

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

June 14, 2010

QUOTATION NO. P9- 2009/2010

**REQUEST FOR QUOTATIONS ON PRINTING OF VARIOUS WORKBOOKS
FOR
PENSACOLA JUNIOR COLLEGE**

Pensacola Junior College hereby extends an invitation to quote on **Printing of Various Workbooks**, for Pensacola Junior College, 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 Junior College**, Building 7, Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998 (Fax No. 850-484-1839), no later than **2:00 P.M. local time, Tuesday, June 29, 2010** and shall be clearly marked **"REQUEST FOR QUOTATION NO. P9- 2009/2010 – PRINTING OF VARIOUS WORKBOOKS"**, for Pensacola Junior 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 JUNIOR 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 Junior 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 Junior 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. 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.

Angie C. Jones
Director of Purchasing
and Auxiliary Services

Pensacola Junior College is soliciting quotes on **Printing of Various Workbooks** as listed herein, for fiscal year 2010/2011 (July 1, 2010 through June 30, 2011). Quantities are estimates only for the purpose of this quote. The successful bidder(s) will be issued a blanket order covering the period July 1, 2010 through June 30, 2011. **ALL PRICES QUOTED HEREIN SHALL REMAIN FIRM THROUGH JUNE 30, 2011.**

SPECIFICATIONS

- 1.1 **SIZE:** 8 ½” x 11”
- 1.2 **PAPER:** Text – 24# brilliant white
Cover – Kromkote 10 point with die cut window
- 1.3 **INK:** Text – Black
Cover – Dark Green on front, none on back
- 1.4 **PRINT:** Two side, (duplex)
- 1.5 **NUMBER OF PAGES:** Will vary between 150-350 pages, depending upon the individual workbook price, quote should be on a per page basis.
- 1.6 **BINDING:** 4 hole per inch, spiral (13 mm)
- 1.7 **PROOF:** A proof will be required for approval by Pensacola Junior College, prior to printing.
- 1.8 **TABS:** Printed tabs (10-20 tabs/manual); tabs composed of heavier card stock/white @ \$_____/tab.
- 1.9 **ESTIMATED TOTAL QUANTITY:** 1,500 throughout the FY 2010/2011, which ends June 30, 2011.
- 1.10 **PRICING:** All pricing will remain firm through June 30, 2011. 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 its option. 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.

ITEM	QTY./UNIT	DESCRIPTION	PRICE PER PAGE
1a.		Per page, as per specification 1.1 through 1.8, in VIRGIN CONTENT.	_____
1b.		Per page, as per specification 1.1 through 1.8, in RECYCLED CONTENT.	_____
2.		Cover and binding, per manual.	_____
3.		Per printed tab	_____ <u>price/tab</u>

ADDITIONAL SPECIFICATIONS

DELIVERY: The number of days required for completed delivery, after approval of proof, shall be clearly indicated in the space provided below:



PRICES FIRM: Each quoter shall indicate clearly in the space provided below, the time period for which all prices quoted herein shall remain firm:



******* Note to printer: The original master-document for each manual is created as a Microsoft Word 2007 or 1997-2003 file. *******

Pensacola Junior College reserves the right to purchase additional quantities of any item(s) quoted herein, at the unit price(s) quoted, through the period for which prices remain firm, as listed above.

QUOTATION SUBMITTED BY:

FEDERAL TAX I.D. NUMBER

FIRM OR ENTITY

ADDRESS

CITY, STATE & ZIP CODE

TELEPHONE NUMBER /FAX NUMBER

TYPED OR PRINTED NAME OF REPRESENTATIVE

SIGNATURE OF REPRESENTATIVE:

DATE