

**Request for Quotes
College Catalog 2018-2019
16-2017/2018**



Due: February 9, 2018 @ 2:00 PM, Local Time

Questions due: February 1, 2018 @ 2:00 PM, Local Time

Pensacola State College hereby extends an invitation to quote for the above referenced project 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:

All quotations and any questions 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.

Price, quality, specifications and time of guaranteed delivery will be determining factors in the awarding of this quotation. All quotation prices shall be F.O.B. Pensacola State College. All quotation prices will be considered firm until order is placed through the college catalog project. Quotations may be awarded or rejected at the discretion of Pensacola State College.

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.

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.

In the event of an error in extending the total cost of any item, the unit price submitted will prevail.

GENERAL SPECIFICATIONS

Pensacola State College is interested in obtaining quotes for the printing of the college catalog. Pensacola State College does business with registered vendors. Please complete vendor registration via our website at <http://www.pensacolastate.edu/business-psc/>

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

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. Inferior binding or printing will result in repeating the binding process at vendor's expense.

ANTI-DISCRIMINATION CLAUSE: Pensacola State College is committed to an environment that embraces diversity, respects the rights of all individuals, is open and accessible, and is free of harassment and discrimination based on, but not limited to, ethnicity, race, creed, color, religion, age, disability, sex, marital status, national origin, genetic information, political opinions or affiliations, and veteran status. To the extent applicable, the nondiscrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex, or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein.

AMERICANS WITH DISABILITIES ACT: The successful bidder/proposer shall comply with the Americans with Disabilities Act. In the event of the Contractor's noncompliance with the nondiscrimination clauses, the Americans with Disabilities Act, or with any other such rules, regulations, or orders, any agreement resulting from this solicitation may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further contracts.

SPECIFICATIONS:

- | | | |
|------|------------------|--|
| 1.01 | Number of pages: | 300 pages, plus covers. |
| 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 as an electronic PDF of the manuscript will be provided by Pensacola State College to the awarded vendor on March 1, 2018. |
| 1.06 | Proofs: | Dylux and Digital. One (1) complete set of page proofs, one (1) complete set of blue lines, and one (1) match print for cover shall be provided by successful bidder. |
| 1.07 | Bindery: | 1,616 copies shall be perfect bound glue-binds on 11" side-covers shall be pre-scored to ensure quality binding, 360 copies with black plastic coil binding shall be provided. 24 copies left unbound ready for binding. |

- 1.08 Delivery: Delivery terms shall be F.O.B. Pensacola State College, 1000 College Boulevard, Pensacola, Florida, 32504. Cartons shall not exceed 40 lbs. Each carton shall be marked, identifying contents and quantity.
- Delivery by April 2, 2018
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, email addresses and telephone numbers. Pensacola State College may request sample catalogs previously printed by your firm.
- 1.10 Quantities 2,000 total, 360 of the 2,000 with plastic coil binding, 24 of the 2,000 left unbound.

QUOTATION FORM

<u>Quantity</u>	<u>Description</u>	<u>Price</u>
2000	College Catalogs	\$
2000	Cost per additional page added to catalog in excess of 300 pages	\$
Additional 1,000	Additional cost per 1,000 copies Order placed with original order	\$
Additional 1,000	Additional cost per 1,000 copies Order placed after original order	\$

Corporate Name		DBA Name (if applicable)	
Purchasing Address	Street/PO Box		City
	State		Zip
	Email Address		
Remit to Address	Street/PO Box		City
	State		Zip
	Email Address		
Contact Person	Name	Phone #	
	Email Address		
Address of Parent Company (if applicable)	Street/PO Box		City
	State		Zip
Check applicable boxes for ownership of company			
<input type="checkbox"/> Black American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Asian Pacific American <input type="checkbox"/> Asian Indian American <input type="checkbox"/> Native American <input type="checkbox"/> Woman-Owned <input type="checkbox"/> Disabled Veteran			
Attach current MBE/WBE Certifications			
_____ Authorized Agent Name			
_____ Signature		_____ Date	

REFERENCES

1. _____
COMPANY NAME CONTACT PERSON

EMAIL ADDRESS PHONE NUMBER

DATE OF LAST SERVICE PROVIDED

2. _____
COMPANY NAME CONTACT PERSON

EMAIL ADDRESS PHONE NUMBER

DATE OF LAST SERVICE PROVIDED

3. _____
COMPANY NAME CONTACT PERSON

EMAIL ADDRESS PHONE NUMBER

DATE OF LAST SERVICE PROVIDED

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.

BIDDING FIRM OR ENTITY NAME: _____

SIGNATURE OF VENDOR REPRESENTATIVE: _____

TYPED OR PRINTED NAME OF VENDOR REPRESENTATIVE: _____

DATE: _____