

**REQUEST FOR QUOTATIONS
PENSACOLA STATE COLLEGE
1000 COLLEGE BOULEVARD
PENSACOLA, FL 32504-8998**

March 7, 2011

QUOTATION NO. P6 - 2010/2011

**REQUEST FOR QUOTATIONS FOR PRINTING OF COLLEGE CATALOG
FOR
PENSACOLA STATE COLLEGE**

Pensacola State College hereby extends an invitation to quote for the Printing of College Catalog as specified in this quotation request.

All terms and conditions, included hereafter, are part of this quotation request. Any quotation failing to comply with all of these terms and conditions may not be accepted. Rights are reserved to reject any and all quotations and to waive any and all technicalities.

Directions for submitting quotations include the following:

1. All quotations must be mailed, faxed, or delivered to the attention of the **Director of Purchasing and Auxiliary Services, and be received in the Purchasing and Auxiliary Services Office, Pensacola State College, Building 7, Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998 (Fax No. 850-484-1839), no later than 4:00 p.m. CST on Friday, March 11, 2011 and shall be clearly marked **"REQUEST FOR QUOTATION NO. P6 - 2010/2011 – Printing of College Catalog"** for Pensacola State College.**
2. Price, quality, specifications and time of guaranteed delivery will be determining factors in the awarding of this quotation.
3. All quotation prices shall be **F.O.B. PENSACOLA STATE COLLEGE, PENSACOLA, FLORIDA, FREIGHT PREPAID AND ALLOWED.**
4. All quotation prices will be considered firm until order is placed, unless otherwise indicated in the quotation response.
5. Quotations may be awarded or rejected at the discretion of Pensacola State College.
6. Unless otherwise indicated herein, when manufacturer's names, trade names, and/or catalog numbers are listed in a specification, they are provided for information and are not intended to limit competition. The bidder may offer any brand for which he/she is an authorized representative which meets or exceeds the specification(s) for any item(s). If equivalent products are offered, the manufacturer's name and model number shall be clearly indicated on the quotation form. Any item(s) offered as equivalent to that which is specified must be equivalent in quality of materials, workmanship, and

effect and shall be corresponding in function and performance. Descriptive literature and/or complete specifications shall be included for any item(s) as approved equivalent(s). Quotations lacking any written indication of intent to quote an alternate product or brand will be considered to be in complete compliance with the specifications of the quotation form. Pensacola State College shall retain the right to determine the acceptability of any item(s) offered as equivalent to any item(s) specified.

7. **ALL QUOTATIONS SHALL BE SUBMITTED ON THE QUOTATION FORM, HEREIN INCLUDED, AND SHALL BE PROPERLY SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE FIRM OR ENTITY SUBMITTING THE QUOTATION, WITH DELIVERY OR COMPLETION DATE CLEARLY INDICATED, IN ORDER TO BE CONSIDERED. ATTACH ALL AMPLIFYING INSTRUCTIONS AND DOCUMENTS TO THIS QUOTATION FORM.**
8. In the event of an error in extending the total cost of any item, the unit price submitted will prevail.
9. Bids may be awarded or rejected, item-by-item, in sub-group(s) or in whole, at the discretion of Pensacola State College.
10. In the event that you are unable to submit a quotation, written notification should be submitted to the Purchasing and Auxiliary Services Office in order for your firm's name to remain on the mailing list.

We look forward to your participation in submitting a quote for consideration. Any questions or concerns should be addressed to the Director, Purchasing and Auxiliary Services at (850) 484-1794 or acjones@pensacolastate.edu.

Angie C. Jones
Director, Purchasing
and Auxiliary Services

SPECIFICATIONS

- 1.01 Number of pages: 224 pages, plus cover.
- 1.02 Size: 8 ½” x 11” finished page size
- 1.03 Paper: Cover – 10 pt C1S or 80# Gloss Enamel, to be approved by the College
Text – 50# Opaque to be approved by the College
- 1.04 Ink: Cover – Side one – CMYK process plus UV coating, bleed 3 sides.
Side Two – black; Text - Black/Black
Bleed: 11” side
- 1.05 Copy: Art will be provided on disk plus hard copy manuscript will be provided by the College Marketing and Information Department of Pensacola State College.
- 1.06 Proofs: Dylux and Digital. One (1) complete set of page proofs, one (1) complete set of blue lines, and one (1) matchprint for cover shall be provided by successful bidder.
- 1.07 Bindery: Bulk of copies shall be perfect bound with hot melt glue-binds on 11” side. Covers shall be pre-scored to ensure quality binding: 350 copies with plastic coil binding shall be provided. Note: Inferior binding will result in repeating the binding process at vendor’s expense.
- 1.08 Delivery: Delivery terms shall be F.O.B. Pensacola State College, Freight Prepaid and Allowed – Central Receiving, 1000 College Boulevard, Pensacola, Florida, 32504-8998. Cartons shall not exceed 40 lbs. Each carton shall be marked, identifying contents and quantity. (Price shall include all shipping costs.)

Delivery shall be no later than May 26, 2011. A production schedule will be developed following award of bid.
- 1.09 References Provide at least three (3) references, for which your firm has printed catalogs, with the response. References shall include names, addresses and telephone numbers.
- 1.10 Samples Provide URL for viewing sample catalogs printed by your firm.
- 1.11 Quantity Prices on: 10,000, 11,000 and 12,000
- 1.12 Pricing Pricing shall remain firm throughout catalog project.

PRICING SECTION

			UNIT	TOTAL
1.	10,000*	Printing of College Catalog	_____	_____
	11,000*	Printing of College Catalog	_____	_____
	12,000*	Printing of College Catalog	_____	_____

*(All quantities shall include 350 copies with spiral binding) (See section 1.07)

OPTIONS

2.	10,000*	Cost per additional four (4) pages	_____
	11,000*	Cost per additional four (4) pages	_____
	12,000*	Cost per additional four (4) pages	_____
3.	10,000*	Cost per additional eight (8) pages	_____
	11,000*	Cost per additional eight (8) pages	_____
	12,000*	Cost per additional eight (8) pages	_____

ALTERATION CHARGES

4.	Customer-Supplied changes per page	_____
5.	Additional cost per 1,000 Copies	_____

URL (See Section 1.10): _____

REFERENCES

1. _____
COMPANY NAME CONTACT PERSON

ADDRESS CITY, STATE & ZIP CODE

DATE OF LAST SERVICE PROVIDED TELEPHONE NUMBER

2. _____
COMPANY NAME CONTACT PERSON

ADDRESS CITY, STATE & ZIP CODE

DATE OF LAST SERVICE PROVIDED TELEPHONE NUMBER

3. _____
COMPANY NAME CONTACT PERSON

ADDRESS CITY, STATE & ZIP CODE

DATE OF LAST SERVICE PROVIDED TELEPHONE NUMBER

BID SUBMITTED BY:

NAME: _____ TITLE: _____

FIRM OR ENTITY: _____

COMPLETE ADDRESS: _____

FAX NUMBER: _____ PHONE NUMBER: _____

EMAIL: _____

DATE: _____ SIGNATURE: _____