



INVITATION FOR BIDS
OFFICE OF PROCUREMENT SERVICES

1. INSTRUCTIONS FOR BIDDERS

- a. Sealed bids will be received in the Office of Procurement Services, Mississippi State University, for the purchase of the items listed herein.
- b. All bids must be received in the Office of Procurement Services on or before the bid opening time and date listed herein. Delivery of bids must be during normal working hours, 8:00 a.m. to 5:00 p.m. CST, except on weekends and holidays when no delivery is possible.
- c. Bidders shall submit their bids either electronically, in Bully Buy, or in a sealed envelope. Bids CANNOT be emailed
 - a. Sealed bids should include the bid number on the face of the envelope as well as the bidders' name and address. Bids should be mailed to : 405 Garrard Road E, Starkville, MS 39759.
- d. All questions regarding this bid should be directed to the Office of Procurement Services at 662-325-2550.

2. TERMS AND CONDITIONS

- a. All bids should be bid "FOB Destination"
- b. Bidders must comply with all rules, regulations, and statutes relating to purchasing in the State of Mississippi, in addition to the requirements on this form. General Bid Terms and Conditions can be found here:
https://www.procurement.msstate.edu/procurement/bids/Bid_General_Terms_May_2019_V2.pdf
- c. Any contract resulting from this Invitation for Bid shall be in substantial compliance with Mississippi State University's Standard Contract Addendum:
<https://www.contracts.msstate.edu/resurces/standard-forms>

Bid Number: MSU2026067

Opening Date: Wednesday May 6, 2026 at 2:00 p.m.

Description: 2026-2027 MSU Enrollment Marketing Printing Job

Vendor Name: _____

Vendor Address: _____

Telephone Number: _____

Email Address: _____

Days the Offer is Firm: _____

Authorized Signature: _____

Name: _____

Title: _____

2026-2027 MSU Enrollment Marketing Printing Job Requirements:

1. No brokers – the respondent of this bid must be the company doing the work.
2. If the respondent of this bid has not previously provided printing services to the Office of Undergraduate Admissions, previously known as the Office of Admissions & Scholarships, at Mississippi State University, three references must be provided (university/company name and contact information). The references must be of similar size and scope to this job.
3. Within 72 hours of receipt of printer-ready files furnished by Raborn Media or MSU, one set of digital proofs and one set of Epson proofs must be provided to the Assistant Director of Enrollment Marketing at Mississippi State University. If changes or color adjustments are required, the second set of proofs (digital and Epson) must be provided (prior to printing) within 36 hours of receiving said changes. The Office of Undergraduate Admissions will not be responsible for mailing or returning physical proofs to the printer. If color matching is needed based on approved proof, the printer should print two, mail one, and keep one for color matching purposes.
4. Up to two staff members of the Enrollment Marketing team at MSU or otherwise designated representatives should be given the opportunity to be on-site for press checks; therefore, a minimum of a 36-hour notice must be provided before press runs begin.

5. No printing will be outsourced to another facility. All printing must take place at one site – not to exceed a 200-mile radius of Starkville, MS.
6. Finished products must be scratch-resistant, have no smearing or potential for the smearing of printed areas in future mailing processes, and match the Mississippi State University maroon consistently across pieces. **All pieces will be submitted in CMYK color formats, and the printer must match MSU color standards in CMYK (maroon and grey colors).** All pieces will have bleeds as well as multiple colors on both sides of their pages. Please provide three samples of similar printing work along with the bid.
7. All specs for printing have been listed by piece in the accompanying spreadsheet, 2026-2027 Print Bid. The two tabs in the accompanying spreadsheet identify which pieces will be printed, fulfilled, and mailed by the bidding vendor (Tab: Print and fulfill). The other tab identifies which pieces will be printed shipped to Mail Managers **with the exception of Out-of-State Travel** (tab: Pieces to print and ship to MM).
 - a. **Out-of-State Travel (Pieces #5 and #53) should be stored by the respondent** and drop-shipped to off-campus staff as needed. These requests will be made via email by professional staff members of MSU’s Office of Undergraduate Admissions. Tracking for each drop-ship should be provided to the requester, and MSU should be billed for postage of these drop ships on a separate postage invoice each month. MSU will maintain the ability to shift drops of this material to Mail Managers in Starkville, MS, as needed at any point throughout the duration of this job.
8. MSU Print Bid for 2026-2027 (tab: Print and Fulfill) includes a price per unit system up to a maximum amount. The respondent of this bid is required to provide a price per unit (Refer to Column L in the "Print and Fulfill") bid and can include a range of prices if the cost varies based on the amount printed (EX: price per unit for 100,000-110,000 postcards is \$.27 per unit and 110,000-120,000 postcards is \$.26 per unit).
 - o Respondents of this bid are only required to submit numerical values in the following fields in the attached spreadsheet:
 - o “Print and ship to MM” Tab, Column J, “Price to Print”
 - o “Print and Fulfill” Tab, Column L, “Unit Price”
 - o All fields in the attached spreadsheet that require a response are **highlighted in yellow**
 - o The attached spreadsheet is set up with formulas to automatically calculate the total maximum dollar amount being submitted by each respondent.
9. **MSU will be charged based on the number of pieces printed/mailed** and NOT the maximum range unless we print up to that amount for pieces listed on the spreadsheet’s "Print and Fulfill" tab.
10. The respondent of this bid is responsible for printing, fulfilling, and mailing all materials listed in the "Print and Fulfill" tab of the accompanying spreadsheet, whether they have

their own mailing fulfillment center or partner with another mail house. Refer to the accompanying spreadsheet's "Print and Fulfill," Column B, "Runs," to determine how many times each piece will be printed/mailed. The pieces that will be mailed more than once need to be printed at different times.

11. Print-ready files will be submitted to the printer 14 days before the mailing date along with the mailing recipient list. The printer is required to print, fulfill, sort, and mail within that 14-day period to meet MSU's deadline for all per-unit mailings in the accompanying spreadsheet's "Print and Fulfill" tab.
12. All pieces that are being mailed to Mail Managers are included in accompanying spreadsheet on "Print and ship to MM" tab. Mail Managers is located at 423 Dr. Martin Luther King Jr. Drive East, Starkville, MS 39759. These pieces will be completed in two print runs. The printer will receive files for the first run by **June 1, 2026**. Some flexibility on the due date will be given if MSU does not provide final files for pieces by the above dates, but most files will be provided by then. Mail Managers must receive all material no later than **July 1, 2026**. The printer will receive files for the second print run by **September 1, 2026**. Mail Managers must receive all material no later than **October 1, 2026**.
13. Raborn Media and/or MSU will furnish print-ready files. If unavoidable, it may be necessary for the printer to purchase fonts in order to open files successfully and legally (per copyrights). Most fonts will be available from Adobe or provided by MSU.
14. All items must be shipped boxed/bulk with **quantities** and the name of the **item labeled** on the exterior of each box, with a **sample** of each item taped to the exterior of each box. Certain pieces (specified on the spreadsheet) should be boxed in quantities in order for the weight of each box to **not exceed 35 pounds**.
15. The final quote should also include any additional charges for color correction and/or shipping costs.
16. Vendor must provide a contract for the postage charges incurred through this project.
17. MSU retains the right to pay invoices in any preferred format, including card payment, check payment, ACH payment, via email, via phone, or via mail, with no additional charge for payment method
18. Once complete, each job should be invoiced in the following manner
 - a. 2 page PDF, each page labeled as a separate invoice with separate invoice numbers
 - b. Printing charges on pg. 1
 - c. Postage charges on pg. 2
 - d. Invoice must include piece #, piece name, mailing date, quantity, and total cost

Place pricing on attached spreadsheet