

1971 University Blvd  
 Lynchburg, VA 24502  
 434-592-3012-Phone  
 434-522-0424-Fax



## Terms and Conditions

<b>ALTERATION CHARGES</b>	Any changes in price for this job must be noted in writing and Liberty University will be notified by phone immediately. Liberty University must approve any changes affecting price quoted prior to proceeding with changes.
<b>UNDERRUNS &amp; OVERRUNS</b>	No underruns will be allowed on this bid. Overruns are not to exceed 3% on quantities ordered up to 10,000 and 1% on quantities ordered over 10,000, unless otherwise stated in the bid/contract documents. The contractor will be paid for the actual quantity delivered within this tolerance.
<b>DELIVERY</b>	Please state if this requirement can be met. Bidders must indicate a firm delivery date. If unable to deliver <u>by the above date</u> , please indicate the earliest delivery date possible. Timeliness of delivery may be used in the evaluation of the award.
<b>CARTONS/PACKAGING</b>	ALL cartons must be labeled with name of product and quantity contained within each.
<b>PALLETS</b>	Ship on pallets. Pallets should be no larger than 3' x 4' with forklift entry on the 3' side. Cartons cannot be stacked higher than 45" maximum. Shrink-wrap cartons to the pallet. Include a packing slip for each skid, listing job title, PO #, and number of cartons.
<b>METHOD OF BID</b>	Bidders shall submit a unit price and extended total for each item listed.
<b>METHOD OF AWARD</b>	Award for this job shall be made on the basis of the lowest unit price or lot total where designated which is judged to be in the best interest of the university. Awards will be made to the lowest responsive, responsible bidder. Responsibility is determined at the time bids are evaluated, using criteria, which may include previous performance; equipment available and operable in the bidder's plant to satisfactorily handle the type and volume of work being bid. This job will not be awarded to a broker.
<b>QUALITY EXPECTATIONS</b>	The contractor is expected to employ industry standard process controls to ensure and maintain quality printing. These controls include the regular use of quality measurement tools on press sheets, such as registration targets, star or slur targets and color bars, consistent use of densitometry throughout the prepress and press processes, prepress and press calibrations, and use of color corrected lighting in press and proofing areas. Additional controls include proper control of humidity and temperature in all production and work staging areas, paper storage in temperature and humidity controlled areas and cleanliness of work areas.
<b>MATERIALS INTEGRITY &amp; CONTROL</b>	The awarded contractor (vendor) agrees to take and maintain all measures necessary to ensure the security of materials used in the development of and work produced or printed under this contract and the materials they are printed on or made from. <b>VENDOR SHALL NOT SHOW HIS LOGOTYPE OR OTHER FIRM OR BRAND NAME ON PRINTED MATTER</b>
<b>INVOICING</b>	All invoices are to reference Liberty University's PO number and job number. All invoices are to be remitted to below address or sent electronically to <a href="mailto:acctspay@liberty.edu">acctspay@liberty.edu</a> . Any invoice received that does not have a PO number referenced, has the wrong purchase order number or is NOT sent directly to the Accounts Payable inbox will be returned for correction before payment is made.  <b>Liberty University</b> <b>Attn. Accounts Payable</b> <b>1971 University Blvd.</b> <b>Lynchburg, VA 24502</b>