

**Request for Quotes  
Conservationist Services  
41-2015/2016**



**PENSACOLA**  
STATE COLLEGE

**Due: July 7, 2016, 2:00 pm, local time**

**General Requirements**

The District Board of Trustees of Pensacola State College located at 1000 College Blvd., Pensacola, FL 32504, is accepting quotes for the above referenced project.

Questions and quotes shall be submitted via email to Director of Purchasing and Auxiliary Services at [purchasing@pensacolastate.edu](mailto:purchasing@pensacolastate.edu). In order to maintain a fair and impartial competitive process, the proposers shall avoid any communication with prospective proposers other than through the Purchasing Department during the quoting and evaluation period regarding this project.

Firms must comply with Pensacola State College's Purchase Order Terms and Conditions and Federal Purchases Terms and Conditions available at PensacolaState.edu

This project is 100% Federally Funded.

Price, quality, specifications, qualifications, reporting abilities, experience and ability to meet schedule will be the determining factors in the award of the bid. Award will be made to the vendor offering the best total value to the college. All prices shall remain firm for 365 days. The College reserves the right to purchase one, multiple, or none of the items and may award to multiple vendors.

Any award on the basis of this bid may be contingent upon approval by The District Board of Trustees of Pensacola State College, Florida, and the terms of the contract to be negotiated with the successful bidder. The award is based contingent upon available budget. Further, no work or payment shall be made to the awarded vendor unless the grant is fully funded. The College will provide notice to the awarded vendor when/if work shall commence. In the event the College is not awarded the grant, the College will not be responsible for any payment to the awarded vendor.

**Scope of Work**

Pensacola State College is currently applying for the grant outlined below and is soliciting quotes to provide conservation services for the following grant:

National Endowment for the Humanities, Division of Preservation and Access – Humanities Collections and Reference Resources – Catalog of Federal Domestic Assistance (CFDA) Number: 45.149

This is an implementation grant for the purpose of providing conservation treatment for collection leading to enhanced access and digitizing the collection. A report shall be furnished to the College to evidence conservation methods and results.

Pensacola State College's collections consist of the following:

2D objects – 422 objects in collection

3D objects – 150 objects in collection

**Quotation Documents to be submitted with Quotation Form**

Appropriate evidence qualifying them as a conservator

Sample conservation report

Sample assessment tool

Resume (2 pages maximum)

**Quotation Form**

**Bidders may choose may choose to bid on one or both works: 2D or 3D object collections.**

Description	Quote for Services	Estimated Completion Time from Notice to Proceed
Conservation of 2D Objects – 422 objects in collection	\$	
Conservation of 3D Objects –150 objects in collection	\$	
Firm Name		
_____ Authorized Representative	_____ Authorized Representative Signature	

<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