

**DISTRICT BOARD OF TRUSTEES
PENSACOLA STATE COLLEGE
1000 COLLEGE BOULEVARD
PENSACOLA, FL 32504-8998**

June 1, 2011

QUOTATION NO. P10- 2010/2011

**REQUEST FOR QUOTATIONS FOR PRINTING OF BUSINESS CARDS
FOR
PENSACOLA STATE COLLEGE**

Pensacola State College hereby extends an invitation to quote on Printing Business Cards 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 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 State 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, Tuesday, June 14, 2011** and shall be clearly marked **"REQUEST FOR QUOTATION NO. P10, 2010/2011 – PRINTING OF BUSINESS CARDS"** for Pensacola State 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 STATE 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 State 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 State 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.

10. **Prices shall remain firm through June 30, 2012. The College reserves the right to terminate the agreement at the end of one (1) year or to renew the quote for successive one (1) year periods, for a total of four (4) additional years, at its option. Any price adjustment requests must be submitted in writing by April 1, of each fiscal year.**



Angie C. Jones
Director of Purchasing
and Auxiliary Services

Pensacola State College is interested in securing quotes covering business cards, to be printed incrementally as needed through June 30, 2012, per the following specifications:

1. Size: 2" x 3 1/2"
2. Card Stock: 80#
3. Card to be quoted as per sample below with PMS 281 blue ink (up to 4 lines for name and title).
4. Quantity shall consist of 500/set.
5. Orders will be released incrementally, as requested by ordering department.
6. Estimated number of sets covering annual usage will be approximately 200 sets. **This is only an estimate for quoting purposes.** Invoicing shall be consolidated, on a monthly basis, to include aggregate billing of orders completed and delivered within the month.
7. Typesetting shall be required with each order.
8. A proof by the requesting department will be required for each typesetting for approval, prior to printing.
9. Company will be responsible for all expenses incurred in the production of Business Cards.

<u>ITEM</u>	<u>QTY/UNIT</u>	<u>DESCRIPTION</u>	<u>COST PER SET OF 500</u>
1.	Approx. 200 sets	Business cards per specifications no. 1 through 9	_____

DELIVERY: The number of business days required for completed delivery, after receipt of proof approval, shall be clearly indicated in the space provided below:

**PENSACOLA STATE
COLLEGE**

Angie C. Jones
Director, Purchasing and
Auxiliary Services

1000 College Blvd.
Pensacola, Florida 32504-8998
acjones@pensacolastate.edu

850-484-1794
Fax: 850-484-1839
www.pensacolastate.edu

QUOTATION SUBMITTED BY:

FEDERAL TAX I.D. NUMBER

FIRM OR ENTITY

ADDRESS

CITY, STATE & ZIP CODE

TELEPHONE NUMBER /FAX NUMBER

TYPED OR PRINTED NAME OF REPRESENTATIVE

SIGNATURE OF REPRESENTATIVE

DATE