

THE DISTRICT BOARD OF TRUSTEES OF
PENSACOLA JUNIOR COLLEGE, FLORIDA
1000 COLLEGE BOULEVARD
PENSACOLA, FL 32504-8998

February 8, 2008

BID NO. 04-2007/2008

**INVITATION TO BID (ITB) FOR THE PRINTING OF THE 2008 SUMMER AND
2009 FALL AND SPRING PENSACOLA JUNIOR COLLEGE CATAZINE**

The District Board of Trustees of Pensacola Junior College, Florida hereby extends an Invitation to Bid (ITB) for the Printing of the College Catalog, as specified in this bid request.

All terms and conditions included hereafter are part of this bid request. Any bid failing to comply with all of these terms and conditions may not be accepted. Rights are reserved to reject any and all bids and to waive any and all technicalities.

Directions for submitting bids include the following:

1. **All bids must be mailed 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, or delivered to the bid opening site, not later than Monday, February 25, 2008, 11:00 A.M., local time, and shall be clearly marked "SEALED ITB NO. 4- 2007/2008- Printing of the 2008 Summer and 2009 Fall and Spring Pensacola Junior College Catazine** Due to the requirement of sealed bidding, facsimile bids will not be acceptable as valid bid responses. All bids shall be submitted on the bid form, herein included, and shall be properly signed by an authorized representative of the firm or entity submitting the bid, with delivery or completion date clearly indicated, in order to be considered. Attach all amplifying instructions and documents to this bid form. In the event that you are unable to submit a bid, 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.

An evaluation committee meeting, in accordance with FS 286.011(1), is scheduled to be held on, **Monday, February 25, 2008 at 2:00 P.M.** in the Barfield Administration Building No. 7, Room 736B, 1000 College Boulevard, Pensacola, Florida 32504-8998. Bid tabulations and award recommendations will be posted in the Purchasing and Auxiliary Services Department and on the Pensacola Junior College website

www.pjc.edu/administration/purchasing. Posting normally occurs within 10 days of bid opening date.

2. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in F.S. 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
3. Any person(s) requiring reasonable accommodations, in accordance with the provisions of the American With Disabilities Act for attendance at the scheduled bid opening, shall contact the Office of the Director of Purchasing and Auxiliary Services, at least seventy-two (72) hours in advance of the scheduled bid opening deadline, as indicated on Page 1, herein.
4. Price, quality, specifications and time of guaranteed delivery will be the determining factors in the award of the bid.
5. All prices shall be firm until order is placed, unless otherwise specified herein or indicated by bidder.
6. All bid prices shall be FOB Pensacola Junior College, 1000 College Boulevard, Pensacola, FL 32504-8998.
7. Failure to file a protest within the time prescribed in F.S. 120.57(3), or failure to post the bond or other security as required by F.S. 287.042(2) (c) shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. All protests must be delivered to the Director of Purchasing & Auxiliary Services, Pensacola Junior College, 1000 College Blvd., Pensacola, FL, 32504 within the time prescribed in Chapter 120, Florida Statutes to be considered valid.
8. 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 bid 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) offered as approved equivalent(s). Bids lacking any written indication of intent to bid an alternate product or brand will be considered to be in complete compliance with the specifications of the bid form. Pensacola Junior College shall retain the right to determine the acceptability of any item(s) offered as equivalent to any item(s) specified.

9. In the event of an error in extending the total cost of any item, the unit price submitted will prevail.
10. **With the consent and agreement of the successful bidder(s)** purchases may be made under this ITB by other community colleges, state universities, district school boards and by other educational institutions within the state of Florida. Such purchases shall be governed by the same terms and conditions stated in the proposal solicitation as provided in State Board of Education Rule 6A-14.0734 (2) (d). If the period of time is not defined within the solicitation, the prices, terms and conditions shall be firm for 120 days from the date of award. Bidders shall note exceptions to the above paragraph, if any.
11. Bids may be awarded or rejected, item-by-item, in sub-group(s) or in whole, at the discretion of Pensacola Junior College.
12. Any award on the basis of this bid will be contingent upon approval by The District Board of Trustees of Pensacola Junior College, Florida, and the terms of the contract to be negotiated with the successful bidder.
13. Insurance: The successful bidder shall provide appropriate insurance as indicated hereafter:
 - (a) Valid workmen's compensation insurance as required by Chapter 440, Florida Statutes;
 - (b) General public liability insurance against bodily injury, personal injury, and property damages, in limits of not less than \$100,000.00 per claimant, and \$200,000.00 per incident or occurrence. The District Board of Trustees, Pensacola Junior College, Florida shall be named as an additional insured on the contractor's policy.
 - (c) Automotive liability insurance against bodily injury and property damage, in at least the amounts of \$100,000.00 per claimant, and \$200,000.00 per occurrence.
 - (d) Certificates evidencing that all of the previously listed insurance is in force shall be forwarded to the Purchasing and Auxiliary services office

prior to any work beginning. The Certificate of General Public Liability Insurance shall list The District Board of Trustees, Pensacola Junior College, Florida, as additional insured.

- 14. ALL BIDS SHALL BE SUBMITTED ON THIS BID FORM, AND SHALL BE PROPERLY SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE FIRM OR ENTITY SUBMITTING THE BID, IN ORDER TO BE CONSIDERED. FAILURE TO COMPLETE AND RETURN RESPONSE ON THIS FORM MAY BE CAUSE FOR REJECTION OF THE RESPONSE.**

We look forward to your participation in submitting a proposal for consideration. Any questions or concerns should be addressed to the Director, Purchasing and Auxiliary Services at (850) 484-1794.

Angie C. Jones
Director, Purchasing and Auxiliary Services

SPECIFICATIONS

Continuing Education/PJC Institute Catazine

Quantity: 105,000 copies (+/- 5,000)
Trim Size: 8 3/8" x 10 3/4"
Pages: 40 pages (4-page cover + 36 page text) (+/- 4 pages)
Cover Stock: 100# gloss text
Text Stock: 45# 80 Hi Brite
Cover Ink: 4/2 (4 color outside cover/block plus 1 color inside cover)
Text Ink: 2/2 (black plus 1)
Materials: Output from customer word files
Proof: Booked Mechanical/CTP color proof
Binding: Saddle Stitch and trim
Mailing: CASS Certify, video ink jet, sort, and bag to PJC's list

Packing: 5,000 copies packed in 40 lb boxes; deliver 4,500 copies to Continuing Education, Pensacola Campus, Building 96, Room 9606; 500 copies to Downtown Center, 418 West Garden Street.

Ink Jet, Sort, Bag, and Mail 100,000 copies - **must** be mailed from Jordan Street Post Office, Pensacola, Florida. PJC's mail permit number is #88.

Actual cost of postage not included in price but an estimate would be helpful in the budgetary process.

Purchase mailing list for zip codes (names and addresses): 32501, 32503, 32504, 32505, 32507, 32514, 32526, 32533, 32534, 32560, 32561, 32562, 32564, 32570, 32571, and 32583 of households with 20K and up.

Graphic design services/photography shall include full creative graphic design and layout services. Up to 5 photographs will be used in each publication. Full color and black and white ad production

Co-branded marketing campaign to include 1 full color ad to run in Pensacola News Journal on Sunday prior to the mailing of catazines. Vendor is responsible for costs, production, and paperwork and full color and black and white advertising production and design must be approved by the Dean of Continuing Education prior to submission.

Successful vendor will provide two (2) oversized full color posters of Catazine cover for display purposes.

Weekly Production, Distribution, Database and Marketing updates are required. Successful vendor will provide PDF version of 2008 Summer Catazine by March 24, 2008 that will be placed on PJC's website and emailed from desktops. The 2009 Fall and Spring Catazines will have dates determined as schedule is established. Vendor is responsible for any updates to PDF versions.

Delivery Schedule:

Summer 2008-3 - to be mailed in April 7, 2008
Fall 2009-1 - to be mailed July 28, 2008
Spring 2009-2 - to be mailed December 29, 2008

Pricing Section

1	Lot	*Printing of the Catazine	\$ _____
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1	Lot	Estimated Postage	\$ _____
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***The price will remain the same for all three catazines. There will be very little change per each issue. Pensacola Junior College reserves the right to terminate the agreement if we are not satisfied with the final product of the Summer Catazine. A separate Purchase Order will be issued for each catazine.**

CERTIFICATION OF DRUG-FREE WORKPLACE PROGRAM

IDENTICAL TIE BIDS - Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program, or if all of the tied vendors have drug-free workplace programs. In order to have a drug-free workplace program a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- (4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- (5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

SIGNATURE OF VENDOR
REPRESENTATIVE:

TYPED OR PRINTED NAME OF VENDOR REPRESENTATIVE:

BIDDING FIRM OR ENTITY NAME:

BID SUBMITTED BY:

FEDERAL TAX I.D. NUMBER

FIRM OR ENTITY NAME

ADDRESS

CITY, STATE & ZIP CODE

TELEPHONE NUMBER /FAX NUMBER

TYPED OR PRINTED NAME
OF REPRESENTATIVE: _____

SIGNATURE OF REPRESENTATIVE: _____

DATE: _____