston State University for purchase is capable, either by virtue of features included within the technology or because it is readily adaptable by use with other technology, of:

- providing equivalent access for effective use by both visual and non-visual means;
- presenting information, including prompts used for interactive communications, in formats intended for non-visual use; and
- being integrated into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired.

For purposes of this paragraph, the phrase “equivalent access” means a substantially similar ability to communicate with or make use of the technology, either directly by features incorporated within the technology or by other reasonable means such as assistive devices or services which would constitute reasonable accommodations under the Federal Americans
with Disabilities Act or similar state or federal laws. Examples of methods by which equivalent access may be provided include, but are not limited to, keyboard alternatives

14. NOTICE TO BIDDERS

14.1 Any terms and conditions attached to a bid will not be considered unless specifically referred to on this bid form and may result in disqualification of the bid.

14.2 The University considers all information, documentation, and other materials submitted in the response to this IFB to be of a non-confidential and non-proprietary nature unless otherwise indicated by the bidder in accordance with section 1.11 of the Terms and Conditions above. All information not clearly marked as proprietary or confidential may be subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001) after all contracts associated with the award are executed. Bidder is hereby notified that the University strictly adheres to all statutes, court decisions, and the opinions of the Texas Attorney General with respect to disclosure of public information.

14.3 Equal opportunity -- This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

14.4 In the event that Sam Houston State University is closed due to inclement weather and/or emergency situations at the time set aside for the published bid opening, the published due date will default to the next open business day at the same time.

01/18/2013