

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

June 1, 2011

QUOTATION NO. P11- 2010/2011

**REQUEST FOR QUOTATIONS ON
THE PRINTING OF LETTERHEAD AND ENVELOPES
FOR
PENSACOLA STATE COLLEGE**

Pensacola State College hereby extends an invitation to quote on **The Printing of Letterhead and Envelopes**, 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 3:00 P.M., local time, Wednesday, June 15, 2011** and shall be clearly marked **“REQUEST FOR QUOTATION NO. P11- 2010/2011 - THE PRINTING OF LETTERHEAD AND ENVELOPES”**.
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 item by item; in subgroups, or in whole 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.



Todd Harrington
for

Angie C. Jones
Director of Purchasing
and Auxiliary Services

SPECIFICATIONS

GENERAL:

Pensacola State College is interested in obtaining quotes for **Letterhead and Matching Envelopes**, for use by various College Departments. Quotes are hereby requested, on the basis of estimated quantities, to be provided with incremental purchases planned during the period ending June 30, 2012.

The College has identified varieties of letterhead desired, as specified in Items 1A and 1B, Items 3A and 3B, with matching varieties of envelopes, as specified in Items 2A and 2B, Items 4A and 4B.

Pensacola State College reserves the rights to award item-by-item, in subgroups(s), or in whole, at the discretion of the College.

Item 1

1.00 **Letterhead**

- 1.01 Paper Type and Weight: A. 24 Lb. Bond, No. 1
B. 24 Lb. Bond, No. 1, **With Recycled Content.**
- 1.02 Color: White
- 1.03 Inks: PMS 281 Blue ink for Pensacola State College campuses and addresses at the bottom, with personalized imprinting. (See attached sample)
- 1.04 Size: 8 ½" x 11"
- 1.05 Copy: A template will be provided for the letterhead by Pensacola State College. However, the successful bidder shall be responsible for typesetting in ITC Garamond Book Typeface, 9 points, (font can be provided).
- 1.06 Imprinting: Imprinting will be in PMS 281 blue ink, with typesetting in ITC Garamond Book Typeface, 9 points. Typesetting of up to four (4) lines per ream shall be included in the price quoted on a per ream basis. **(Note: Imprinting will vary for various college departments.)**
- 1.07 Proofs: The successful quoter shall be responsible for providing proofs for approval by the College, prior to printing of letterhead.
- 1.08 Packaging: Letterhead shall be packed in individually wrapped reams of 500 sheets.
- 1.09 Pricing: All pricing shall remain firm through June 30, 2012.

SPECIFICATIONS – CONTINUED

Item 2

- 2.00 **Envelopes to Match Letterhead**, as specified for Item 1
- 2.01 Paper Type and Weight: A. 24 Lb. with paper type to match Item 1, herein.
B. 24 Lb. with paper type to match Item 1, herein, **With Recycled Content.**
- 2.02 Color: White
- 2.03 Inks: PMS 281 Blue ink covering Pensacola State College return address.
- 2.04 Size: No. 10/24
- 2.05 Copy: Art will be provided by Pensacola State College, for envelopes for the Pensacola Campus. This prototype shall serve as a master template for envelopes for Milton, Warrington, and Downtown Center campuses, with the successful bidder responsible for typesetting of same in ITC Garamond Book Typeface, 9 points, for imprinting on incremental orders.
- 2.06 Imprinting: Although the stock envelopes to match letterhead may be run in advance, imprinting in PMS 281 blue ink will be necessary, as incremental orders are placed for various departments of the college. Imprinting (including typesetting in ITC Garamond Book Typeface, 9 points) of up to four lines per box, shall be included in the price quoted, on a per box basis. **(Note: Imprinting will vary for various college departments.)**
- 2.07 Proofs: The successful quoter shall be responsible for providing proofs, for approval by the college, prior to printing of envelopes.
- 2.08 Packaging: Envelopes shall be packaged 500 envelopes per box.
- 2.09 Pricing: All pricing shall remain firm through June 30, 2012.

SPECIFICATIONS – CONTINUED

Item 3

3.00 Letterhead

- 3.01 Paper Type and Weight: A. 24 Lb. Classic Linen, or approved equivalent.
B. 24 Lb. Classic Linen, **With Recycled Content**, or approved equivalent.
- 3.02 Color: Same as specifications 1.02.
- 3.03 Inks: Same as specifications 1.03.
- 3.04 Size: Same as specifications 1.04.
- 3.05 Copy: Same as specifications 1.05.
- 3.06 Imprinting: Same as specifications 1.06.
- 3.07 Proofs: Same as specifications 1.07.
- 3.08 Packaging: Same as specifications 1.08.
- 3.09 Pricing: Same as specifications 1.09.

Item 4

4.00 Envelopes to Match Letterhead, as specified for Item 5, herein

- 4.01 Paper Type and Weight: A. 24 Lb. Classic Linen, or approved equivalent
B. 24 Lb. Classic Linen, **With Recycled Content**, or approved equivalent.
- 4.02 Color: Same as specifications 2.02.
- 4.03 Inks: Same as specifications 2.03.
- 4.04 Size: Same as specifications 2.04.
- 4.05 Copy: Same as specifications 2.05.
- 4.06 Imprinting: Same as specifications 2.06.
- 4.07 Proofs: Same as specifications 2.07.
- 4.08 Packaging: Same as specifications 2.08.
- 4.09 Pricing: Same as specifications 2.09.

BIDDER RESPONSES:

ITEM	QTY./UNIT	DESCRIPTION/SPECIFICATIONS	UNIT PRICE	TOTAL PRICE
1.	*100 Ream	A. Letterhead, 24 Lb. Bond, No. 1 White, with PMS 281 blue ink, and with imprinting (including typesetting in ITC Garamond Book Typeface, 9 points) of up to four lines per ream included, 500 sheets per ream, per specifications 1.00 through 1.09	_____	_____
		B. Same as above, but with Recycled Content .	_____	_____
2.	*100 Box	A. No. 10/24 Envelopes, to match letterhead in Item 1, 24 Lb. Bond, White, with PMS 281 blue ink, and with imprinting (including typesetting in ITC Garamond Book Typeface, 9 points) of up to four lines per box, per specifications 2.00 through 2.09.	_____	_____
		B. Same as above, but with Recycled Content	_____	_____
3.	*10 Ream	A. Letterhead, 24 Lb. Classic Linen, White, or approved equivalent, with PMS 281 blue ink, and with imprinting (including typesetting in ITC Garamond Book Typeface, 9 points), of up to four lines per ream included, 500 sheets per ream, per specifications 3.00 through 3.09.	_____	_____
		B. Same as above, but with Recycled Content .	_____	_____
4.	*10 Box	A. No. 10/24 envelopes to match letterhead in Item 3, 24 Lb. Classic Linen, White, or approved equivalent, with PMS 281 Blue ink and with imprinting (including typesetting in ITC Garamond Book Typeface, 9 points), of up to four lines per box included, 500 envelopes per box, per specifications 4.00 through 4.09.	_____	_____
		B. Same as above, but with Recycled Content .	_____	_____
TOTAL – ITEMS 1A, 2A, 3A, 4A:			_____	_____
TOTAL – ITEMS 1B, 2B, 3B, 4B:			_____	_____

ADDITIONAL SPECIFICATIONS

- 5.00 **Quantities and Invoicing:** The College has estimated the quantities of each variety of letterhead and envelopes which will be needed for the period ending June 30, 2012. However, such estimates are non-binding to the College. Pricing, based on these estimates, will comprise the base bid for each quoter. Deliveries and subsequent payments will be based upon a series of incremental orders, to be placed within the period covered by this request for quote. Invoicing shall be consolidated, on a monthly basis, to include aggregate billing of orders completed and delivered within the month.
- 5.01 **Delivery:** The number of days required for completed delivery, after receipt of incremental orders, shall be indicated in the space provided below:
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- 5.02 ***Quantities listed are estimates only and/are non-binding to Pensacola State College. The College reserves the right to purchase greater or less quantities of letterhead and/or matching envelopes, at the unit prices quoted herein, with all pricing remaining firm through June 30, 2012.**
- 5.03 **Pricing:** 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, to the Director of Purchasing and Auxiliary Services, in order to be considered for the following fiscal year.

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

PENSACOLA STATE — COLLEGE —

Office of the President
850-484-1700 • Fax 850-484-1840

Pensacola State College is a member of the Florida College System

Pensacola Campus • 1000 College Boulevard • Pensacola, Florida 32504-8998 • 850-484-1000
Milton Campus • 5988 Highway 90 • Milton, Florida 32583-1798 • 850-484-4400
Warrington Campus • 5555 W. Highway 98 • Pensacola, Florida 32507-1097 • 850-484-2200
Downtown Center • 418 West Garden Street • Pensacola, Florida 32502-4731 • 850-484-1374

PENSACOLA STATE
COLLEGE

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