

Request for Quotes
Center of Corporate and Professional Development Booklets
2-2019/2020



Due: August 16, 2019 @ 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 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.

BOOKLET SPECIFICATIONS:

- 1.01 Number of pages: Up to 24 pages, pages 4/4 throughout 50# Gloss TXT throughout
- 1.02 Final Page Size: 8" X 10"
- 1.03 Printing: 4/4 – Printed in process color on CVR
4/4 – Inside TXT
- 1.04 Ink: 4/4 on the enamel; 1/1 inside
Also quote 4/4 throughout
- 1.05 Proofs: Proof is required. Art provided by Pensacola State College Marketing Department
- 1.06 Materials: 8p: 50# Coated #3 35", 16p: 50# Coated #3 35"
- 1.07 Finishing: Saddle stitch and trim to size
- 1.08 Quantity: Three issues per year. The college will decide the number of copies for each issue.
- 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 30,000 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 booklets, 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 Distribution Date: First issue by September 6, 2019.

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.

QUOTATION FORM

<u>Quantity</u>	<u>Description</u>	<u>Price</u>
30,000 (4/4 on the enamel; 1/1 inside)	CCPD Schedule Booklets	\$
35,000 (4/4 on the enamel; 1/1 inside)	CCPD Schedule Booklets	\$
30,000 (4/4 on the enamel throughout)	CCPD Schedule Booklets	\$
35,000 (4/4 on the enamel throughout)	CCPD Schedule Booklets	\$
	Additional cost to provide mailing service for all booklets except 1,000 copies	\$

Bidder Name: _____

Mailing Address: _____

Email Address: _____

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