

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

**February 10, 2010**

**QUOTATION NO. P5 - 2009/2010**

**REQUEST FOR QUOTATIONS FOR PRINTING OF COLLEGE CATALOG  
FOR  
PENSACOLA JUNIOR COLLEGE**

Pensacola Junior College hereby extends an invitation to quote for the Printing of College Catalog 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 Junior College, Building 7, Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998 (Fax No. 850-484-1839), no later than 3:00 p.m. CST on Tuesday, February 23, 2010**, and shall be clearly marked **"REQUEST FOR QUOTATION NO. P5 - 2009/2010 – Printing of College Catalog"** 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 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. Bids may be awarded or rejected, item-by-item, in sub-group(s) or in whole, at the discretion of Pensacola Junior College.
10. 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.

We look forward to your participation in submitting a quote for consideration. Any questions or concerns should be addressed to the Director, Purchasing and Auxiliary Services at (850) 484-1794 or [acjones@pjc.edu](mailto:acjones@pjc.edu).

Angie C. Jones  
Director, Purchasing  
and Auxiliary Services

## SPECIFICATIONS

- 1.01 Number of pages: 224 pages, plus cover.
- 1.02 Size: 8 ½” x 11” finished page size
- 1.03 Paper: Cover – 10 pt C1S or 80# Gloss Enamel, to be approved by the College  
Text – 50# Opaque to be approved by the College
- 1.04 Ink: Cover – Side one – CMYK process plus UV coating, bleed 3 sides.  
Side Two – black; Text - Black/Black  
Bleed: 11” side
- 1.05 Copy: Art will be provided on disk plus hard copy manuscript will be provided by the College Marketing and Information Department of Pensacola Junior College.
- 1.06 Proofs: Dylux and Digital. One (1) complete set of page proofs, one (1) complete set of blue lines, and one (1) matchprint for cover shall be provided by successful bidder.
- 1.07 Bindery: 10,150 copies shall be perfect bound with hot melt glue-binds on 11” side. Covers shall be pre-scored to ensure quality binding: 350 copies with plastic coil binding shall be provided. Note: Inferior binding will result in repeating the binding process at vendor’s expense.
- 1.08 Delivery: Delivery terms shall be F.O.B. Pensacola Junior College, Freight Prepaid and Allowed – Central Receiving, 1000 College Boulevard, Pensacola, Florida, 32504-8998. Cartons shall not exceed 40 lbs. Each carton shall be marked, identifying contents and quantity. (Price shall include all shipping costs.)  
  
Delivery shall be no later than May 27, 2010. A production schedule will be developed following award of bid.
- 1.09 References Provide at least three (3) references, for which your firm has printed catalogs, with the response. References shall include names, addresses and telephone numbers.
- 1.10 Samples Provide URL for viewing sample catalogs printed by your firm.
- 1.11 Quantity 10,150
- 1.12 Pricing Pricing shall remain firm throughout catalog project.

**PRICING SECTION**

			<b>UNIT</b>	<b>TOTAL</b>
1.	10,150*	Printing of College Catalog	_____	_____

\*(All quantities shall include 350 copies with spiral binding) (See section 1.07)

**OPTIONS**

2.	10,150	Cost per additional four (4) pages	_____
3.	10,150	Cost per additional eight (8) pages	_____

**ALTERATION CHARGES**

4.	Customer-Supplied changes per page	_____
5.	Additional cost per 1,000 Copies	_____

URL (See Section 1.10): \_\_\_\_\_

**REFERENCES**

1. \_\_\_\_\_  
COMPANY NAME CONTACT PERSON

\_\_\_\_\_

ADDRESS CITY, STATE & ZIP CODE

\_\_\_\_\_

DATE OF LAST SERVICE PROVIDED TELEPHONE NUMBER

2. \_\_\_\_\_  
COMPANY NAME CONTACT PERSON

\_\_\_\_\_

ADDRESS CITY, STATE & ZIP CODE

\_\_\_\_\_

DATE OF LAST SERVICE PROVIDED TELEPHONE NUMBER

3. \_\_\_\_\_  
COMPANY NAME CONTACT PERSON

\_\_\_\_\_

ADDRESS CITY, STATE & ZIP CODE

\_\_\_\_\_

DATE OF LAST SERVICE PROVIDED TELEPHONE NUMBER

**BID SUBMITTED BY:**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

FIRM OR ENTITY: \_\_\_\_\_

COMPLETE ADDRESS: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_