

**AGENCY TERM CONTRACT
AWARD**



**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION
OFFICE OF STATE PURCHASING**

NUMBER : 409451
BUYER : LONA GROS
BUYER PHONE : (225)342-8024
T-NUMBER : CRT11
DATE ISSUED : 01/14/14
VENDOR NUMBER : 720874246 00
VENDOR PHONE : (504)733-9654-0000
REQ AGENCY : 267000

DCRT-OFFICE OF TOURISM

AGENCY REQ NO. : 136788-069
ISIS REQ NO. : 1348866
FISCAL YEAR : 13
EFFECTIVE DATE : 04/01/13
EXPIRATION DATE : 03/31/15

HARVEY HAUSER PRINTING CO INC
DBA HAUSER PRINT SOLUTIONS
109 RESEARCH DR
HARAHAN, LA 70123

OFFICIAL LOUISIANA HIGHWAY MAP

1. THIS IS NOT AN ORDER TO SHIP OR BEGIN SERVICE). A CONTRACT RELEASE OR PURCHASE ORDER MUST BE ISSUED BEFORE YOU ARE AUTHORIZED TO SHIP (OR BEGIN SERVICE).
2. THIS IS NOTICE THAT THE CONTRACT REFERENCED ABOVE HAS BEEN AWARDED TO YOU BASED ON THE BID (OR PROPOSAL) SUBMITTED. ALL TERMS, CONDITIONS, AND SPECIFICATIONS OF THE SOLICITATION WILL APPLY TO ALL ORDERS.
3. ANY AGENCY AUTHORIZED TO PURCHASE FROM THIS CONTRACT MUST ISSUE AN ORDER AND REFERENCE THE CONTRACT NUMBER, LINE NUMBER AND COMMODITY ITEM NUMBER FOR EACH ITEM.
4. CHANGES IN ITEMS TO BE FURNISHED ARE NOT PERMITTED (UNLESS APPROVED BY THE OFFICE OF STATE PURCHASING PRIOR TO DELIVERY). PRIOR APPROVAL MUST ALSO BE OBTAINED BEFORE DISTRIBUTORS CAN BE ADDED OR DELETED.
5. IF A DISTRIBUTOR LIST WAS SUBMITTED, CONTRACTOR MUST SEND COPIES OF THIS AWARD TO EACH DISTRIBUTOR.
6. QUANTITIES LISTED ARE ESTIMATED AND NO QUANTITIES ARE GUARANTEED (UNLESS "COMMITTED VOLUME" IS SPECIFICALLY STATED). CONTRACTOR MUST SUPPLY ACTUAL REQUIREMENTS ORDERED AT THE CONTRACT PRICE AWARDED.
7. COMPLIANCE WITH CIVIL RIGHTS LAWS.

THE CONTRACTOR AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, THE FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VIETNAM ERA VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND CONTRACTOR AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. CONTRACTOR AGREES TO NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER THIS AGREEMENT AND ANY CONTRACT ENTERED INTO AS A RESULT OF THIS AGREEMENT, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY CONTRACTOR OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE SHALL BE GROUNDS FOR TERMINATION OF THIS AGREEMENT AND ANY CONTRACT ENTERED INTO AS A RESULT OF THIS AGREEMENT.

RECOMMENDING APPROVAL

Sandra G. Gillen
STATE PURCHASING OFFICER/SUPERVISOR

APPROVED BY:

Tom Ketterer
Sandra G. Gillen, CPPB
DIRECTOR OF PURCHASING

SPECIAL TERMS AND CONDITIONS	AGENCY TERM CONTRACT	
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- 1 VENDOR'S FORMS. THE PURCHASE/RELEASE ORDER IS THE ONLY BINDING DOCUMENT TO BE ISSUED AGAINST THIS CONTRACT. SIGNING OF VENDOR'S FORMS IS NOT ALLOWED.

- 2 PRICE REDUCTIONS. WHENEVER THERE IS A REDUCTION IN PRICE, WHICH IS LOWER THAN THE CONTRACT PRICE, OFFERED TO SIMILARLY SITUATED CUSTOMERS CONTRACTING FOR THE SAME PERIOD AND UNDER THE SAME TERMS AND CONDITIONS, SAID REDUCTION MUST BE PRESENTED DIRECTLY TO THE DIRECTOR OF STATE PURCHASING. NO PRICE REDUCTION ON A STATEWIDE CONTRACT MAY BE OFFERED TO AN AGENCY UNLESS THAT REDUCTION IS OFFERED TO ALL AGENCIES.

- 3 INVOICES. INVOICES WILL BE SUBMITTED BY THE CONTRACTOR TO THE USING AGENCY AND THE INVOICE SHALL REFER TO THE DELIVERY TICKET NUMBER, DELIVERY DATE, PURCHASE/RELEASE ORDER NUMBER, QUANTITY, UNIT PRICE, AND DELIVERY POINT. A SEPARATE INVOICE FOR EACH ORDER DELIVERED AND ACCEPTED SHALL BE SUBMITTED BY THE CONTRACTOR IN DUPLICATE DIRECTLY TO THE ACCOUNTING DEPARTMENT OF THE USING AGENCY. INVOICES SHALL SHOW THE AMOUNT OF ANY CASH DISCOUNT AND SHALL BE SUBMITTED ON THE CONTRACTOR'S OWN INVOICE FORM.

- 4 PAYMENT. PAYMENT WILL BE MADE ON THE BASIS OF UNIT PRICE AS LISTED IN THIS CONTRACT; SUCH PRICE AND PAYMENT WILL CONSTITUTE FULL COMPENSATION FOR FURNISHING AND DELIVERING THE CONTRACT COMMODITIES. IN NO CASE WILL THE STATE AGENCY REFUSE TO MAKE PARTIAL PAYMENTS TO THE CONTRACTOR ALTHOUGH ALL ITEMS HAVE NOT BEEN DELIVERED. THIS PAYMENT IN NO WAY RELIEVES THE CONTRACTOR OF HIS RESPONSIBILITY TO EFFECT SHIPMENT OF THE BALANCE OF THE ORDER. PAYMENT WILL BE MADE TO VENDOR AND ADDRESS AS SHOWN ON ORDER.

- 5 VENDOR LIST. THE BIDDER WHO SIGNS THE BID WILL BE DESIGNATED AS PRIME CONTRACTOR ON ANY CONTRACT RESULTING FROM THIS SOLICITATION. IF ADDITIONAL DISTRIBUTOR VENDORS ARE AUTHORIZED TO RECEIVE ORDERS FOR ITEMS CONTAINED IN SAID CONTRACT, THE BIDDER SHOULD SUBMIT WITH THE BID A LIST OF THOSE ADDITIONAL AUTHORIZED DISTRIBUTORS INCLUDING THE COMPLETE BUSINESS ADDRESS. THE PRIME CONTRACTOR WILL BE RESPONSIBLE FOR THE ACTIONS OF ANY DISTRIBUTOR VENDORS LISTED.

- 6 CONTRACT REVISIONS. REQUESTS FOR REVISIONS TO THIS CONTRACT MUST BE ADDRESSED TO THE DIRECTOR OF STATE PURCHASING AND SHALL REFER TO THE CONTRACT ITEM NUMBER WITH JUSTIFICATION OF THE REQUEST. DISTRIBUTOR VENDOR CHANGES, PRICE REDUCTIONS AND JUSTIFIABLE ITEM DELETIONS MAY BE CONSIDERED DURING THE CONTRACT PERIOD. NEW ITEM ADDITIONS MAY BE CONSIDERED ONLY WHEN STATE PURCHASING HAS DETERMINED ADDITIONS WILL BE OF SUBSTANTIAL BENEFIT TO THE STATE AND WILL JUSTIFY THE TIME, EFFORT AND COST REQUIRED TO MAKE SUCH ADDITIONS.

CONTRACTOR MUST IMMEDIATELY NOTIFY THE OFFICE OF STATE PURCHASING WHEN ANY DEALER ON THIS CONTRACT IS TERMINATED, RELOCATED OR ADDED. ALL ORDERS PLACED WITH DEALERS PRIOR TO RECEIPT OF SUCH NOTIFICATION BY THE OFFICE OF STATE PURCHASING MUST BE HONORED. REVISIONS WILL BECOME EFFECTIVE ONLY UPON APPROVAL BY THE DIRECTOR OF STATE PURCHASING OR DESIGNEE. BIDDER SHOULD INCLUDE WITH BID A LIST OF ALL PERSONS, IN ADDITION TO THE SIGNER OF THIS BID, WHO ARE AUTHORIZED TO REQUEST REVISIONS TO THIS CONTRACT.

- 7 QUANTITIES. THIS IS AN OPEN-ENDED REQUIREMENTS CONTRACT. QUANTITIES SHOWN ARE BASED ON THE PREVIOUS CONTRACT USAGE OR ESTIMATES. WHERE USAGE IS NOT AVAILABLE, A QUANTITY OF 1 INDICATES A LACK OF HISTORY ON THIS ITEM. THE SUCCESSFUL BIDDER MUST SUPPLY AT BID PRICES ACTUAL REQUIREMENTS AS ORDERED WHETHER THE TOTAL OF SUCH REQUIREMENTS IS

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MORE OR LESS THAN THE QUANTITIES SHOWN.

8 CANCELLATION

THE STATE OF LOUISIANA RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH THIRTY (30) DAYS WRITTEN NOTICE.

- 9 THE ABOVE QUANTITIES ARE ESTIMATED TO BE THE AMOUNT NEEDED. IN THE EVENT A GREATER OR LESSER QUANTITY IS NEEDED, THE RIGHT IS RESERVED BY THE STATE OF LOUISIANA TO INCREASE OR DECREASE THE AMOUNT, AT THE UNIT PRICE STATED IN THE BID.

- 10 AT THE OPTION OF THE STATE OF LOUISIANA AND ACCEPTANCE BY THE CONTRACTOR, THIS CONTRACT MAY BE EXTENDED FOR TWO ADDITIONAL TWELVE (12) MONTH PERIODS AT THE SAME PRICE, TERMS AND CONDITIONS. TOTAL CONTRACT TIME MAY NOT EXCEED THIRTY-SIX (36) MONTHS.

- 11 OVERRUNS AND UNDERRUNS-UNDER ORDINARY CONDITIONS, THE STATE OF LOUISIANA WILL APPROVE AN UNDERRUN OR OVERRUN NOT TO EXCEED:

UP	TO	50,000	-	10%
50,001	TO	100,000	-	8%
100,001	TO	300,000	-	4%
300,001	TO	500,000	-	3%
500,001	AND	OVER	-	2%

- 12 SUCCESSFUL VENDOR IS TO KEEP A RECORD OF ALL ORDERS ISSUED AGAINST THIS CONTRACT DURING THE CONTRACT PERIOD. APPROXIMATELY FOUR (4) MONTHS PRIOR TO THE END OF THE CONTRACT PERIOD, THE VENDOR IS TO BE PREPARED TO SUBMIT TO THE OFFICE OF STATE PURCHASING A CONTRACT USAGE REPORT.

THE USAGE REPORT IS TO INCLUDE THE VENDOR'S NAME, PHONE AND FAX NUMBERS, THE PERSONS WHO COMPILED THE REPORT AND A SUMMARY "BY LINE ITEM" INDICATING QUANTITY PURCHASED.

PRICE SHEET		AGENCY TERM CONTRACT			
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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
	UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: DCRT-OFFICE OF TOURISM FORMS MANAGEMENT WAREHOUSE 950 BRICKYARD LANE BATON ROUGE, LA70802				
00001	COMMODITY CODE: 966-54-121099 OFFICIAL LA HIGHWAY MAP, PER SPECIFICATIONS. ORDER QUANTITY 50,000 TO 99,999	1	M	\$ 181.00000	
00002	COMMODITY CODE: 966-54-121099 OFFICIAL LA HIGHWAY MAP, PER SPECIFICATIONS ORDER QUANTITY 100,000 TO 149,999	1	M	\$ 172.00000	
00003	COMMODITY CODE: 966-54-121099 OFFICIAL LA HIGHWAY MAP, PER SPECIFICATIONS ORDER QUANTITY 150,000 TO 199,999	1	M	\$ 165.00000	
00004	COMMODITY CODE: 966-54-121099 OFFICIAL LA HIGHWAY MAP, PER SPECIFICATIONS ORDER QUANTITY 200,000 TO 249,999	1	M	\$ 150.00000	
00005	COMMODITY CODE: 966-54-121099 OFFICIAL LA HIGHWAY MAP, PER SPECIFICATIONS ORDER QUANTITY 250,000 TO 299,999	1	M	\$ 149.00000	
00006	COMMODITY CODE: 966-54-121099 OFFICIAL LA HIGHWAY MAP, PER SPECIFICATIONS ORDER QUANTITY 300,000 TO 399,999	1	M	\$ 146.00000	
00007	COMMODITY CODE: 966-54-121099 OFFICIAL LA HIGHWAY MAP, PER SPECIFICATIONS ORDER QUANTITY 400,000 TO 499,999	1	M	\$ 145.00000	
00008	COMMODITY CODE: 966-54-121099 OFFICIAL LA HIGHWAY MAP, PER SPECIFICATIONS ORDER QUANTITY 500,000 TO 599,999	1	M	\$ 145.00000	
00009	COMMODITY CODE: 966-54-121099	1	M	\$ 145.00000	

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
	OFFICIAL LA HIGHWAY MAP, PER SPECIFICATIONS ORDER QUANTITY 600,000 TO 699,999				
00010	COMMODITY CODE: 966-54-121099 OFFICIAL LA HIGHWAY MAP, PER SPECIFICATIONS ORDER QUANTITY 700,000 TO 799,999	1	M	\$ 144.00000	
00011	COMMODITY CODE: 966-54-121099 OFFICIAL LA HIGHWAY MAP, PER SPECIFICATIONS ORDER QUANTITY 800,000 TO 899,999	1	M	\$ 144.00000	
00012	COMMODITY CODE: 966-54-121099 OFFICIAL LA HIGHWAY MAP, PER SPECIFICATIONS ORDER QUANTITY 900,000 TO 999,999	1	M	\$ 144.00000	
00013	COMMODITY CODE: 966-54-121099 OFFICIAL LA HIGHWAY MAP, PER SPECIFICATIONS ORDER QUANTITY 1,000,000 AND ABOVE	1	M	\$ 144.00000	

THE OFFICIAL LOUISIANA HIGHWAY MAP SPECIFICATIONS
FOR THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT AND
THE OFFICE OF CULTURE, RECREATION AND TOURISM

1. PAPER STOCK: MAPS ARE TO BE PRINTED ON WHITE, SMOOTH FINISH, 60-LB. NO. 2 UNCOATED OFFSET AS DEFINED BY THE COMPETITIVE GRADE FINDER – NORTH AMERICAN EDITION. THIS WILL BE USED AS A GUIDE IN DETERMINING WHETHER THE PAPER BID MEETS THE GRADE AND OTHER SPECIFICATIONS REQUIRED. RECYCLED PAPER IS NOT ACCEPTABLE. THE PAPER STOCK SHALL BE OF THE HIGHEST QUALITY TO GUARANTEE A FIRST CLASS PRODUCT. THE PAPER STOCK SHALL POSSESS SATISFACTORY STRENGTH, OPACITY AND HIGH MOISTURE CONTENT FOR BETTER FOLDING QUALITIES. A STOCK OF INFERIOR QUALITY WILL NOT BE ACCEPTED.

BRAND OF PAPER: HUSKY

2. PRESS INK: THE INKS USED SHALL BE OF THE BEST COMMERCIAL QUALITY SUITABLE FOR OBTAINING SHARP CLEAR REPRODUCTION IN THE SPECIFIED COLORS. THE INK SHALL WITHSTAND REASONABLE ABRASION AND SHALL NOT FLAKE OR SMEAR WHEN THE PRINTED COPIES HAVE DRIED. THE CONTRACTOR SHALL ADHERE TO THE PAPER MANUFACTURE'S RECOMMENDATIONS TO THE APPLICATION OF INK FOR THE PAPER USED. TIGHT QUALITY CONTROL OF PROCESS COLOR SHALL BE STRICTLY ENFORCED TO ASSURE COLOR ACCURACY AND CONSISTENCY. CORRECTIONS FOR PRESS CONDITIONS THAT MAY AFFECT INK DURING PRINTING SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.

3. COLORS: FOUR-COLOR (CMYK) PROCESS PRINTING.
PANTONE PROCESS COLORS CMYK VALUES AS FOLLOWS:

0, 0, 0, 0	
DS 1-3 U	0, 0, 100, 0
DS 1-5 U	0, 0, 70, 0
DS 1-6 U	0, 0, 55, 0
DS 1-7 U	0, 0, 40, 0
DS 1-8 U	0, 0, 25, 0
DS 5-4 U	0, 10, 100, 0
DS 5-5 U	0, 10, 50, 0
DS 5-7 U	0, 5, 25, 0
DS 5-9 U	0, 3, 15, 0
DS 7-7 U	0, 5, 25, 10
DS 7-9 U	0, 3, 15, 10
DS 9-9 U	5, 3, 10, 0
DS 19-2 U	0, 30, 100, 10
DS 29-5 U	10, 25, 50, 0
DS 29-9 U	5, 5, 10, 0
DS 35-9 U	0, 5, 10, 15
DS 36-1 U	0, 60, 100, 0
DS 36-9 U	0, 10, 15, 0
DS 42-2 U	30, 60, 100, 30
DS 47-2 U	10, 60, 100, 15
DS 47-4 U	10, 40, 70, 10
DS 73-1 U	0, 100, 100, 0
DS 97-5 U	0, 60, 40, 0

DS 97-7 U	0, 40, 30, 0
DS 98-4 U	0, 70, 50, 5
DS 157-3 U	25, 95, 0, 10
DS 168-1 U	60, 100, 0, 0
DS 169-2 U	50, 85, 0, 10
DS 176-5 U	40, 50, 0, 0
DS 176-6 U	30, 35, 0, 0
DS 176-9 U	5, 5, 0, 0
DS 177-9 U	5, 5, 0, 3
DS 184-3 U	75, 75, 0, 0
DS 184-4 U	65, 65, 0, 0
DS 184-8 U	25, 25, 0, 0
DS 185-7 U	35, 35, 0, 3
DS 185-8 U	25, 25, 0, 3
DS 204-1 U	100, 60, 0, 10
DS 208-1 U	100, 50, 0, 10
DS 211-4 U	70, 35, 10, 0
DS 211-6 U	50, 20, 10, 0
DS 211-9 U	20, 3, 3, 0
DS 214-2 U	85, 35, 0, 0
DS 218-1 U	90, 50, 5, 0
DS 218-6 U	40, 10, 3, 0
DS 221-6 U	50, 15, 0, 0
DS 222-4 U	80, 25, 0, 5
DS 225-4 U	75, 15, 0, 0
DS 225-5 U	50, 10, 0, 0
DS 225-8 U	25, 5, 0, 0
DS 233-1 U	100, 0, 0, 10
DS 233-2 U	85, 0, 0, 10
DS 247-7 U	35, 0, 10, 3
DS 247-9 U	10, 0, 3, 3
DS 255-8 U	20, 0, 10, 3
DS 260-1 U	100, 0, 60, 20
DS 271-4 U	60, 0, 55, 5
DS 275-2 U	85, 0, 85, 10
DS 275-8 U	25, 0, 25, 3
DS 276-1 U	100, 0, 100, 20
DS 288-7 U	20, 0, 30, 10
DS 297-5 U	25, 0, 50, 30
DS 299-8 U	5, 0, 15, 3
DS 300-9 U	3, 0, 5, 10
DS 305-8 U	5, 0, 20, 20
DS 309-5 U	10, 0, 50, 0
DS 310-4 U	10, 0, 100, 5
DS 313-6 U	35, 30, 60, 0
DS 313-7 U	30, 20, 50, 0
DS 315-3 U	40, 30, 100, 30
DS 325-1 U	0, 0, 0, 100
DS 325-5 U	0, 0, 0, 50
DS 325-6 U	0, 0, 0, 40
DS 325-7 U	0, 0, 0, 25
DS 325-8 U	0, 0, 0, 15
DS 331-3 U	3, 10, 0, 20

4. MATERIALS TO BE FURNISHED: THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT, OFFICE OF MULTIMODAL PLANNING, SHALL FURNISH THE CONTRACTOR THE FOLLOWING MATERIALS TO BE USED IN PROCESSING THE MAPS: CD-ROM CONTAINING DIGITAL GRAPHIC FILES OF COMPOSITE OR 4 COLOR SEPARATES AND IMAGES USED ON THE MAP. GRAPHIC FILE FORMATS ARE PDF OR POSTSCRIPT. IMAGES ARE JPEG OR TIFF. A LIST OF TYPE FONTS AND SIZES MAY BE FURNISHED. ALL FILES MAY ALSO BE MADE AVAILABLE ON AN FTP WEBSITE.

5. WORK TO BE DONE: THE WORK TO BE PERFORMED REQUIRES THE CONTRACTOR TO CREATE ALL RELEVANT MATERIALS NEEDED TO COMPLETE PRINTING FROM MATERIALS SUPPLIED BY THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT, OFFICE OF MULTIMODAL PLANNING. THE CONTRACTOR SHALL INSERT IMAGES AND THE REQUIRED STATEMENT DECLARING THE COST TO PRINT EACH DOCUMENT AND THE PRINTER'S INFORMATION. ANY COSTS OR EXPENSES INCURRED FOR ADJUSTMENTS IN PROCESS PRINTING DUE TO VARIABLES SUCH AS HUMIDITY, INCORRECT SCREEN TINTS, USE OF COMPUTER TO PLATE VS. ANALOG/FILM BASED TECHNOLOGY, DOT SHAPE, RUN SEQUENCE, INK FILM DENSITY, COLOR REGISTRATION, PLATE QUALITY, INK COLOR ACCURACY, PRESS COLOR CONTROL, DEGREE OF DOT GAIN IN FILM, PLATES AND ON PRESS AND GENERAL PRESSMANSHIP NEEDED TO COMPLY WITH THE CONTRACTOR'S EQUIPMENT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. QUALITY OF PRODUCTION SUPPLIED UNDER THIS CONTRACT SHALL BE OF THE FINEST QUALITY. THE PRINTING MUST BE CLEAN, CLEAR AND SHARP. INACCURATE REGISTER OR FAULTY PRODUCTION WILL NOT BE ACCEPTABLE UNDER ANY CIRCUMSTANCES.

6. TRIM SIZE: THE TRIM SIZE OF ALL PRINTED MAP SHEETS SHALL BE AS FOLLOWS:

THIRTY-TWO INCHES (32") IN WIDTH (WEST TO EAST) AND
TWENTY-SIX INCHES (26 ") IN HEIGHT (NORTH TO SOUTH)

THE FINISHED MAP MUST BE CENTERED WITHIN THE FINISHED TRIM SIZE. IF THE PAPER USED BY THE CONTRACTOR FOR THE PRODUCTION OF THE FINISHED PRINT MAP IS LARGER THAN THE REQUIRED SPECIFIED SIZE, ALL SHEETS SHALL BE GUILLOTINE TRIMMED BY THE CONTRACTOR TO THE REQUIRED SIZE.

FINISHED MAPS SHALL BE SQUARE WITH THE TOP, BOTTOM AND SIDE EDGES, STRAIGHT AND PARALLEL TO THE BORDERLINES.

7. INSPECTION OF PROOFS: THE CONTRACTOR SHALL FURNISH THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT, OFFICE OF MULTIMODAL PLANNING, THREE (3) HIGH RESOLUTION CONTRACT COLOR PROOF SHEETS OF EACH SIDE OF THE MAP AND AT LEAST ONE PROOF TRIMMED AND FOLDED ACCORDING TO SPECIFICATIONS FOR THE PURPOSE OF ESTABLISHING SPECIFIED STANDARDS FOR USE DURING THE ACTUAL PRESS RUN. THESE PROOF SHEETS SHALL BE PRINTED ON THE SAME PAPER AS SPECIFIED IN BID AND SENT WITHIN 10 BUSINESS DAYS OF RECEIVING THE INITIAL MAP PURCHASE ORDER TO THE LA DOTD AGENCY CONTACT.

THESE PROOF SHEETS MUST BE REVIEWED AND APPROVED BY THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT, OFFICE OF MULTIMODAL PLANNING, THE OFFICE OF CULTURE, RECREATION AND TOURISM, AND THE OFFICE OF STATE PURCHASING WITHIN 10 BUSINESS DAYS TO ASSURE PROMPT DELIVERY OF THE ORDER. SHOULD ANY CHANGES OR CORRECTIONS BE NECESSARY DUE TO PRINTER'S ERROR, THEY SHALL BE MADE AT THE CONTRACTOR'S EXPENSE. THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT, OFFICE OF MULTIMODAL PLANNING, SHALL RETURN A MASTER PROOF SHEET TO THE CONTRACTOR INDICATING NECESSARY CHANGES AND/OR CORRECTIONS. ONCE CORRECTIONS HAVE BEEN

MADE, THE CONTRACTOR SHALL FURNISH THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT, OFFICE OF MULTIMODAL PLANNING, ANOTHER THREE (3) HIGH RESOLUTION CONTRACT COLOR PROOF SHEETS WITHIN 5 BUSINESS DAYS OF RECEIVING THE MASTER PROOF SHEET. FINAL APPROVAL IS REQUIRED BEFORE THE ACTUAL PRESS RUN.

THE CONTRACTOR SHALL FURNISH FIVE (5) FINAL MAKE READY PRESS PROOF SHEETS FOR THE PURPOSE OF ESTABLISHING SPECIFIED STANDARDS FOR USE DURING THE ACTUAL PRESS RUN. THESE PRESS SHEETS MUST CONTAIN CONTROL BARS FOR EACH COLOR OF INK ON THE SHEET. CONTROL BARS MUST BE PLACED PARALLEL TO THE PRESS'S INK ROLLERS. THE CONTROL BARS MUST SHOW AREAS CONSISTING OF 5 X 5 MM (3/16" X 3/16") MINIMUM SOLID COLOR PATCHES; TINT PATCHES OF 25, 50, 75% DOT GAIN SCALE AND GRAY BALANCE PATCHES FOR PROCESS COLOR. THESE AREAS MUST BE REPEATED ACROSS THE ENTIRE PRESS SHEET. THE PRESS RUN WILL CONTINUE WHILE THESE PRESS PROOF SHEETS ARE SENT OVERNIGHT TO THE LA DOTD AGENCY CONTACT.

SHOULD ANY ADJUSTMENTS OR CHANGES BE NECESSARY DUE TO PRINTER'S ERROR DURING THE RUN, A DETERMINATION OF WHETHER TO HOLD THE PRESS RUN WILL BE MADE AT THAT TIME. THE ADJUSTMENTS OR CHANGES SHALL BE MADE AT THE CONTRACTOR'S EXPENSE. THE CONTRACTOR SHALL PROVIDE TWO (2) ADDITIONAL PRESS PROOF SHEETS AFTER EVERY 30,000 MAPS TO ENSURE STANDARDS ARE MAINTAINED THROUGHOUT THE PRESS RUN. THESE PRESS PROOF SHEETS SHALL BE SENT OVERNIGHT TO THE LA DOTD AGENCY CONTACT.

8. **FOLDING:** WHEN THE CONTRACTOR HAS RECEIVED FINAL APPROVAL ON THE PROOFS AND HAS SUCCESSFULLY PRINTED THE LOUISIANA OFFICIAL HIGHWAY MAP, THE MAPS SHALL BE FOLDED BY THE FOLLOWING SPECIFICATIONS:

FINAL FOLDED SIZE IS TO BE OF EQUAL SECTIONS APPROXIMATELY 4.0" X 8.6". THIS WILL BE SEVEN (7) VERTICAL ACCORDION FOLDS AND TWO (2) HORIZONTAL FOLDS. THE FOLDS SHALL BE STRAIGHT AND NEAT SO THAT UNDERLYING SECTIONS DO NOT EXTEND BEYOND THE COVERS. NO CREASING BETWEEN FOLDS WILL BE ACCEPTED. THIS IS CRITICAL AND WILL BE STRICTLY ENFORCED.

9. **BANDING & PACKAGING:** MAPS TO BE BUNDLED TWENTY-FIVE (25) PER BUNDLE WITH TEN (10) BUNDLES PER EACH CARTON FOR A TOTAL OF TWO HUNDRED FIFTY (250) MAPS PER CARTON. BUNDLES SHALL BE BANDED USING STANDARD POSTAL SIZE RUBBER BANDS (#64 - 3 1/2" long, 1/4" wide), STRING TIES, OR PLASTIC STRAPS OF SUFFICIENT STRENGTH TO WITHSTAND NORMAL HANDLING OR SHRINK WRAP THE BUNDLES WITH PLASTIC WRAP OF SUFFICIENT STRENGTH.

DOUBLE-WALLED OUTER CARTON PACKAGING IS REQUIRED. CARTON MUST BE OF STRENGTH TO WITHSTAND HANDLING BY FREIGHT LINES WITHOUT BURSTING OR CRUSHING. CONTRACTOR WILL BE RESPONSIBLE FOR REPLACING ANY MAPS DAMAGED IN SHIPMENT. EACH CARTON WILL BE PACKED AS STATED ABOVE WITH TEN (10) BUNDLES OF MAPS, SEALED FOR SHIPPING, AND MARKED BY PRINTING, STENCILING, OR LABELING THE MAP EDITION, MAP NAME, AND QUANTITY SUCH AS "2013 OFFICIAL LOUISIANA HIGHWAY MAP - 250 / BOX".

ALL SHIPMENTS WILL REQUIRE CARTONS TO BE BANDED AND/OR SHRINK WRAPPED ON "PALLET" A MINIMUM OF 38 1/2 INCHES WIDE, 46 1/2 INCHES DEEP OR A MAXIMUM OF 40 INCHES WIDE AND 48 INCHES DEEP, LOADED MAXIMUM WEIGHT PER PALLET, 4,000 POUNDS; HOLES FOR FORKLIFT INSERTION MUST BE LOCATED ON LONGER SIDE (46 1/2" OR 48"). PALLETS SHALL BE OF GOOD QUALITY, STRINGER-CLASS, DOUBLE FACE, NON-REVERSIBLE, PARTIAL 4-WAY MULTIPLE USE AND OF IDENTICAL DIMENSION. PALLETS MUST BE CAPABLE OF BEING STACKED AT LEAST TWO PALLETS HIGH. UNDER NO CIRCUMSTANCE WILL SKIDS BE ACCEPTED.

BANDING OF PALLETS SHALL NOT BE STEEL AND PALLETS SHALL HAVE ONLY FOUR (4) ROWS OF CARTONS.

EACH "PALLET" SHALL BE MARKED BY PRINTING, STENCILING, OR LABELING THE PURCHASE ORDER NUMBER, THE MAP EDITION, MAP NAME, AND QUANTITY OF MAPS ON THE "PALLET" SUCH AS "PURCHASE ORDER _____, 2013 OFFICIAL LOUISIANA HIGHWAY MAP, _____ MAPS".

ALL PRICING SHALL INCLUDE THE COST OF MATERIALS REQUIRED TO PREPARE MAP BUNDLES FOR SHIPPING, TO PACK, SEAL AND MARK CARTONS, TO PREPARE "PALLETS" OR SHIPPING CONTAINERS FOR SHIPMENT.

10. **NOTICE OF SHIPMENT:** THE CONTRACTOR SHALL PROVIDE NOTICE BY TELEPHONE OR EMAIL TO THE LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT, OFFICE OF MULTIMODAL PLANNING, BEFORE SHIPMENT OF PROOF SHEETS FOR APPROVAL.

THE CONTRACTOR SHALL PROVIDE NOTICE BY TELEPHONE OR EMAIL TO THE AGENCY CONTACT LISTED BELOW BEFORE SHIPMENT OF EACH AGENCY'S ORDER WITH AN ESTIMATED DELIVERY DATE (THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT, OR THE OFFICE OF CULTURE, RECREATION AND TOURISM).

STATE AGENCY CONTACT INFORMATION:

OFFICE OF STATE PURCHASING

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1201 North Third Street
Suite 2-160
Baton Rouge, LA 70802

OFFICE OF CULTURE, RECREATION, AND TOURISM

Delinda Joseph PH: 225-342-8124 EMAIL: djoseph@crt.state.la.us
1051 North Third Street
Capitol Annex Bldg., 3rd Floor
Baton Rouge, LA 70802

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

Brian Reigh PH: 225-242-4558 EMAIL: Brian.Reigh@la.gov
1201 Capitol Access Road
Office of Multimodal Planning, Section 21 – Cubicle 200F
Baton Rouge, LA 70802

NOTE: THE CURRENT CONTACTS FOR EACH STATE AGENCY ARE LISTED ABOVE.

ALL PROOF SHEETS AND ANY CORRESPONDENCE CONCERNING THE INITIAL PREPARATION OF THE MAP SHALL BE SENT TO THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT, OFFICE OF MULTIMODAL PLANNING, AGENCY CONTACT.

ALL MAP ORDERS SHALL BE DELIVERED TO THE WAREHOUSE LOCATIONS LISTED IN THE DELIVERY SPECIFICATIONS.

GENERAL CONDITIONS FOR THE OFFICIAL LOUISIANA HIGHWAY MAP

SUBLETTING CONTRACT: THE CONTRACTOR(S) AWARDED ANY CONTRACT SET OUT IN THESE SPECIFICATIONS MUST BE SUFFICIENTLY EQUIPPED TO DO ALL THE WORK AND FURNISH THE ITEMS IN SUCH CONTRACT SPEEDILY AND WITHOUT UNNECESSARY DELAY, AND SHALL NOT ASSIGN, TRANSFER, OR SUBLET HIS CONTRACT, OR ANY PORTION THEREOF, TO ANY OTHER PERSON, FIRM, OR CORPORATION, WITHOUT FIRST NOTIFYING THE LOUISIANA OFFICE OF STATE PURCHASING IN WRITING WHO THE SUB-CONTRACTOR WILL BE. FULL DISCLOSURE AND AVAILABILITY TO SUB-CONTRACTORS WILL BE REQUIRED. IF SUB-CONTRACTORS ARE APPROVED BY THE OFFICE OF STATE PURCHASING, THEN THE CONTRACTOR SHALL BE HELD RESPONSIBLE FOR THE WORK OF ANY SUB-CONTRACTORS AND SHALL SEE THAT THE WORK IS DONE WITHOUT UNNECESSARY DELAY IN A GOOD WORKMANSHIP LIKE MANNER, AND THAT ALL NECESSARY PRIORITY OVER OTHER WORK IS GIVEN.

THE CONTRACTOR SHALL NOT BE RELIEVED OF ANY OBLIGATION TO THE STATE OF LOUISIANA BY ANY SUBLETTING OF A CONTRACT IN WHOLE OR IN PART TO ANOTHER.

QUALITY OF WORKMANSHIP AND STOCK: REPRESENTATIVES OF THE STATE SHALL HAVE ACCESS TO THE CONTRACTOR'S OR SUB-CONTRACTOR'S PLANT AT ANY TIME DURING WORKING HOURS TO INSPECT WORK IN PROGRESS. HOWEVER, SUCH INSPECTION SHALL NOT RELIEVE THE CONTRACTOR FROM ANY RESPONSIBILITY UNDER THIS AGREEMENT FOR MATERIAL OR WORKMANSHIP FOUND DEFECTIVE AFTER DELIVERY.

ALL ARTICLES FURNISHED AND WORK DONE MUST BE OF A FIRST CLASS QUALITY AND IN ACCORDANCE WITH SPECIFICATIONS AS STATED. THE USE OF POOR TYPE, POOR PRESSWORK OR THE USE OF A DIFFERENT COLOR FROM THAT SPECIFIED, INFERIOR BINDING, INFERIOR QUALITY OR MISMATCHED PAPER STOCK, A LESSER GRADE OF PAPER THAN THAT SPECIFIED, OR ANY OTHER DISCREPANCIES WILL BE SUFFICIENT CAUSE FOR THE REJECTION OF THE WORK AND FOR REFUSAL OF PAYMENT THEREOF.

THE CONTRACTOR MUST BE ABLE TO FURNISH WITHIN 7 BUSINESS DAYS THOSE SUPPLIES NAMED IN THE SPECIFICATIONS, UNLESS A SUBSTITUTION IS APPROVED BY THE OFFICE OF STATE PURCHASING. IF ANY DIFFERENT KIND IS SUBSTITUTED, THE QUALITY SHALL BE EQUAL AND THE PRICES SHALL NOT EXCEED THAT NAMED FOR SIMILAR ARTICLES IN THE SPECIFICATIONS.

SUBSTITUTIONS OF PAPER STOCK MADE WITHOUT THE APPROVAL OF THE OFFICE OF STATE PURCHASING WILL BE GROUNDS FOR NONPAYMENT FOR THAT PARTICULAR JOB. THE CONTRACTOR SHALL MAINTAIN RECORDS DOCUMENTING THE SUPPLIES USED AND VERIFY THAT THE PAPER AND PAPER PRODUCTS ARE IN COMPLIANCE WITH THE SPECIFICATION REQUIREMENTS.

IN ALL PRINTING, THE ORIGINAL PROOF SHALL BE READ AND CORRECTED IN THE ESTABLISHMENT OF THE CONTRACTOR. ALL TYPESET MATERIAL IS TO BE FREE FROM PRINTER'S ERRORS. HIGH RESOLUTION CONTRACT COLOR PROOF SHEETS OF BOTH SIDES OF THE MAP ARE TO BE FURNISHED TO AND APPROVED BY THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT, OFFICE OF MULTIMODAL PLANNING, BEFORE PROCEEDING WITH THE FIRST PRINTING. FOR ANY SUBSEQUENT ORDERS DURING THE CONTRACT PERIOD, A TRIMMED AND FOLDED PROOF SHEET OF THE MAP WILL BE SUPPLIED TO THE AGENCY PLACING THE ORDER (THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT OR THE OFFICE OF CULTURE, RECREATION AND TOURISM) FOR APPROVAL BEFORE PROCEEDING WITH THE PRINT JOB.

ORDERS: THE OFFICE OF CULTURE, RECREATION, AND TOURISM AND THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT WILL ISSUE ORDERS DIRECTLY TO THE CONTRACTOR. THE CONTRACTOR(S) SHALL PROVIDE STATUS ON ORDERS WITHIN 24 HOURS WHENEVER REQUESTED. INQUIRIES ON WORK IN PROGRESS SHALL BE ALLOWED DIRECT CONTACT WITH PRINTING PERSONNEL.

TIME OF DELIVERY: THE CONTRACTOR SHALL DELIVER 50,000 MAPS FOR EACH AGENCY WITHIN THIRTY (30) CALENDAR DAYS AFTER RECEIPT OF EACH AGENCY'S (THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT AND THE OFFICE OF CULTURE, RECREATION AND TOURISM) PURCHASE ORDER, AND THE REMAINING MAPS SHALL BE DELIVERED WITHIN NINETY (90) CALENDAR DAYS AFTER RECEIPT OF THE PURCHASE ORDERS. A PENALTY OF \$100.00 PER DAY FOR EVERY DAY OVER THE EXPIRATION OF THIRTY (30) DAYS MAY BE ASSESSED UNTIL THE INITIAL DELIVERY OF 50,000 MAPS IS RECEIVED BY THE AGENCY.

AS SOON AS PACKAGING OF THE ORIGINAL ORDER IS COMPLETE, THE CONTRACTOR SHALL PROVIDE 100 FLAT MAPS (NEVER FOLDED) AND ONE CASE OF FOLDED MAPS TO THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT, OFFICE OF MULTIMODAL PLANNING, AGENCY CONTACT.

DELIVERY: DELIVERY IS TO BE F.O.B. WAREHOUSE/DOCKSIDE, WHICH SHALL INCLUDE ALL COST OF TRANSPORTATION AND DELIVERY. COMPLETED WORK SHALL BE SHIPPED OR DELIVERED PROMPTLY WITHOUT ANY UNNECESSARY OR AVOIDABLE DELAY. WAREHOUSE PERSONNEL WILL BE RESPONSIBLE FOR UNLOADING AND STORING THE MAPS. (THE DOCK HEIGHT AT BOTH WAREHOUSES IS ADEQUATE FOR THE STANDARD TRACTOR/TRAILER DELIVERY TRUCK.)

BY ACCEPTING A CONTRACT FOR PRINTING, BINDING, ENGRAVING OR LITHOGRAPHING, THE CONTRACTOR AGREES TO COMPLETE THE WORK AND DELIVER THE GOODS AS SPECIFIED PROMPTLY, SATISFACTORILY AND WITHOUT UNNECESSARY DELAY. THE CONTRACTOR WILL GIVE SAID WORK THE NECESSARY PRIORITY OVER OTHER WORK TO ASSURE TIMELY DELIVERY. THE DIRECTOR OF STATE PURCHASING RESERVES THE RIGHT TO DETERMINE WHAT IS UNNECESSARY DELAYS AND/OR UNSATISFACTORY GOODS. AFTER FULLY HEARING THE REASONS FOR DELAY IN DOING THE WORK, THE DIRECTOR OF STATE PURCHASING MAY FIX A DEFINITE DATE BY WHICH IT MUST BE COMPLETED AND GOODS DELIVERED. IF WORK IS NOT COMPLETED AND GOODS SATISFACTORILY DELIVERED WITHIN THE SPECIFIED TIME, THE DIRECTOR OF STATE PURCHASING RESERVES THE RIGHT TO HAVE THE WORK DONE ELSEWHERE CHARGING THE CONTRACTOR ANY EXCESSIVE COST FOR WORK ABOVE CONTRACT PRICING.

SHOULD IT BECOME NECESSARY TO PURCHASE A CONTRACT ITEM FROM ANOTHER SOURCE, OTHER LEGAL ACTIONS MAY OCCUR AND/OR IMMEDIATE CANCELLATION OF THE CONTRACT COULD RESULT.

AGENCY WAREHOUSE DELIVERY INFORMATION:

OFFICE OF CULTURE, RECREATION, AND TOURISM

Forms Management Administration Warehouse
Attn: Jeromy August
950 Brickyard Lane,
Baton Rouge, LA 70802
225-342-8139
jaugust@crt.la.gov

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

Traffic Operations Central Warehouse
Attn: Wilford Brooks
7686 Tom Drive, Suite A2
Baton Rouge, LA 70806
225-935-0231
wilford.brooks@la.gov

PRICING: PRICING MUST REMAIN FIRM FOR THE DURATION OF THE CONTRACT. PRICING IS TO BE PER THOUSAND MAPS DELIVERED F.O.B. TO THE SPECIFIED AGENCY ADDRESS FOR THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT OR THE OFFICE OF CULTURE, RECREATION AND TOURISM IN BATON ROUGE, LOUISIANA, AND INCLUDES THE COST OF ANY AND ALL NECESSARY PAPER, PHOTOGRAPHIC WORK, PLATES, LITHOGRAPHING, TYPESETTING, FOLDING, BANDING, PACKING, AND SHIPPING CONTAINERS AS SET FORTH IN THE SPECIFICATIONS.

AFTER THE CONTRACT IS AWARDED, THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT AND THE OFFICE OF CULTURE, RECREATION AND TOURISM WILL DETERMINE THE EXACT QUANTITY TO BE ORDERED ON THE INITIAL ORDER. QUANTITIES FOR BOTH DEPARTMENTS MAY BE COMBINED IN ORDER TO TAKE ADVANTAGE OF PRICE BREAKS.

DOWNWARD REVISION: ALL PRICES SUBMITTED AS BIDS IN THIS CONTRACT SHALL BE SUBJECT TO DOWNWARD REVISION, WITH THE APPROVAL OF THE DIRECTOR OF STATE PURCHASING TO CONFORM WITH ANY AND ALL LAWS OR CODES THAT MAY BE ENACTED BY EITHER FEDERAL OR STATE LAW-MAKING BODIES, AND PROMULGATED OR PROCLAIMED BY THE PRESIDENT OF THE UNITED STATES OR THE GOVERNOR OF THE STATE OF LOUISIANA.

RESERVATIONS: THE RIGHT SHALL BE RESERVED BY THE DIRECTOR OF STATE PURCHASING FOR ALL STATE DEPARTMENTS, BOARDS, AND COMMISSIONS, AND ANY OTHER STATE AGENCY TO WHICH THIS CONTRACT APPLIES TO USE STATE FACILITIES FOR PRINTING, MULTILITH, MIMEOGRAPHING AND SIMILAR WORK RATHER THAN PURCHASING UNDER CONTRACT.

IN CASE OF ANY EMERGENCY, WHEN DELIVERY IS REQUIRED BEFORE ANY DATE OR A DATE FIXED BY THE CONTRACT(S) OR THE CONTRACTOR CANNOT MEET THE REQUIREMENTS, THE DIRECTOR OF STATE PURCHASING RESERVES THE RIGHT TO SECURE BIDS FOR PRINTING FROM PERSONS OTHER THAN THE CONTRACTOR, OR CONTRACTORS, AND TO PURCHASE FROM ANY OTHER SOURCE HE MAY DEEM FIT WITHOUT LIABILITY EITHER ON THE PART OF THE STATE OF LOUISIANA OR THE CONTRACTOR OR CONTRACTORS.

INSPECTION AND ACCEPTANCE: UPON DELIVERY OF MAPS, INSPECTION WILL BE MADE AT THE POINT OF DELIVERY. ACCEPTANCE WILL BE MADE AFTER INSPECTION DETERMINES THAT ALL REQUIREMENTS OF THE SPECIFICATIONS AND THE PROPOSAL HAVE BEEN MET.

COPIES OF THE MAP THAT ARE SOILED OR FOR ANY OTHER REASON SUCH AS INFERIOR PACKAGING, PRINTING OR FOLDING, AND PRESENT AN APPEARANCE OF OTHER THAN ONE OF THE VERY FINEST QUALITY, WILL BE REJECTED AS UNACCEPTABLE BY THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT AND THE OFFICE OF CULTURE, RECREATION AND TOURISM.

WITH EACH AGENCY ORDER, A RANDOM COPY MUST BE SELECTED AND MAILED TO THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT, OFFICE OF MULTIMODAL PLANNING, OR THE OFFICE OF CULTURE, RECREATION AND TOURISM. ALL RANDOM COPIES SHOULD CONSTITUTE A PART OF THE TOTAL QUANTITY ORDERED, AND NO ADDITIONAL CHARGE WILL BE ALLOWED. THE CONTRACTOR SHALL CHOOSE COPIES FROM EACH DIFFERENT PRINT RUN AND VERIFY IN WRITING THAT COPIES WERE SELECTED AS STATED. VARIATIONS OF COLORS OR PAPER STOCK THAT DO NOT MEET SPECIFICATIONS WILL BE UNACCEPTABLE.

PROPERTY OF THE STATE: ALL MATERIALS FURNISHED BY THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT OR THE OFFICE OF CULTURE, RECREATION AND TOURISM SHALL BE THE CONTRACTOR'S RESPONSIBILITY AND HE SHALL USE EVERY PRECAUTION TO PREVENT DAMAGE TO THESE WHILE IN HIS POSSESSION. MATERIALS DAMAGED OR OTHERWISE AFFECTED BY FAULTY WORK, SHALL BE REPLACED BY THE CONTRACTOR AT HIS EXPENSE. THESE MATERIALS SHALL BE RETURNED PROMPTLY TO THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT AND/OR THE OFFICE OF CULTURE, RECREATION AND TOURISM AT THE TIME OF COMPLETING THE REQUIRED PRINTING AND THE FINAL ACCEPTANCE OF THE FINISHED MAP.

ALL DIGITAL MEDIA, ART, FILM, MATERIALS, SPECIAL PLATES AND/OR DIES PRODUCED BY THE CONTRACTOR ARE TO BECOME THE PROPERTY OF THE STATE OF LOUISIANA. THE CONTRACTOR WILL BE RESPONSIBLE FOR STORING THESE AND WILL RETURN THEM TO THE USER AGENCY WHEN REQUESTED, WITHIN THREE TO FOUR WORKING DAYS. THE CONTRACTOR WILL NOT DISPOSE OF ANY MATERIALS WITHOUT OBTAINING WRITTEN APPROVAL FROM THE USER AGENCY. IF AT ANY TIME THE CONTRACTOR CANNOT PROVIDE THE MATERIALS OR PROOF THAT THE MATERIALS WERE RETURNED TO AND RECEIVED BY THE AGENCY HE WILL BE REQUIRED TO RECREATE THE MATERIALS AT HIS EXPENSE.