

**Request for Quotes**  
**Center of Corporate and Professional Development Booklets**  
**39-2015/2016**



**Due: June 22, 2016 @ 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:

1. All quotations must be emailed to the attention of the Director of Purchasing and Auxiliary Services, at [purchasing@pensacolastate.edu](mailto: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. All quotation prices shall be F.O.B. Pensacola State College. Quotations may be awarded or rejected at the discretion of Pensacola State College. Prices shall remain firm for 30 days.
3. 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.
4. 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.
5. In the event of an error in extending the total cost of any item, the unit price submitted will prevail. All Pensacola State College Purchase Order Terms and Conditions apply.

## GENERAL SPECIFICATIONS

Pensacola State College is interested in obtaining quotes for the following item.

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

**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:   | 24 pages pages 4/4 throughout 60# cover  |
| 1.02 | Final Page Size:   | 8" X 10"   |
| 1.03 | Printing:  | 4/4 – Printed in process color on CVR<br>4/4 – Inside TXT  |
| 1.04 | Ink:   | 4/4<br>Also quote 4/4 throughout   |
| 1.05 | Proofs:  | Proof is required. Art provided by Pensacola State College Marketing Department  |
| 1.06 | Materials:   | 16p: 35# Hi-Brite 80 35", 8p: 60# Coated #3 35"  |
| 1.07 | Finishing  | Saddle stitch and trim to size   |
| 1.08 | Quantity:  | The college will determine to purchase either 40,000 or 45,000 of each issue, 3 issues per year  |
| 1.09 | Mailing Service:   | Alternate for mailing service. As indicated on the quotation form, an alternate maybe selected by Pensacola State College whereby the selected vendor will mail approximately 47,000 copies per issue. College will provide a partial list. Printer/mail house provides remainder from a zip code select list to be merged with College provided list. Duplicates must be removed. Remainder of booklets must be delivered to Pensacola State College. |
| 1.10 | 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 previously printed material by your firm.   |
| 1.11 | 1 <sup>st</sup> issue must be delivered by July 27,2015. |  |

QUOTATION FORM

<u>Quantity</u>	<u>Description</u>	<u>Price</u>
40,000 each issue	CCPD Schedule Booklets	\$
45,000 each issue	CCPD Schedule Booklets	\$
	Additional cost to provide mailing service for all booklets except 1,000 copies	\$

REFERENCES

Bidder Name: \_\_\_\_\_

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

<b>Tax Reporting Name</b>	_____
	Name shown on income tax return
<b>Company Name</b>	_____
	If applicable, DBA name for checks
<b>Federal Tax Identification Number</b>	_____
	Employer Identification Number OR Social Security Number
<b>Type of Business</b>	<input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> LLC _____(classification)

<b>Order form Information</b> (Information for Obtaining Quotes/Purchase Order Submission)		
Street/PO Box _____	City _____	State/Zip _____
Contact Person Name/Title _____	Phone _____	Fax _____
Email Address _____	Website _____	

<b>Payment Address</b>	<input type="checkbox"/> Same as Above		
Street/PO Box _____	City _____	State _____	Zip _____
Contact Person Name _____	Title _____		
Email Address _____	Website _____		

<b>Minority Business Status</b>	Check all that apply to your organization
<input type="checkbox"/>	African American (person having origins in any of the black racial groups of the African Diaspora, regardless of cultural origin)
<input type="checkbox"/>	Hispanic American (person of Spanish or Portuguese culture with origins in Spain, Portugal, Mexico, South America, Central America, or the Caribbean, regardless of race)
<input type="checkbox"/>	Asian American (person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands, including the Hawaiian Islands before 1778)
<input type="checkbox"/>	Native American (person who has origins in any of the Indian Tribes of North America before 1835)
<input type="checkbox"/>	American Woman

<b>Ability to Conduct Business</b>
Is your organization legally able to conduct business with public entities in the State of Florida, pursuant to Florida Statute 287.133, and with the Federal Government as per epls.gov? <input type="checkbox"/> No <input type="checkbox"/> Yes
At the present time, or at any time in the last twelve months, has any owner, officer, stockholder, employee or other person with an interest either directly or indirectly with your company been employed by Pensacola State College? <input type="checkbox"/> No <input type="checkbox"/> Yes

I certify that the information supplied herein is correct to the best of my knowledge. I further certify that in doing business with Pensacola State College my firm is in compliance with Chapter 112.313, Florida Statutes, relating to conflict of interest ( <a href="http://www.flsenate.gov/Statutes/">www.flsenate.gov/Statutes/</a> ). I agree to the Purchase Order Terms and Conditions of Pensacola State College.		
_____	_____	_____
Authorized Signature	Name and Title	Date