



**SOUTHEAST LOUISIANA
FLOOD PROTECTION AUTHORITY
WEST BANK**

August 6, 2009

Name of Contact Person
Company's Name
Company's Address
Company's Address

RE: CORPORATE PAPER SYSTEM
BID NUMBER 207

Dear Sir/Madam:

Southeast Louisiana Flood Protection Authority – West (SLFPA-W) is soliciting bids for printing of a new corporate paper system.

All artwork will be supplied to printer on a CD in print-ready format. Industry accepted standards such as EPS, PDF and Illustrator Artwork will be used. Printer will be required to supply SLFPA-W with pre-print proofs of all artwork to be signed as acceptable before printing and offer SLFPA-W the opportunity for an in-printing press-check. All items are to be printed on a consistent paper stock of Premium 70# uncoated opaque stock (Cougar or similar) to be approved prior to printing. All bids must include expected turn-around time from date finished artwork is received.

Each bidder is to provide a detailed price quote detailing the services and materials to be provided on the attached bid sheet. SLFPA-W may ask for additional information prior to bid award.

This bid shall consist of all items contained on attached bid sheet.

It is expected that the work provided by the successful bidder will be professionally completed and ready to perform its intended function. Failure to provide such services or excessive delays may result in termination of this contract.

This is a non-exclusive contract. The contract will be valid for a period of one (1) year beginning September 1, 2009, through August 31, 2010.

A mandatory pre-bid conference will be held on August 26, 2009, at 9:00 AM at Southeast Louisiana Flood Protection Authority – West, 7001 River Road, Marrero, LA 70072.

Bids must be received in our office at the above address before 9:00 AM on August 31, 2009. All bids must be sealed and marked “Bid Number 207”.

This bid will be opened on August 31, 2009, at 9:00 AM.

Should you require additional information, please contact Fred Peer at (504) 416-2534 or me at (504) 371-6860.

Sincerely,



Giuseppe R. Miserendino
Chief Financial and Administrative Officer

	A	B	C	D	E	F	G	H
	Item No.	Description	Size	Stock	Colors	Quantity	Unit Cost	Total Cost
1								
2								
3	1	Letterhead	8.5" X 11"	Premium 70# Uncoated Opaque Stock (Cougar or Similar)	3/0	1,000/2,500 each		
4								
5	2	Letterhead (Second Page)	8.5" X 11"	Premium 70# Uncoated Opaque Stock (Cougar or Similar)	3/0	1,000/2,500 each		
6								
7	3	Business Cards	3.5" X 2"	Premium 85# Cover Uncoated Opaque Stock (Cougar or Similar)	3/0	15+ Versions (500 each)		
8								
9	4	#10 Envelope	#10	Premium 70# Uncoated Opaque Stock (Cougar or Similar)	3/0	1,000/2,500 each		
10								
11	5	#10 Envelope with Window	#10	Premium 70# Uncoated Opaque Stock (Cougar or Similar)	3/0	1,000/2,500 each		
12								
13	6	9" X 12" Catalog Envelope	9" X 12"	Premium 70# Uncoated Opaque Stock (Cougar or Similar)	3/0	1,000/2,500 each		
14								
15	7	10" X 13" Catalog Envelope	10" X 13"	Premium 70# Uncoated Opaque Stock (Cougar or Similar)	3/0	1,000/2,500 each		
16								
17	8	12" X 15.5" Catalog Envelope	12" X 15.5"	Premium 70# Uncoated Opaque Stock (Cougar or Similar)	3/0	1,000/2,500 each		