

Request for Quotes
Printing of Business Cards, Envelopes, and Letterhead
RFQ 2-2018/2019



Due: August 30, 2018

Pensacola State College hereby extends an invitation to quote on Printing Business Cards, Envelopes, and Letterhead for Pensacola State 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 emailed to the attention of the Director of Purchasing and Auxiliary Services, at purchasing@pensacolastate.edu no later than the date and time indicated above and shall be clearly marked in the subject line indicating the above referenced Request for Quote.
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.
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. 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. Prices shall remain firm through June 30, 2019. The College reserves the right to terminate the agreement at the end of the term or to renew the quote for successive one (1) year periods, for a total of four (4) additional years, at its option. Any price adjustment requests after June 30, 2019 must be submitted in writing by April 1, of each fiscal year.

GENERAL SPECIFICATIONS

Pensacola State College is interested in obtaining quotes for Business Cards, Envelopes, and Letterhead, for use by various College Departments. Quotes are hereby requested, on the basis of estimated quantities, to be provided with incremental purchases during the period ending June 30, 2019. Quantities listed are non-binding to Pensacola State College, and the College reserves the right to purchase greater or less quantities at the unit prices quoted.

Pensacola State College reserves the rights to award item-by-item, in subgroups(s), or in whole, at the discretion of the College.

Invoicing shall be consolidated, on a monthly basis, to include aggregate billing of orders completed and delivered within the month.

The quotes provided shall be inclusive of all charges associated with the printing and delivery of items to Pensacola State College.

A proof will be required for each typesetting for approval, prior to printing.

It is expected that business cards will be purchased either 80# or 100#; therefore, estimated quantities reflect the use of either 80# or 100#.

SPECIFICATIONS: BUSINESS CARDS, 80#

Item 1

Design: #1
Paper Type: Card Stock 80#
Color: White
Inks: Template Provided
Size: 2" X 3 ½"
Copy: Template Provided
Imprinting: Imprinting will vary for various college departments. Name, Title, Address, Phone Number, Fax Number, and email address will vary per order.
Packaging: 500/box
Estimated: 100 sets annually

Item 1

Design: #2
Paper Type: Card Stock 80#
Color: White
Inks: Template Provided
Size: 2" X 3 ½"
Copy: Template Provided
Imprinting: Imprinting will vary for various college departments. Name, Title, Address, Phone Number, Fax Number, and email address will vary per order.
Packaging: 500/box
Estimated: 100 sets annually

Item 1

Design: #3
Paper Type: Card Stock 80#
Color: White
Inks: Template Provided
Size: 2" X 3 ½"
Copy: Template Provided
Imprinting: Imprinting will vary for various college departments. Name, Title, Address, Phone Number, Fax Number, and email address will vary per order.
Packaging: 500/box
Estimated: 100 sets annually

SPECIFICATIONS: BUSINESS CARDS, 100#

Item 2

Design: #1
Paper Type: Card Stock 100#
Color: White
Inks: Template Provided
Size: 2" X 3 ½"
Copy: Template Provided
Imprinting: Imprinting will vary for various college departments. Name, Title, Address, Phone Number, Fax Number, and email address will vary per order.
Packaging: 500/box
Estimated: 100 sets annually

Item 2

Design: #2
Paper Type: Card Stock 100#
Color: White
Inks: Template Provided
Size: 2" X 3 ½"
Copy: Template Provided
Imprinting: Imprinting will vary for various college departments. Name, Title, Address, Phone Number, Fax Number, and email address will vary per order.
Packaging: 500/box
Estimated: 100 sets annually

Item 2

Design: #3
Paper Type: Card Stock 100#
Color: White
Inks: Template Provided
Size: 2" X 3 ½"
Copy: Template Provided
Imprinting: Imprinting will vary for various college departments. Name, Title, Address, Phone Number, Fax Number, and email address will vary per order.
Packaging: 500/box
Estimated: 100 sets annually

SPECIFICATIONS: LETTERHEAD

Item 3

Paper Type: 24 Lb. Bond, No. 1
Color: White
Inks: Template Provided
Size: 8 ½" x 11"
Copy: Template Provided
Imprinting: Imprinting will vary for various college departments. Department Name, Phone Number, Campus Location, Address, and Campus Phone Number will vary per order.
Packaging: Letterhead shall be packed in individually wrapped reams of 500 sheets.
Estimated: 200 reams annually

Item 4

Paper Type: 24 Lb. Classic Linen, or approved equivalent.
Color: White
Inks: Template Provided
Size: 8 ½" x 11"
Copy: Template Provided
Imprinting: Imprinting will vary for various college departments. Department Name, Phone Number, Campus Location, Address, and Campus Phone Number will vary per order.
Packaging: Letterhead shall be packed in individually wrapped reams of 500 sheets.
Estimated: 10 reams annually

SPECIFICATIONS: ENVELOPES

Item 5

Paper Type: 24 Lb. with paper type to match Item 3, herein.
Color: White
Inks: Template Provided
Size: No. 10/24
Copy: Template Provided
Imprinting: Imprinting will vary for various college departments. Department name and address will vary per order.
Packaging: Envelopes shall be packaged 500 envelopes per box.
Estimated: 200 boxes annually

Item 6

Paper Type: A. 24 Lb. Classic Linen, or approved equivalent to match Item 4, herein.
Color: White
Inks: Template Provided
Size: No. 10/24
Copy: Template Provided
Imprinting: Imprinting will vary for various college departments. Department name and address will vary per order.
Packaging: Envelopes shall be packaged 500 envelopes per box.
Estimated: 10 boxes annually

QUOTATION FORM

Item	Description	Price per box/ream
#1 Design #1	Business Cards, 80#	\$
#1 Design #2	Business Cards, 80#	\$
#1 Design #3	Business Cards, 80#	\$
#2 Design #1	Business Cards, 100#	
#2 Design #2	Business Cards, 100#	\$
#2 Design #3	Business Cards, 100#	\$
#3	Letterhead	\$
#4	Letterhead, Linen	\$
#5	Envelopes	\$
#6	Envelopes, Linen	\$

DELIVERY: The number of business days after receipt of proof approval will be _____

QUOTATION SUBMITTED BY:

FEDERAL TAX I.D. NUMBER: _____

FIRM OR ENTITY: _____

ADDRESS: _____

CITY, STATE & ZIP CODE: _____

EMAIL: _____

TELEPHONE NUMBER/FAX NUMBER: _____

TYPE OR PRINT NAME OF REPRESENTATIVE: _____

SIGNATURE OF REPRESENTATIVE: _____ DATE: _____



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