

THE DISTRICT BOARD OF TRUSTEES OF
PENSACOLA JUNIOR COLLEGE, FLORIDA
1000 COLLEGE BOULEVARD
PENSACOLA, FL 32504-8998

May 4, 2007

BID NO. 11, 2006/2007

**INVITATION TO BID (ITB) FOR PRINTING OF THE 2007 FALL, 2008 SPRING, 2008
SUMMER AND 2008 EARLY FALL CLASS SCHEDULE BOOKLETS FOR
PENSACOLA JUNIOR COLLEGE**

The District Board of Trustees of Pensacola Junior College, Florida hereby extends an Invitation To Bid (ITB) for 2007 Fall, 2008 Spring, 2008 Summer and 2008 Early Fall Class Schedule Booklets for Pensacola Junior College, as specified in this bid request.

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

Directions for submitting bids include the following:

1. **All bids must be mailed or delivered to the attention of the Director of Purchasing and Auxiliary Services, and be received in the Purchasing and Auxiliary Services Office, Pensacola Junior College, Building 7, Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998, no later than 2:00 P.M., local time, Thursday, May 24, 2007 and shall be clearly marked "SEALED ITB NO. 11 -2006/2007 – 2007 Fall, 2008 Spring, 2008 Summer and 2008 Early Fall Class Schedule Booklets for Pensacola Junior College.**

Due to the requirement of sealed bidding, facsimile bids will not be acceptable as valid bid responses. All bids shall be submitted on the bid form, herein included, and shall be properly signed by an authorized representative of the firm or entity submitting the bid, with delivery or completion date clearly indicated, in order to be considered. Attach all amplifying instructions and documents to this bid form. In the event that you are unable to submit a bid, 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.

An evaluation committee meeting, in accordance with FS 286.011(1), is scheduled to be held on **Wednesday May 30, 2007 at 10:00 A.M.** at the Barfield Administration Building No. 7, Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998. Bid tabulations and award recommendations will be posted in the Purchasing Department, Pensacola Junior College. Posting normally occurs within 10 days of bid opening date.

2. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in F.S. 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
3. Any person(s) requiring reasonable accommodations, in accordance with the provisions of the American With Disabilities Act for attendance at the scheduled bid opening, shall contact the Office of the Director of Purchasing and Auxiliary Services, at least seventy-two (72) hours in advance of the scheduled bid opening deadline, as indicated on Page 1, herein.
4. Price, quality, specifications and time of guaranteed delivery will be the determining factors in the award of the bid.
5. All prices shall be firm until order is placed, unless otherwise specified herein or indicated by bidder.
6. All bid prices shall be FOB Pensacola Junior College, 1000 College Boulevard, Pensacola, FL 32504-8998.
7. Failure to file a protest within the time prescribed in F.S. 120.57(3), or failure to post the bond or other security as required by F.S. 287.042(2) (c) shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. All protests must be delivered to the Director of Purchasing & Auxiliary Services, Pensacola Junior College, 1000 College Blvd., Pensacola, FL. 32504 within the time prescribed in Chapter 120, Florida Statutes to be considered valid.
8. 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 bid 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) offered as approved equivalent(s). Bids lacking any written indication of intent to bid an alternate product or brand will be considered to be in complete compliance with the specifications of the bid form.

Pensacola Junior College shall retain the right to determine the acceptability of any item(s) offered as equivalent to any item(s) specified.

9. In the event of an error in extending the total cost of any item, the unit price submitted will prevail.
10. **With the consent and agreement of the successful bidder(s)** purchases may be made under this ITB by other community colleges, state universities, district school boards and by other educational institutions within the state of Florida. Such purchases shall be governed by the same terms and conditions stated in the proposal solicitation as provided in State Board of Education Rule 6A-14.0734 (2) (d). If the period of time is not defined within the solicitation, the prices, terms and conditions shall be firm for 120 days from the date of award. Bidders shall note exceptions to the above paragraph, if any.
11. Bids may be awarded or rejected, item-by-item, in sub-group(s) or in whole, at the discretion of Pensacola Junior College.
12. Any award on the basis of this bid will be contingent upon approval by The District Board of Trustees of Pensacola Junior College, Florida, and the terms of the contract to be negotiated with the successful bidder.
13. Insurance: The successful bidder shall provide appropriate insurance as indicated hereafter:
 - (a) Valid workmen's compensation insurance as required by Chapter 440, Florida Statutes;
 - (b) General public liability insurance against bodily injury, personal injury, and property damages, in limits of not less than \$100,000.00 per claimant, and \$200,000.00 per incident or occurrence. The District Board of Trustees, Pensacola Junior College, Florida shall be named as an additional insured on the contractor's policy.
 - (c) Automotive liability insurance against bodily injury and property damage, in at least the amounts of \$100,000.00 per claimant, and \$200,000.00 per occurrence.
 - (d) Certificates evidencing that all of the previously listed insurance is in force shall be forwarded to the Purchasing and Auxiliary services office prior to any work beginning. The Certificate of General Public Liability Insurance shall list The District Board of Trustees, Pensacola Junior College, Florida, as additional insured.

We look forward to your participation in submitting a proposal for consideration. Any questions or concerns should be addressed to the Director, Purchasing and Auxiliary Services at (850) 484-1784.

Angie C. Jones
Director, Purchasing
and Auxiliary Services

Provide all labor and materials for printing of 192,000 copies of the Pensacola Junior College 2007 Fall, 2008 Spring, 2008 Summer, and 6,000 copies of the 2008 Early Fall Class Schedule Booklets, as specified herein:

SPECIFICATIONS

- 1.01 **Quantity:** (a) 192,000 each for 2007 Fall, 2008 Spring, and 2008 Summer Class Schedule Booklets – (A certified press run shall be required.) Certification of the press run-quality shall be forwarded with invoice.
- (b) 6,000 for the 2008 Early Fall Class Schedule Booklets – (A certified press run shall be required.) Certification of the press run-quantity shall be forwarded with invoice.
- 1.02 **Size:** Range from 10” to 13” wide x 12” to 15” deep (Tabloid).
- 1.03 **Format:** Adobe Acrobat generated PDF.
- 1.04 **Number of Pages** (a) Base bid shall be made for thirty-six (36) pages for the 2007 Fall, 2008 Spring, and 2008 Summer Class Schedule Booklets, with a minimum page count of thirty-two (32) tabloid pages. Options shall be included for additional and decreased number of pages in increments of four (4) page panels. (See Page 8 of 13 and 9 of 13.)
- (b) Base bid shall be made for sixteen (16) pages for the 2007 Early Fall Class Schedule Booklets. Options shall be included for additional and decreased number of pages in increments of four (4) page panels. (See Page 9 of 13.)
- 1.05 **Paper:** (a) 30 Lb. virgin newsprint.
(b) 30 Lb. Newsprint with recycled content.
(c) 35 Lb. 80 HI-Brite paper, virgin content.
(d) 35 Lb. 70 Hi-Brite paper, with recycled content.
- Bidders shall submit bid pricing for (a), (b), (c), and (d). Pensacola Junior College reserves the right to select between (a), (b), (c), and (d) for any of the items for which these specifications are applicable.
- 1.06 **Ink:** (a) Base Bid cover and Inside Center Spread – Four (4) color process (CMYK). (See options for additional color(s), Page 10 of 13.)
- (b) Base Bid Inside – Black. (See options for additional color(s), Page 10 of 13.)

- 1.07 **Color Photos:** Color correction and toning for digital, photos and images provided by Pensacola Junior College. (See additional cost for color photo(s), Page 10 of 13.)
- 1.08 **Copy:** Copy shall be provided by Pensacola Junior College, in near camera ready format. However, some additional computer manipulation may be required. Separate labor charges for such services shall be clearly indicated, on a per hour basis, in the space provided on Page 10 of 13, if not included in the base bid amount. Delivery dates for all camera ready or electronic files of Booklets to printer are listed as follows:
- (a) 2007 Fall Class Schedule Booklet to be sent to printer between June 27 – June 30, 2007.
 - (b) 2008 Spring Class Schedule Booklet to be sent to printer between October 31 – November 2, 2007.
 - (c) 2008 Summer Class Schedule Booklet to be sent to printer between March 27 – March 28, 2008.
 - (d) 2008 Early Fall Class Schedule Booklet to be sent to printer between March 27 – March 28, 2008.
- 1.09 **Allowance for Overruns:** Pensacola Junior College will allow for verifiable overruns not to exceed two percent (2%).
- 1.10 **Delivery and Bundling Schedule** For distribution, **187,000** copies each of the 2007 Fall, 2008 Spring, 2008 Summer Class Schedule Booklets, shall be printed and delivered to a distributor to be designated by Pensacola Junior College, along with **5,000** copies of same to be printed and delivered to the Pensacola Junior College Receiving Department, 1000 College Blvd., Pensacola, 32504-8998. For distribution of **6,000** 2008 Early Fall Class Schedule Booklets, all **6,000** shall be delivered to Pensacola Junior College Receiving Department. Delivery dates for Booklets are as listed below:
- (a) 2007 Fall Class Schedule Booklets – to be delivered to distributor by July 3, 2007 and distributed between July 5 – July 9, 2007.
 - (b) 2008 Spring Class Schedule Booklets – to be delivered to distributor by November 6, 2007 and distributed between Nov. 7 – Nov. 12, 2007.
 - (c) 2008 Summer Class Schedule Booklets – to be delivered to distributor by April 2, 2008 and distributed between April 3 – April 7, 2008.
 - (d) 2008 Early Fall Class Schedule Booklets – to be delivered to PJC between April 3 – April 7, 2008.

Class Schedule Booklets shall be bundled in quantities of 100 per bundle. **In the event of late delivery, due to the actions of the printer, the invoice amount shall be discounted by 15%.** Pensacola Junior College will reserve the right to cancel any remaining contractual period of order amount for additional services to be provided on the basis of this bid, due to late delivery, resultant from the fault of the printer.

1.11 **U. S. Postal Regulations:**

Only these forms of address may be used instead of the addressee's name and address:

- (A) "Postal Customer" (delivery desired at all addresses).
- (B) "Residential Customer" (delivery desired residential addresses only).
- (C) "Business Customer" (delivery desired at business addresses only).
- (D) At least ten (10) days before the mailing date, the mailer must submit a sample mail piece and the following information to the entry office postmaster (in response, the mailer receives a mailing schedule that must be followed):

- 1. Proposed mailing date
- 2. Total number of pieces being mailed
- 3. Method of postage payment
- 4. Names of all city delivery post offices to receive any of the mailing and the number of pieces for each.

1.12 **References:**

A list of at least three references, for which your firm or entity has provided printing services, within the past twenty-four (24) month period, shall be included with your bid. References shall include the firm or entity name, address, contact person, telephone number and the date of last service provided, for each listing.

1.13 **Pricing:**

The initial term of the agreement will be from July 1, 2007 through June 30, 2008. The college reserves the right to terminate the agreement at the end of one (1) year or to renew the bid for successive one (1) year periods, for a total of four additional years, at mutual agreement. Continuation each year is subject to receipt of adequate appropriations by the Florida Legislature and subject to continued need and satisfactory performance. Any price adjustment requests **must** be submitted in writing by **April 1**, of each fiscal year, to the Director of Purchasing and Auxiliary Services, in order to be considered for the following fiscal year. No price adjustment shall be greater than the Consumer Price Index (CPI).

BIDDER RESPONSES FOR CLASS SCHEDULE BOOKLETS

ITEM	QTY/UNIT		DESCRIPTIONS/SPECIFICATIONS	COST PER THOUSAND	TOTAL COST
1.	192*	M	Base bid for 2007 Fall Class Schedule Booklets per description and specifications 1.01 through 1.13:		
			30 Lb. Virgin newsprint	_____	_____
			30 Lb. Newsprint, with recycled content	_____	_____
			35 Lb. 80 Hi-Brite paper, virgin content	_____	_____
			35 Lb. 70 Hi-Brite paper, with recycled content	_____	_____
2.	192*	M	Base bid for 2008 Spring Class Schedule Booklets, per description and specifications 1.01 through 1.13:		
			30 Lb. Virgin newsprint	_____	_____
			30 Lb. Newsprint, with recycled content	_____	_____
			35 Lb. 80 Hi-Brite paper, virgin content	_____	_____
			35Lb. 70 Hi-Brite paper, with recycled content	_____	_____
3.	192*	M	Base Bid for 2008 Summer Class Schedule Booklets, per description and specifications 1.01 through 1.13:		
			30 lb. Virgin newsprint	_____	_____
			30 lb. Newsprint, with recycled content	_____	_____
			35 Lb. 80 Hi-Brite paper, virgin content	_____	_____
			35 Lb. 70 Hi-Brite paper, with recycled content	_____	_____

BIDDER RESPONSES FOR CLASS SCHEDULE BOOKLETS - CONTINUED

ITEM	QTY/UNIT	DESCRIPTIONS/SPECIFICATIONS	COST PER THOUSAND	TOTAL COST
4.	6*	M	Base Bid for 2008 Early Fall Class Schedule Booklets, per description and specifications 1.01 through 1.13:	
			30 Lb. Virgin content	_____
			30 Lb. Newsprint, with recycled content	_____
			35 Lb. 80 Hi-Brite paper, virgin content	_____
			35 Lb. 70 Hi-Brite paper, with recycled content	_____
<u>OPTIONAL ITEMS</u>				
5.	*	M	Cost of each additional four (4) page panel, to be selected only if required by Pensacola Junior College, on a <u>cost per thousand basis:</u>	
		(a)	30 Lb. Virgin newsprint	_____
		(b)	30 Lb. Newsprint, with recycled content	_____
		(c)	35 Lb. 80 Hi-Brite paper, virgin content	_____
		(d)	35 Lb 70 Hi-Brite paper, with recycled content	_____
6. (a)	*	M	Decrease or deduct amount, for reduced total number of pages, per four (4) page panel, on a <u>deduction per thousand basis,</u> (to be selected only if required by Pensacola Junior College):	
			30 Lb. Virgin newsprint	_____
			30 Lb. Newsprint, with recycled content	_____
			35 Lb. 80 Hi-Brite paper, virgin content	_____

35 Lb. 70 Hi-Brite paper, with recycled
content.

BIDDER RESPONSES FOR CLASS SCHEDULE BOOKLETS – CONTINUED

ITEM	QTY/UNIT	DESCRIPTIONS/SPECIFICATIONS	UNIT PRICE	TOTAL PRICE
7.		ADDITIONAL COST FOR OPTIONAL COVER COLOR PRODUCTION AS LISTED BELOW:		
(a)	M	Black plus 1 (PMS/ROP) color per cover signature.	_____	_____
(b)	M	Black plus 3 (PMS/ROP) color(s) per cover signature.	_____	_____
8.		ADDITIONAL COST FOR INSIDE COLOR PRODUCTION, AS LISTED BELOW:		
(a)	M	Black Plus 1 spot color, per one (1) four-page signature.	_____	_____
(b)	M	Black Plus full color process (CMYK), per one (1) four-page signature.	_____	_____
(c)	**	Additional cost of digital manipulation of photos or digital images. Original color photos will be supplied by the College.	_____	_____
9.		Hourly labor charges for additional correction/ manipulation of PDF files if not included in base bid:		
(a)	5*** Hour	2007 Fall Class Schedule Booklets	_____	_____
(b)	5*** Hour	2008 Spring Class Schedule Booklets	_____	_____
(c)	5*** Hour	2008Summer Class Schedule Booklets	_____	_____
(d)	3*** Hour	2008 Early Fall Class Schedule Booklets	_____	_____

- * Due to rapidly expanding population growth and increases to mailing lists, Pensacola Junior College reserves the right to purchase additional quantities of Class Schedule booklets, at the same cost per thousand, as listed herein, to be determined at the time of press run. However, in order to contain costs, Pensacola Junior College also reserves the right to reduce the quantity required, by up to 15%, at the same cost per thousand, as listed herein, to be determined at the time of press run.
- ** Quantities are uncertain at this time.
- *** Although the total number of hours which may be required is uncertain, our estimate is that not more than 5 hours of labor should be required, by the bidder, for file manipulations , for each of the 2007 Fall, 2008 Spring, and 2008 Summer Class Schedule Booklets, and not more than 3 hours for the 2008 Early Fall Class Schedule Booklets.

PENSACOLA JUNIOR COLLEGE RESERVES THE RIGHT TO ADJUST DELIVERY SCHEDULES, AS LISTED IN SPECIFICATION 1.10, UPON MUTUAL AGREEMENT WITH PRINTER. HOWEVER, FAILURE TO DELIVER BY THE ADJUSTED DEADLINE(S) WILL SUBJECT THE PRINTER TO THE SAME PROVISION FOR INVOICE DISCOUNTS, IN THE EVENT OF LATE DELIVERY, DUE TO THE ACTIONS OF THE PRINTER.

CERTIFICATION OF DRUG-FREE WORKPLACE PROGRAM

IDENTICAL TIE BIDS - Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program, or if all of the tied vendors have drug-free workplace programs. In order to have a drug-free workplace program a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- (4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- (5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

SIGNATURE OF VENDOR
REPRESENTATIVE: _____

TYPED OR PRINTED NAME
OF VENDOR REPRESENTATIVE: _____

BIDDING FIRM OR ENTITY NAME: _____

BID SUBMITTED BY:

FEDERAL TAX I.D. NUMBER

FIRM OR ENTITY NAME

ADDRESS

CITY, STATE & ZIP CODE

TELEPHONE NUMBER /FAX NUMBER

TYPED OR PRINTED NAME
OF REPRESENTATIVE: _____

SIGNATURE OF REPRESENTATIVE: _____

DATE: _____