

**REQUEST FOR QUOTATIONS  
PENSACOLA JUNIOR COLLEGE  
1000 COLLEGE BOULEVARD  
PENSACOLA, FL 32504-8998**

**July 7, 2009**

**QUOTATION NO. P1 – 2009/2010**

**REQUEST FOR QUOTATIONS ON PRINTING OF THE CORSAIR  
FOR  
PENSACOLA JUNIOR COLLEGE**

Pensacola Junior College, hereby extends an invitation to quote on **Printing of the Corsair**, for Pensacola Junior 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 an 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 Junior College**, Building 7, Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998 (Fax No. 850-484-1839), no later than **Tuesday, July 14, 2009**, and shall be clearly marked **“REQUEST FOR QUOTATION NO. P1 - 2009/2010– PRINTING OF THE CORSAIR”**, for Pensacola Junior 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 JUNIOR 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 Junior 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 Junior 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

## SPECIFICATIONS

Printing of the “Corsair”, Student Newspapers for Pensacola Junior College, in the Fall Term, 2009 and Spring Term of 2010.

- 1.01 Number of Issues:** Up to ten (10) issues during the period August, 2009 through June, 2010. The College plans to publish during the Fall Term, 2009 and the Spring Term of 2010, four or five issues per term, with the option of publishing up to two issues during the Summer Terms IIIA and IIIB.
- 1.02 Size:** Tabloid – 11.5 to 15 inches by 11 inches (folded), 11.5 to 15 inches by 22 inches (flat), or closest equivalent standard paper size. (Please indicate size in the spaces provided.)
- 1.03 Paper:**
- (a) 30 Lb. (or heavier) **VIRGIN** newsprint, or closest equivalent.  
**OR**
  - (b) 30 Lb. (or heavier) **RECYCLED** newsprint, (with recycled content), or closest equivalent  
**OR**
  - (c) 37 Lb. Hi-Brite, **VIRGIN** stock  
**OR**
  - (d) 37 Lb. Hi-Brite, **RECYCLED** stock  
**OR**
  - (e) 50 Lb. Bookstock, **VIRGIN** stock  
**OR**
  - (f) 50 Lb. Bookstock, **RECYCLED** stock
- 1.04 Ink:** Black with the option to run other colors.
- 1.05 Color Capabilities** Prefer full color for all pages.
- 1.06 Number of Pages:** From four (4) to thirty-two (32) pages. Editor or faculty advisor will advise printer of size of each issue.
- 1.07 Press Run:** 4,000 copies per issue. Optional pricing shall be provided for additional copies, and for reductions for fewer copies, on the basis of 1,000 copies per four-page panel.
- 1.08 Enlargements and Reductions:** Enlargements and reductions of drawings, advertisements and other graphics may be required to fit the Corsair format. Printer should specify the per item cost of such changes.
- 1.09 Composition:** Pages will be provided by computer file (electronically transferred). The preferred method uses Adobe Acrobat PDF. (Please specify if some other mode of electronic transfer is required.) In the event that such electronic transfer is not possible, The

Corsair can provide pages on an appropriate disk.

**1.10 Publishing Schedule:**

Scheduling of printing will be done with the successful bidder. Historically, the Corsair has submitted files to the printer on a Tuesday before the issue date, with finished product being delivered the next day.

**1.11 Insertions:**

The printer shall specify the cost per thousand, for insertion of pre-printed advertisements and supplements into the Corsair.

**1.12 Correction Charges:**

Each quoter shall clearly indicate prices for making corrections of errors or desired changes, not the fault of the printer. **(Charges for errors or necessary changes due to the fault of the printer will not be the responsibility of Pensacola Junior College and will not be accepted by Pensacola Junior College.)**

**1.13 Return of Items:**

Any tangible materials submitted to the printer (computer disk, photos, art, etc.) shall be returned with the printed copies.

**1.14 Delivery:**

Prices shall include delivery as indicated:

F.O.B.            Pensacola Junior College  
                         1000 College Boulevard  
                         Pensacola, FL 32504-8998

**1.15 Pricing:**

All pricing will remain firm through June 30, 2010. The College may, at its discretion, renew the contract for successive one (1) year periods, for a total of two (2) additional years, at its option. Any price adjustment request must be submitted in writing by April 1 of each fiscal year to the Director of Purchasing and Auxiliary Service in order to be considered for the following fiscal year. The obligations of the College under this award are subject to the availability of funds lawfully appropriated annually for its purposes by the Legislature of the State of Florida.

**1.16 Base Bid:**

Due to the uncertainty of the number of pages which will be required for each issue of the Corsair, each quoter is requested to offer a base quote, per four (4) page panel. The base quote shall be offered with the understanding that the unit cost, (per four (4) page panel), will remain firm for issues ranging from four (4) to thirty-two (32) pages. Total cost per issue will then be determined by multiplication of the base cost, by the number of four page panel sets, per issue.

**1.17 Pensacola Junior College reserves the right to consider base bid pricing and optional items pricing in determining the appropriate quote award.**

<u>ITEM/QUANTITY</u>	<u>UNIT</u>	<u>DESCRIPTION/SPECIFICATIONS</u>	<u>PER FOUR PAGE PANEL</u>
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1. Lot Printing of the Corsair Student Newspapers with 4,000 copies per issue, in accordance with the specifications included herein, **per four (4) page panel.**

(a) Paper Type: **30 LB. VIRGIN NEWSPRINT** \_\_\_\_\_

Paper Size: \_\_\_\_\_

Paper Weight: \_\_\_\_\_

**OR**

(b) Paper Type: **30 LB. RECYCLED NEWSPRINT WITH RECYCLED CONTENT.** \_\_\_\_\_

Paper Size: \_\_\_\_\_

Paper Weight: \_\_\_\_\_

**OR**

(c) 37 Lb. Hi-Brite, **VIRGIN STOCK** \_\_\_\_\_

Paper Size: \_\_\_\_\_

Paper Weight: \_\_\_\_\_

**OR**

(d) 37 Lb. Hi-Brite, **RECYCLED STOCK** \_\_\_\_\_

Paper Size: \_\_\_\_\_

Paper Weight: \_\_\_\_\_

**OR**

(e) 50 Lb. Bookstock, **VIRGIN STOCK** \_\_\_\_\_

Paper Size: \_\_\_\_\_

Paper Weight: \_\_\_\_\_

**OR**

(f) 50 Lb. Bookstock, **RECYCLED STOCK** \_\_\_\_\_

Paper Size: \_\_\_\_\_

Paper Weight: \_\_\_\_\_

**THE COLLEGE RESERVES THE RIGHT TO SELECT BETWEEN (a), (b), (c), (d)  
(e), or (f).**

**2. If full color is not possible on all pages, please list pages where spot and full color can be placed:**

<u>ITEM</u>	<u>QUANTITY/UNIT</u>	<u>DESCRIPTION/SPECIFICATIONS</u>	<u>PER FOUR (4)</u> <u>PAGE PANEL</u>
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**OPTIONAL ITEMS**

3.	**	Each	Charge for enlargements of drawings, _____ advertisements and graphics.	
4.	**	Each	Charge for reductions of drawings, advertisements and graphics.	_____
5.			<b>Charges for corrections or desired changes not the fault of the printer.</b>	
	**	Lot	(a) Per line	_____
	**	Lot	(b) Per page	_____
6.	**	M	Charge for insertion of preprinted advertisements and supplements into the Corsair, <u>on a per thousand basis</u> , for any issue in which such insertions are desired. <b>NOTE:</b> The advertisements and supplements will be provided by the college, with no additional printing or paper to be required. The insert charge shall be to cover only the labor cost for inserting the college provided materials.	_____
7.	**	M	Additional cost for any issue in which more than 4,000 copies are required.	_____
8.	**	M	Reduced cost for any issue in which less than 4,000 copies are required.	_____
9.	**	Hour	Photo composition work, not otherwise specified, on a per hour basis.	_____

\*\*Quantities are uncertain and may vary with each issue, if required at all.

**QUOTATION SUBMITTED BY:**

**FEDERAL TAX I.D. NUMBER**

**FIRM OR ENTITY**

**ADDRESS**

**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**