

**Request for Quotes**  
**T-Shirts Welcome Week 2016**  
**4-2016/2017**



**Due: July 26, 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 [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 are incorporated herein by reference.

The College seeks quotes for 2,500 Royal Blue Next Level 3600 shirts. Delivery of shirts to the College must occur by 8/12/2015. Design per attachment A.

QUOTATION FORM

<b>Size</b>	<b>2,500 Shirts</b>	<b>Quoted Price Per Each</b>
Small	125	\$
Medium	375	\$
Large	1000	\$
X-Large	625	\$
XX-Large	250	\$
XXX-Large	125	\$
<b>Total Price ALL</b>		\$

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

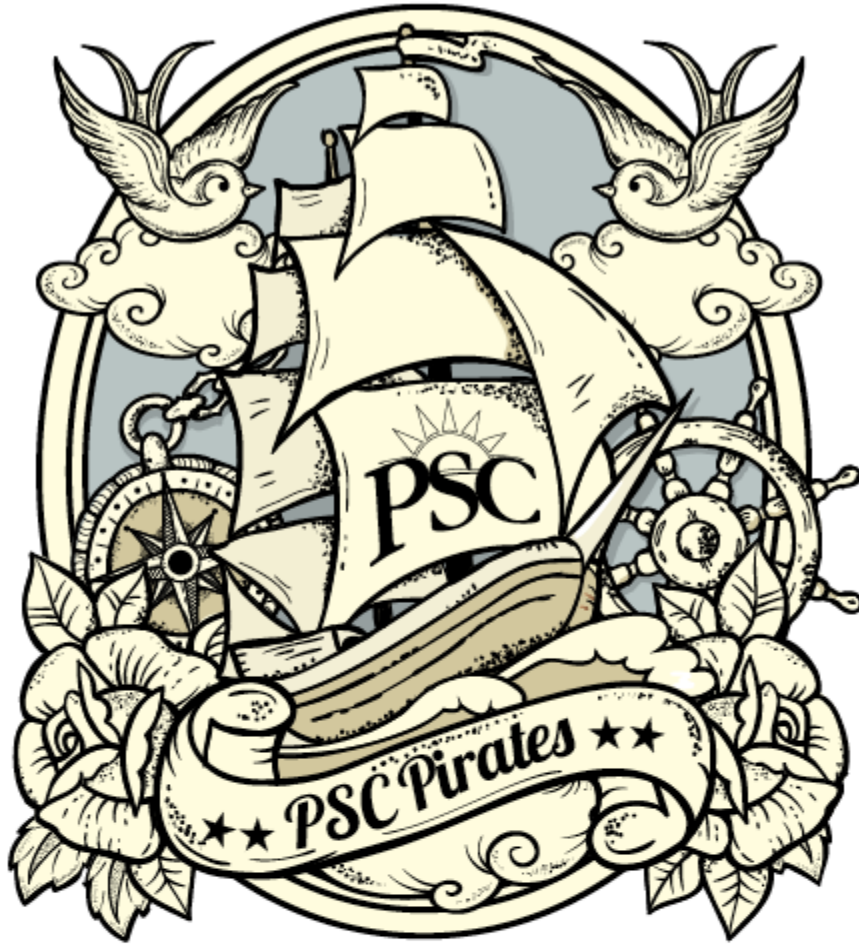
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EMAIL ADDRESS PHONE NUMBER

\_\_\_\_\_  
DATE OF LAST SERVICE PROVIDED

Attachment A

Color of the shirt shall be royal blue.





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WORK LIKE A

# CAPTAIN

PLAY LIKE A

# PIRATE

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★ PENSACOLA STATE COLLEGE ★  
PENSACOLA, FLORIDA

**Tax Reporting Name** \_\_\_\_\_  
Name shown on income tax return

**Company Name** \_\_\_\_\_  
If applicable, DBA name for checks

**Federal Tax Identification Number** \_\_\_\_\_  
Employer Identification Number OR Social Security Number

**Type of Business**  Corporation  Sole Proprietor  Partnership  LLC \_\_\_\_\_ (classification)

**Order form Information** (Information for Obtaining Quotes/Purchase Order Submission)

Street/PO Box \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

Contact Person Name/Title \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_ Website \_\_\_\_\_

**Payment Address**  Same as Above

Street/PO Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person Name \_\_\_\_\_ Title \_\_\_\_\_

Email Address \_\_\_\_\_ Website \_\_\_\_\_

**Minority Business Status** Check all that apply to your organization

African American (person having origins in any of the black racial groups of the African Diaspora, regardless of cultural origin)

Hispanic American (person of Spanish or Portuguese culture with origins in Spain, Portugal, Mexico, South America, Central America, or the Caribbean, regardless of race)

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)

Native American (person who has origins in any of the Indian Tribes of North America before 1835)

American Woman

**Ability to Conduct Business**

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?  No  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?  No  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 ([www.flsenate.gov/Statutes/](http://www.flsenate.gov/Statutes/)). I agree to the Purchase Order Terms and Conditions of Pensacola State College.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date