

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

**June 7, 2010**

**QUOTATION NO. P8- 2009/2010**

**REQUEST FOR QUOTATIONS ON COMPUTER PAPER  
FOR  
PENSACOLA JUNIOR COLLEGE**

Pensacola Junior College hereby extends an invitation to quote on **Computer Paper**, 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, Wednesday, June 23, 2010** and shall be clearly marked **"REQUEST FOR QUOTATION NO. P8- 2009/2010 – COMPUTER PAPER"**, 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 **Computer Paper** 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.**

<b>ITEM</b>	<b>QTY./UNIT</b>	<b>DESCRIPTION/SPECIFICATIONS</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
1.	250 Cases	Computer Paper, 14 7/8" x 8 1/2", regular ruling, 1/2" green bar (no vertical perfs.) <b>1 Part Paper</b> , 18# weight, 3,500 sheets/case.	_____	_____
		_____ Brand and Stock Number Offered		
		_____ Number Sheets per Case/Paper Weight		
2.	60 Cases	Computer Paper, 14 7/8" x 8 1/2", regular ruling, 1/2" green bar (no vertical perfs.) <b>2 Part Paper</b> , carbonless 18#/18# weights, 1,700 sheets/case.	_____	_____
		_____ Brand and Stock Number Offered		
		_____ Number Sheets per Case/Paper Weight		
3.	15 Cases	Computer Paper, 14 7/8" x 8 1/2", regular ruling, 1/2" green bar (no vertical perfs.) <b>3 Part Paper</b> , carbonless 18#/18#/18# weights, 1,200 sheets/case.	_____	_____
		_____ Brand and Stock Number Offered		
		_____ Number Sheets per Case/Paper Weight		

ITEM	QTY./UNIT	DESCRIPTION/SPECIFICATIONS	UNIT PRICE	TOTAL PRICE
4.	5 Cases	Computer Paper, 14 7/8" x 8 1/2", regular ruling, 1/2" green bar (no vertical perfs.) <b>4 Part Paper</b> , carbonless 18#/18#/18#/18# weights, 900 sheets/case.	_____	_____
_____ Brand and Stock Number Offered				
_____ Number Sheets per Case/Paper Weight				
TOTAL COST			_____	

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 two (2) 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.

**QUOTATION SUBMITTED BY:**

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**FEDERAL TAX I.D. NUMBER**

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**FIRM OR ENTITY**

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**ADDRESS**

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**CITY, STATE & ZIP CODE**

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**TELEPHONE NUMBER      /FAX NUMBER**

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**TYPED OR PRINTED NAME OF REPRESENTATIVE**

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**SIGNATURE OF REPRESENTATIVE:**

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**DATE**