

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

**June 1, 2011**

**QUOTATION NO. P12- 2010/2011**

**REQUEST FOR QUOTATIONS ON PRINTING OF CATALOG ENVELOPES  
9" X 12" AND 10" X 13" SIZES  
FOR  
PENSACOLA STATE COLLEGE**

Pensacola State College, hereby extends an invitation to quote on **Printing of Catalog Envelopes (9" x 12" and 10" x 13" sizes)**, 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, Tuesday, June 14, 2011**, and shall be clearly marked **"REQUEST FOR QUOTATION NO. P12 2010/2011 – PRINTING OF CATALOG ENVELOPES (9" x 12" AND 10" x 13" SIZES)"**, 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, item-by-item, in sub-group(s) 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.



Angie C. Jones  
Director of Purchasing  
and Auxiliary Services

ITEM QTY./UNIT	DESCRIPTION/SPECIFICATIONS	UNIT PRICE BOX/500
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1. Printing services for envelopes, per the following specifications:
- SPECIFICATIONS**
- 1.01 Envelopes shall be white, open end, with quotations offered for the following:
- (a) 28 lb. woven, white paper, virgin content.
- (b) 28 lb. woven, white paper, with recycled content
- 1.02 Envelopes shall have gummed flap, no clasp.
- 1.03 Envelopes shall have the return address printed on the opposite end of the opening flap.  
**Return address will vary depending on the requesting Department.**
- 1.04 Return address shall be approximately 3/8" from left side and approximately 3/8" from top, with blue ink, PMS 281.
- 1.05 Envelopes shall be 9" x 12" in size.
- 1.06 Envelopes shall be packaged 500 per box.
- 1.07 Typesetting shall be required for each order placed.
- 1.08 A proof shall be required for approval, by requesting Department of Pensacola State College, prior to printing.

1(a) \*\*\* Envelopes as specified above with 28 lb. woven white paper, **VIRGIN CONTENT** \_\_\_\_\_

**OR**

1(b) \*\*\* Envelopes as specified above with 28 lb. woven paper, **RECYCLED CONTENT.** \_\_\_\_\_

\*Pensacola State College reserves the right to select between Item No. 1(a) or Item No. 1(b).

<u>ITEM QTY./UNIT</u>	<u>DESCRIPTION/SPECIFICATIONS</u>	<u>UNIT PRICE BOX/500</u>
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2. Printing services for envelopes, per the following specifications:

**SPECIFICATIONS**

- 2.01 Same as 1.01
- 2.02 Same as 1.02
- 2.03 Same as 1.03
- 2.04 Same as 1.04
- 2.05 Envelopes shall be 10" x 13" size.
- 2.06 Same as 1.06
- 2.07 Same as 1.07
- 2.08 Same as 1.08

2(a) \*\*\* Envelopes as specified above with 28 lb. woven white paper **VIRGIN CONTENT** \_\_\_\_\_

**OR**

2(b) \*\*\* Envelopes as specified above with 28 lb. woven white paper, **RECYCLED CONTENT** \_\_\_\_\_

\*Pensacola State College reserves the right to select between Item No. 2(a) or Item No. 2(b).

**\*\*\*Quantities are uncertain as it depends upon request from various departments on all Pensacola State College locations.**

### ADDITIONAL SPECIFICATIONS

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

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3.02 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.

3.03 Typesetting shall be required with each order.

3.04 A proof shall be required, with each order, for approval by requesting department of Pensacola State College, prior to printing.

**NOTE OF CLARITY:**

When orders are placed by the various departments they may range from a quantity of one (1) box, of either size, to six (6) boxes, more or less. Orders in the past were as follows:

9 x 12 Catalog Envelopes – Six orders in quantities as listed: 2 orders for 1 box each; 2 orders for 2 boxes each; 1 order for 4 boxes; 1 order for 6 boxes.

10 x 13 Catalog Envelopes – Twelve orders in quantities as listed: 8 orders for 1 box each; 3 orders for 2 boxes each; 1 order for 4 boxes

If your company will not accept an order for just one (1) box of envelopes per department, please state your minimum number of boxes acceptable, for each order placed, in the space provided below:

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**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**