



U N I V E R S I T Y O F
SOUTH CAROLINA

INVITATION FOR BID

DEADLINE FOR RECEIPT OF BIDS (OPENING DATE AND TIME):
July 2, 2009 AT 2:00 PM LOCAL TIME

SOLICITATION #:	<u>USC-IFB-1508-DH</u>
DESCRIPTION:	<u>Printing of USC Freshman Prospectus and Insert</u>
ISSUE DATE:	<u>June 18, 2009</u>
BUYER:	<u>Damon Hightower</u>
TELEPHONE:	<u>(803) 777-4115</u>

RETURN/EXPRESS/HAND CARRY BIDS TO:

UNIVERSITY OF SOUTH CAROLINA
Purchasing Department
1600 Hampton Street, 6th floor RM 606
Columbia, SC 29208

THIS SOLICITATION, ANY AMENDMENTS, AND INTENDED AWARD WILL BE POSTED AT THE LOCATION LISTED ABOVE AND OUR WEBSITE ADDRESS: <http://purchasing.sc.edu/>.

****SOLICITATION # AND OPENING DATE MUST BE SHOWN ON SEALED ENVELOPE****

BY SIGNING THIS BID, I CERTIFY THAT WE WILL COMPLY WITH ALL REQUIREMENTS OF SECTION 44-107-10, ET SEQ. RELATING TO THE SC DRUG-FREE WORKPLACE ACT.

AUTHORIZED SIGNATURE	PRINTED SIGNATURE	DATE
COMPANY	FEIN	
MAILING ADDRESS		
CITY	STATE	ZIP CODE
TELEPHONE #	FAX NUMBER	

INVITATION FOR BID
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Any vendor desiring to exercise Rights to Protest should refer to Section 11-35-4210 of the Code of Laws of South Carolina, 1976 as amended (South Carolina Consolidated Procurement Code).

If the resulting award of this contract is not greater than \$50,000, it will be subject to the provisions of 11-35-1550 (Small Purchases) of the South Carolina Consolidated Procurement Code.

Schedule of Key Events

DATE: June 18, 2009
SOLICITATION NO.: USC-IFB- 1508-DH
OPENING DATE AND TIME: July 2, 2009 at 2:00 PM

STANDARD SOLICITATION PROVISIONS

Award Criteria: The award shall be made to the lowest responsible and responsive bidder(s) whose bid meets the requirements and criteria set forth in the Invitation for Bid.

Bidders Qualification: Bidders must, upon request of the University, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. The Purchasing Department reserves the right to make the final determination as to the bidder's ability to provide the products or services requested herein.

Bidder's Responsibility: Each bidder shall fully acquaint himself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this bid. It is expected that this will sometimes require on-site observation. The failure or omission of a bidder to acquaint him with existing conditions shall in no way relieve him of any obligation with respect to this bid or to the contract.

Bid Rejection/Cancellation: The University of South Carolina reserves the right to reject any and all bids and to cancel the solicitation.

Competition: This solicitation is intended to promote competition. If the language, specifications, terms and conditions or any combination thereof restricts or limits the requirements in this solicitation to a single source, it shall be the responsibility of the interested vendor to notify the Purchasing Department in writing so as to be received five (5) days prior to the opening date. The solicitation may or may not be changed but a review of such notification will be made prior to award.

Correction of errors on this bid form: All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the bid. Erasures or use of typewriter correction fluid may be cause for rejection. No bid shall be altered or amended after specified time for opening.

Debarments/Suspension: By submission of a response to this solicitation, bidders are certifying it is not suspended or debarred from doing business with and other governmental entity.

Discussion with Bidders: Discussion may be conducted with apparent responsive bidders for the purpose of clarification to assure full understanding of the requirements of the invitation for bids.

Discussions/Negotiations: By submission of a bid, vendor agrees that during the period following issuance of a bid and prior to notification of intent, and/or award of contract, vendor shall not discuss this procurement with any party except members of the University of South Carolina Purchasing Department or other parties designated in this solicitation. Vendor shall not discuss or attempt to negotiate with the using department any aspects of the procurement without prior approval of the Purchasing Department buyer responsible for the procurement.

Indemnification: The state South Carolina, its officers, agents, and employees shall be held harmless from liability from any claims, damages, and actions of any nature arising from the use of any materials furnished by the contractor, provided that such liability is not attributable to negligence on the part of the using agency or failure of the using agency to use the materials in the manner outlined by the contractor in descriptive literature or specifications submitted with the contractor's bid.

Notification of Contract Award: Notice regarding USC's intent to award a contract will be posted at the USC Purchasing web site <http://purchasing.sc.edu>. If the contract resulting from this Solicitation has a total or potential value in excess of \$50,000 but less than \$100,000, an Award Statement will be issued. If the total or potential value is \$100,000 or greater, an Intent to Award Statement will be issued. Such notice will be sent to all respondents to the Solicitation.

Order of Precedence: In the event of inconsistency between provisions of this solicitation, the inconsistency shall be resolved by giving precedence in the following order: (A) Bid Pricing Schedule; (B) Bid Specifications; (C) Standard Solicitation Provisions/General Contract clauses, whether incorporated by reference or otherwise, (D) Special Solicitation Provisions/Special Contract Clauses and (E) Instructions to Bidders.

Purchasing Liability: The USC Purchasing Department is acting under the authority given to it in the Consolidated Procurement Code to procure contracts on behalf of governmental agencies and acts only as their agent in this respect. The resulting contract is between the agency and the successful vendor and the Purchasing Department bears no liability for any damages that any party may incur in the execution or enforcement of the contract.

Records Retention & Right to Audit: the state shall have the right to audit the books and records of the contractor as they pertain to this contract, both independent of, and pursuant to, S.C. code section 11-35-2220. Such books and records shall be maintained for a period of three (3) years from the date of final payment under the contract.

The state may conduct, or have conducted, performance audits of the contractor. The state may conduct, or have conducted, audits of specific requirements of this bid as determined necessary by the state.

Pertaining to all audits, contractor shall make available to the state access to its computer files containing the history of contract performance and all other documents related to the audit. Additionally, any software used by the contractor shall be made available for auditing purposes at no cost to the state.

Rejection: The University reserves the right to reject any bid that contains prices for individual items or services that are unreasonable when compared to the same or other bids if such action is in the best interest of the University.

Risk of Loss: The contractor shall assume all risk of loss, and shall maintain insurance coverage on all items installed, up to the time of final acceptance.

Solicitation Amendments: All amendments to and interpretations of the solicitation shall be in writing from the Purchasing Department. The procurement officer shall not be legally bound by any amendment or interpretation that is not in writing.

Unit Price Governing: Unit prices will govern over extended prices unless otherwise stated in bid invitation.

Waiver: The University reserves the right to waive any instruction to bidders, general or special provisions, general or special conditions or specifications deviation in accordance with the authority provided in Regulation 11-35-1520 (13).

FOIA BIDDING INSTRUCTIONS FOR INVITATIONS FOR BID

(Where bidder is submitting only cost information and information for the determination of responsibility)

SUBMITTING CONFIDENTIAL INFORMATION: For every document Offeror submits in response to or with regard to this solicitation, Offeror must separately mark with the word “**CONFIDENTIAL**” every page, or portion thereof, that Offeror contends contains information that is exempt from public disclosure because it is either (a) a trade secret as defined in Section 30-4-40(a)(1), or (b) privileged and confidential, as that phrase is used in Section 11-35-410. For every document Offeror submits in response to or with regard to this solicitation, Offeror must separately mark with the words “**TRADE SECRET**” every page, or portion thereof, that Offeror contends contains a trade secret as that term is defined by the Trade Secrets Act. All markings must be conspicuous; use color, bold, underlining, or some other method in order to conspicuously distinguish the mark from the other text. If a portion of a bid or proposal is improperly marked as confidential or trade secret, the State may, in its sole discretion, determine it non-responsive. If only portions of a page are protected, do not mark the entire page. By submitting a bid or proposal, Offeror (1) consents to the release of documents governed by Section 11-35-1810 unless Offeror conspicuously states otherwise on the cover of its bid or proposal, (2) agrees to the public disclosure of any documents regarding this solicitation submitted at any time prior to entering into a contract (including, but not limited to, documents contained in a bid or proposal, documents submitted to clarify either a bid or proposal, and documents submitted during negotiations), unless the document is conspicuously marked “**TRADE SECRET**” or “**CONFIDENTIAL**” (3) agrees that any information not marked, as required by these bidding instruction, as a “**TRADE SECRET**” is not a trade secret as defined by the Trade Secrets Act, and (4) that, notwithstanding any claims or markings otherwise, any prices used to determine the award are subject to public disclosure. In determining whether to release documents, the State will detrimentally rely on Offeror’s marking of documents, as required by these bidding instructions, as being either “**CONFIDENTIAL**” or “**TRADE SECRET**”. By submitting a bid or proposal, Offeror agrees to defend, indemnify and hold harmless the State of South Carolina, It’s officers and employees, from every claim, demand, loss, expense, cost, damage, or injury, including attorney’s fees, arising out of or resulting from the State withholding information that Offeror marked as “**CONFIDENTIAL**” or “**TRADE SECRET**”. (All references to S.C. Code of Laws.)

GENERAL CONTRACT CLAUSES

Affirmative Action: The successful bidder will take affirmative action in complying with all federal and state requirements concerning fair employment and employment of the handicapped and concerning the treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap. The following are incorporated herein by reference: 41 C.F.R. 60-1.4, 60-250.4 and 60-741.4.

Assignment: No contract or its provisions may be assigned, sublet or transferred without the written consent of the Purchasing Department.

Contract Administration: Questions or problems arising after award of this contract shall be directed to the University of South Carolina, Purchasing Department, 1600 Hampton Street, Suite 606, Columbia, SC 29208.

Contract Amendments: Contract amendments, modifications & change orders: any change orders, alterations, amendments or other modifications hereunder shall not be effective unless reduced to writing and approved by the buyer responsible for this solicitation and the contractor. All questions, problems or changes arising after award of this contract shall be directed to the Purchasing Department buyer responsible for this solicitation.

Default: In case of default by the contractor, the University reserves the right to purchase any or all items in default in the open market, charging the contractor with any additional costs. The defaulting contractor shall not be considered a responsible bidder until the assessed charge has been satisfied.

Force Majeure: The contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the contractor. Such causes may include, but are not restricted to acts of God or of the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes and unusually severe weather but in every case the failure to perform must be beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by default of a subcontractor, and if such default arises out of causes beyond the control of both the contractor and subcontractor, and without the fault or negligence of either of them, the contractor shall not be liable for any excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the contractor to meet required delivery schedule.

HIPAA Law: The Contractor agrees that to the extent that some or all of the activities within the scope of this Contract are subject to the Health Insurance Portability Accountability Act of 1996, P.L. 104-91, as amended ("HIPAA"), or its implementing regulations, it will comply with the HIPAA requirements and will execute such agreements and practices as the University of South Carolina may require to ensure compliance. Additional information may be viewed at: <http://www.sc.edu/hipaa/>

Item Substitution: (This clause does not apply to solicitations for service requirements). No substitutes will be allowed on purchase orders received from departments without permission from the Purchasing Department.

Non-Appropriations: Any contract entered into by the University or its departments, institutions, agencies, political subdivisions or other entities resulting from this bid invitation shall be subject to cancellation without

damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.

Patent Liability: The Contractor, at his own expense, will defend any suit which may be brought against the University of South Carolina to the extent that it is based on a claim that the goods furnished through a contract infringes a United States Patent, and in any such suit will pay those costs and damages which are attributable to such claim and finally awarded against the University of South Carolina. The University shall give the Contractor prompt written notice of such claim and full right and opportunity to conduct the defense thereof, together with full information and reasonable cooperation. No cost of expenses shall be incurred for the account of the Contractor without its written consent. If principles of governmental or public law are involved, the University may participate in the defense of any such action. If, in the Contractor's opinion, the goods furnished hereunder are likely to, or do become, the subject of a claim of infringement of a United States Patent, then without diminishing the Contractor's obligation to satisfy a final award, the Contractor may, at his option and expense (a) obtain the right for the using agency to continue use of such goods or (b) substitute for the alleged infringing goods other equally suitable goods that are satisfactory to the using agency or (c) take back such goods, provided, however, that the Contractor will not exercise option (c) until the Contractor and the University of South Carolina have evaluated options (a) and (b).

Payment for Goods and Services: Payment for goods and services received by the University shall be processed in accordance with Section 11-35-45 of the South Carolina Procurement Code.

Printing Contracts:

Printing Overruns/Underruns: Unless otherwise stated in the specifications, overruns or underruns will be based on the quantity ordered and shall not exceed 2.5% for up to 499,999 each; 1% for 500,000 each and more. The State will only pay for overruns up to 2.5% for 0 to 499,999 each; 1% for 500,000 each and more.

Printing Contractors will not abuse the 2.5% overrun limitation.

Printing Manual: The South Carolina Government Printing Services Manual, dated January 1, 1998, shall be made a part of all printing services, bids, and contracts by reference regardless of dollar value. It is the bidder's/proposer's responsibility to obtain a copy of the manual. This manual is available on the MMO web site at www.state.sc.us/mmo/mmo

Prohibition of Gratuities: Section 8-13-420 of the 1976 Code of Laws of South Carolina, as amended, states: "WHOEVER gives or offers to any public official or public employee any compensation including a promise of future employment to influence his action, vote, opinion or judgment as a public official or public employee or such public official solicits or accepts such compensation to influence his action, vote, opinion or judgment shall be subject to punishment as provided by Section 16-9-210 and Section 16-9-220. The provisions of this section shall not apply to political contributions unless such contributions are conditioned upon the performance of specific actions of the person accepting such contributions nor shall they prohibit a parent, grandparent or relative from making a gift to a child, grandchild or other close relative for love and affection except as hereinafter provided.

Protection of Human Health and the Environment: The University of South Carolina requires that all contractual activities to be in compliance with local, state and federal mandates concerning "protection of human health and the environment". Any contractor doing business with the University will be required to document compliance and to specify prudent practices used by the contractor to address applicable mandates

including, but not restricted to “the Hazard Communication Standard” OSHA CFR 1910.1200 (SCRR Article 1, 71-1910.1200). By submission of this bid, the vendor agrees to take all necessary steps to ensure compliance with these requirements.

Publicity Releases: Contractor agrees not to refer to award of this contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the user.

Quality of Product: (This clause does not apply to solicitations for service requirements). Unless otherwise indicated in this bid it is understood and agreed that any item offered or shipped on this bid shall be new and in first class condition, that all containers shall be new and suitable for storage or shipment, and that prices include standard commercial packaging. For Information Technology procurement as defined in 11-35-310 of the Procurement Code, if items that are other than new (i.e. remanufactured or refurbished) are desired to be bid, the bidder must obtain written permission to bid such items at least five (5) days in advance of the bid opening from the person to whom inquiries are to be directed as listed on the front page of the Invitation for Bid.

Restrictions/Limitations: No purchases are to be made from this contract for any item that is not listed or for any item that is currently authorized under any other contract awarded prior to this contract.

PROTESTS (JUNE 2006) Any prospective bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the solicitation of a contract shall protest within fifteen days of the date of issuance of the applicable solicitation document at issue. Any actual bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract shall protest within ten days of the date notification of award is posted in accordance with this code. A protest shall be in writing, shall set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided, and must be received by the appropriate Chief Procurement Officer within the time provided. See clause entitled “Protest-CPO”. [§ 11-35-4210]

PROTEST – CPO – ITMO ADDRESS (JUNE 2006): Any protest must be addressed to the Chief Procurement Officer, Information Technology Management Office, and submitted in writing (a) by email to protest-itmo@cio.sc.gov (b) by facsimile at 803-737-0102, or (c) by post or delivery to 1201 Main St, Ste 430 Columbia, SC 29201.

Save Harmless: (This clause does not apply to solicitations for service requirements). The successful bidder shall indemnify and save harmless the University of South Carolina and all USC officers, agents and employees from all suits or claims of any character brought by reason of infringing on any patent, trade mark or copyright. Bidder shall have no liability to the University if such patent, trademark or copyright infringement or claim is based upon the bidder’s use of material furnished to the bidder by the University.

South Carolina Governing Law Clause: The agreement and any dispute, claim, or controversy relating to the agreement shall, in all respects, be interpreted, construed, enforced, and governed by and under the laws of the state of South Carolina. All disputes, claims, or controversies relating to the agreement shall be resolved exclusively by the appropriate chief procurement officer in accordance with title 11, chapter 35, article 17 of the South Carolina code of laws, or in the absence of jurisdiction, only in the court of common pleas for, or a federal court located in, Richland county, state of South Carolina. Contractor agrees that any act by the government regarding the agreement is not a waiver of either the government's sovereign immunity or the government's immunity under the eleventh amendment of the united state's constitution. As used in this

paragraph, the term "agreement" means any transaction or agreement arising out of, relating to, or contemplated by the solicitation.

Termination: Subject to the conditions below, the contract may be terminated for any reason by the Purchasing Department providing a thirty-day advance notice in writing is given to the contractor.

For Convenience – In the event that this contract is terminated or cancelled upon request and for the convenience of the University without the required thirty- days advance written notice, then the University may negotiate reasonable termination costs, if applicable.

For Cause – Termination by the University for cause, default or negligence on the part of the contractor shall be excluded from the foregoing conditions; Termination costs, if any, shall not apply. The thirty-day advance notice requirement is waived and the default clause in this bid shall apply. (See Clause No. 5).

I. INTRODUCTION

The University of South Carolina is issuing this solicitation for the purpose of obtaining a vendor to **Print and deliver the USC Freshman Prospectus and Insert** as specified herein.

Mailed or hand-delivered Bids must be submitted in a sealed envelope addressed to the University of South Carolina, Purchasing Department, 1600 Hampton Street, 6th floor, Rm 606, Columbia, SC 29208. Each sealed envelope containing a Bid shall be marked on the outside with the Bidder's complete name, address, bid number, along with the due date and time. Facsimile bids are not acceptable.

II. INSTRUCTION TO BIDDERS

- A. Bids will be considered as specified herein or attached hereto under the terms and conditions of this invitation for bid.
- B. This solicitation does not commit the University to award a contract, to pay any costs incurred in the preparation of a bid, or to procure or contract for the articles of goods or services. The University reserves the right to accept or reject any or all bids received as a result of this request, or to cancel in part or in its entirety this bid if it is in the best interest of the University to do so.
- C. Bids must be submitted to the University of South Carolina Purchasing Department as indicated, at which time bids will be publicly read and prices identified.
- D. An official authorized to bind the Bidder must sign the bid and indicate the bid number on the outside of the envelope. The Purchasing Department assumes no responsibility for unmarked or incorrectly marked envelopes being considered for award.
- E. Bidders are to include all applicable requested information and are encouraged to include any additional information they wish to be considered.

- F. Failure to furnish your FEIN or SSN may result in the delay of award of contract.
- G. Only one copy of the bid is required unless specified elsewhere herein. Do not include more than one bid invitation per envelope. If directing any other correspondence address the envelope to the procurement officer, but do not include the bid number on this envelope since it does not include your bid.
- H. Bids, amendments thereto or withdrawal requests must be received by the time advertised for bid opening to be timely filed. It is the vendor's sole responsibility to insure these documents are received by the person (or office) at the time indicated in the solicitation document. Regulation 19-445.2085 shall govern any withdrawal request received after time of opening.
- I. When specifications or descriptive literature are submitted with your invitation for bid, enter bidder's name thereon.
- J. By submission of a bid, you are guaranteeing that all goods and/or services meet the requirements of the bid during the contract period.
- K. Tie bids will be resolved as outlined in Section 11-35-1520(9) of the South Carolina Consolidated Procurement Code.
- L. Do not include any taxes in the bid price shown that the University may be required to pay. Upon submission of a bid by a State agency, the procurement officer will compute a 7% sales/use tax to the non-state agency bids when applicable (service/labor excluded) in determining the low bidder. This procedure is necessary by S.C. Tax Commission sales and Use Tax Regulation 117-174-95.

Certificates of Insurance (IF APPLICABLE)

Certificates of Insurance shall be delivered to the University as requested herein. Such certificates shall also indicate the requirement for advance notice of termination or cancellation of or change in coverage. The contractor must furnish a statement of Worker's Compensation as required by law, or a statement that the contractor is self-insured and will not file a claim against USC.

Minimum requirements are as follows:

Worker's compensation: in accordance with the statutory limits set by the State of South Carolina.

Commercial General Liability Insurance: \$1,000,000 per occurrence. Naming USC as an additional insured.

Comprehensive Automobile Liability/Bodily Injury/Property Damage Insurance: \$1,000,000 combined single limit per accident.

III. SPECIAL PROVISIONS

Furnish and deliver new supplies/equipment complying with the enclosed description and/or specifications and conditions applicable to this bid/quote notice. (SPM011)

Deliveries shall be FOB Destination. It is agreed by the parties hereto that delivery by the contractor to the common carrier does not constitute delivery to the University. Any claim for loss or damage shall be between the contractor and the carrier. (SPM053)

All items shall be bid/quoted FOB Destination, freight prepaid with inside delivery to room number of designation in building as stipulated. (SPM059)

The total quantity of purchases of any individual item on the contract is not known. The Purchasing Department does not guarantee that the University will buy any specified item or total amount. The omission of an estimated purchase quantity does not indicate a lack of need but rather a lack of historical information. All orders received by the contractor during the term of the contract shall be filled in accordance with the terms and conditions hereinafter set forth, except that the contractor shall not be required to ship any amount in excess of the normal use requirements of the ordering agency for a period beginning with the date of the purchase order and sixty (60) days after expiration of the contract. (SPT032)

IV. SPECIAL CONDITIONS

None

V. SPECIFICATIONS:

SEE PRINTING SPECIFICATION SHEET

09204
3/6/09

75653

PRINTING SPECIFICATION SHEET

The S.C. Government Printing Services Manual (1-1-98) shall be made a part of all Printing Procurements by reference. MARK THE BOXES AND FILL IN THE BLANKS THAT ARE APPLICABLE. SEE ATTACHED SPECIFICATIONS.

VENDOR _____ AUTHORIZED SIGNATURE _____
Freshman Prospectus (

DESCRIPTION _____ AGENCY **ADMS** adms

Agency Contact _____ or Carolyn Parks Phone Number **777-3684**

Quantity **55,000** Issues Per Yr _____ Flat Size **22" x 8.5"** Folded Size **11" x 8.5"**

Pages: **20** Plus Cover Self Cover Other _____

Stock Text: **100# text, Sterling Ultra gloss** Other: **no subs, no seconds**
Cover: **80# cover, Sterling Ultra gloss** Other: **no subs, no seconds**

Ink: Text- 1 Color 2 Color 3 Color 4 Color Process

5 Color **4cp + pms 202** 6 Color Bleeds (No. **4**) Other: **inline flood gloss aqueous coating**

Covers 1&4: 1 Color 2 Color 3 Color 4 Color Process

5 Color **4cp + pms 202** 6 Color Bleeds (No. **4**) Other: **inline flood gloss aqueous coating**

Covers 2&3: 1 Color 2 Color 3 Color 4 Color Process

5 Color **4cp + pms 202** 6 Color Bleeds (No. **4**) Other: **inline flood gloss aqueous coating**

MECHANICAL:

Composition & Layout provided by - Printer Agency Camera Ready Negatives Furnished Other _____

MEDIA: Electronic Transmission- Modem E-mail Other _____

Media Format- IBM Macintosh Other _____ File copied to media File printed to media

Media Type- 3.5" Floppy 44/88/200/270 Syquest EZ 135 Syquest 3.5 Magento Optical
 CD_Mac Formatted 5.25" Compact Disk Iomega ZIP Iomega Jazz Other _____

Layout Program- QuarkXpress (Ver. # **4.11**) PageMaker (Ver. # **6.5**) InDesign **cs CS3**

Graphics Program- Illustrator (Ver. # **CS2**) Freehand PhotoShop (Ver. # **CS2**) Other _____

Fonts provided by- Vendor Agency Font Brand: **Adobe** Fonts Used- **Adobe Open fonts**

Color Separating by- Vendor Agency Color Trapping by- Vendor Agency

PRINTER: Postscript PCL Other _____
Imaging Resolution Required- 600 dpi Min. 1,200 dpi Min. 2,400 dpi Min. other _____

B&W SCANS: Line Screen: _____ Scan Resolution: _____ Size: _____ No. _____

4 COLOR SCANS/ SEPARATIONS: Line Screen: **175** Scan Resolution: **300**

Provided by: Vendor Agency Min. size (No. _____) 1/2 page (No. _____) Full page (No. _____)

Agency will provide: Transparency Print Art Other **live images**

Proofs: **Photo quality, contract color proof** **Blueline** **Day time Press Check** Other _____

Special Applications: Die Cut Scoring Perforations (No. _____) Embossing Foil Stamping

Folding: Yes No Type **folds to 11x8.5 for landscape stitching**

Binding: Saddle Stitch Perfect Bind Side Staple 3 Hole Drill Collated
 Plastic Bind (Color _____) Wire Bind Other **insert stitches in centerspread**

Packaging: Boxed _____ per box Wrapped _____ per pkg. Shrink Wrapped _____ per package

Each carton must be labeled with contents and quantity.

Copy Ready Date: _____ Delivery Date Required **7/20/2009** MUST!

Inside Delivery Call 24 hours prior to delivery for instructions Divy Contact & Phone: **Connie Scrivens 803-777-4079**

All copy, proofs, etc. must be picked up & delivered in person by contractor rep who is knowledgeable & capable of discussing the contract.

JUN 10 AM 9:40

COST SCHEDULE
Printing Specifications

TOTAL COST FOR JOB/ISSUE \$ _____

7/20/2009 Delivery Date

VENDOR _____

AUTHORIZED SIGNATURE _____

Optional costs will be used to adjust the cost for changes to specifications. All items marked must be filled out or bid may be rejected for being non-responsive.

Cost per 1000 for additional quantities at pressrun \$ _____

Cost per 1000 for less quantities at pressrun \$ _____

Cost per reprint in lots of _____ within one year of award

Cost per signature to: add 2 page signature \$ _____ delete 2 page signature \$ _____

Cost per signature to: add 4 page signature \$ _____ delete 4 page signature \$ _____

Cost per signature to: add 8 page signature \$ _____ delete 8 page signature \$ _____

Cost per signature to: add 16 page signature \$ _____ delete 16 page signature \$ _____

Cost per page for negative and re-stripping \$ _____

Cost for customer alteration: Digital color Proof \$ _____ /per page Blueline (per page) \$ _____

Cost for Color corrections _____ \$ _____
Cost per 1/2 hour

Cost per halftone: Minimum \$ _____ Half-page \$ _____ Full-page \$ _____

Cost per duotone: Minimum \$ _____ Half-page \$ _____ Full-page \$ _____

Cost per color separation: Minimum \$ _____ Half-page \$ _____ Full-page \$ _____

Additional Information:

Halftones:

Provided by printer: Minimum size (No. _____) 1/2 page (No. _____) Full page (No. _____)

Provided by agency: Minimum size (No. _____) 1/2 page (No. _____) Full page (No. _____)

Four color seps:

Provided by printer: Minimum size (No. _____) 1/2 page (No. _____) Full page (No. _____)

Provided by agency: Minimum size (No. _____) 1/2 page (No. _____) Full page (No. _____)

SPECIAL INSTRUCTIONS

Deliver 25 samples, printer's proofs, and a copy of final electronic files on disk and a copy of the packing ticket to University Publications before delivery of completed job. **Each carton must be labeled with contents and quantity.**

Delivery: Call 803-777-4079 for Columbia, SC delivery instructions 24 hours prior to delivery.
Printer to label each box with publication name and quantity per box.
Daytime press checks must be scheduled. Only the highest quality prepress, press and bindery work will be accepted on this order.
If out of the Columbia area, printer will be responsible for transportation and housing for up to two Publications employees for press checks.

09204A

3/6/09

PRINTING SPECIFICATION SHEET

The S.C. Government Printing Services Manual (1-1-98) shall be made a part of all Printing Procurements by reference. MARK THE BOXES AND FILL IN THE BLANKS THAT ARE APPLICABLE. SEE ATTACHED SPECIFICATIONS.

VENDOR _____ AUTHORIZED SIGNATURE _____

Freshman Prospectus Insert

DESCRIPTION

AGENCY **ADMS**

adms

Agency Contact _____

or Carolyn Parks

Phone Number

777-3684

Quantity _____

Issues Per Yr _____

Flat Size **9 x 8.5**

Folded Size **4.5" x 8.5"**

Pages: **1 printed 2 sides**

Plus Cover

Self Cover

Other _____

Stock Text: **80# Cougar text smooth white 10% RECYL.**

Other: **no subs, no seconds**

Cover: _____

Other: _____

Ink: Text-

1 Color

2 Color

3 Color

4 Color Process

5 Color

6 Color

Bleeds (No. **4**)

Other: _____

Covers 1&4:

1 Color

2 Color

3 Color

4 Color Process

5 Color

6 Color

Bleeds (No. _____)

Other: _____

Covers 2&3:

1 Color

2 Color

3 Color

4 Color Process

5 Color

6 Color

Bleeds (No. _____)

Other: _____

MECHANICAL:

Composition & Layout provided by -

Printer

Agency

Camera Ready

Negatives Furnished

Other _____

MEDIA: Electronic Transmission-

Modem

E-mail

Other _____

Media Format-

IBM

Macintosh

Other _____

File copied to media

File printed to media

Media Type-

3.5" Floppy

44/88/200/270 Syquest

EZ 135 Syquest

3.5 Magento Optical

CD_Mac Formatted

5.25" Compact Disk

Iomega ZIP

Iomega Jazz

Other _____

Layout Program-

QuarkXpress (Ver. # 4.11)

PageMaker (Ver. # 6.5)

InDesign **CS CS3**

Graphics Program-

Illustrator (Ver. # CS2)

Freehand

PhotoShop (Ver. # CS2)

Other _____

Fonts provided by-

Vendor

Agency

Font Brand: **Adobe**

Fonts Used-

Adobe Open fonts

Color Separating by-

Vendor

Agency

Color Trapping by-

Vendor

Agency

PRINTER:

Postscript

PCL

Other _____

Imaging Resolution Required-

600 dpi Min.

1,200 dpi Min.

2,400 dpi Min.

other _____

B&W SCANS:

Line Screen: _____

Scan Resolution: _____

Size: _____

No. _____

4 COLOR SCANS/

SEPARATIONS:

Line Screen: **175**

Scan Resolution: **300**

Provided by:

Vendor

Agency

Min. size (No. _____)

1/2 page (No. _____)

Full page (No. _____)

Agency will provide:

Transparency

Print

Art

Other **live images**

Proofs:

Photo quality, contract color proof

Blueline

Day time Press Check

Other _____

Special Applications:

Die Cut

Scoring

Perforations (No. _____)

Embossing

Foil Stamping

Folding:

Yes

No

Type **in half for stitching - stitches into centerspread of Prospectus**

Binding:

Saddle Stitch

Perfect Bind

Side Staple

3 Hole Drill

Collated

Plastic Bind (Color _____)

Wire Bind

Other _____

Packaging:

Boxed

per box

Wrapped

per pkg.

Shrink Wrapped

per package

Each carton must be labeled with contents and quantity.

Copy Ready Date: _____

Delivery Date Required

7/20/2009

MUST!

Inside Delivery

Call 24 hours prior to delivery for instructions

Divy Contact & Phone:

Connie Scrivens 803-777-4079

All copy, proofs, etc. must be picked up & delivered in person by contractor rep who is knowledgeable & capable of discussing the contract.

COST SCHEDULE Printing Specifications

TOTAL COST FOR JOB/ISSUE \$ _____

7/20/2009

Delivery Date

VENDOR _____

AUTHORIZED SIGNATURE _____

Optional costs will be used to adjust the cost for changes to specifications. All items marked must be filled out or bid may be rejected for being non-responsive.

Cost per 1000 for additional quantities at pressrun \$ _____

Cost per 1000 for less quantities at pressrun \$ _____

Cost per reprint in lots of _____ within one year of award

Cost per signature to: add 2 page signature \$ _____ delete 2 page signature \$ _____

Cost per signature to: add 4 page signature \$ _____ delete 4 page signature \$ _____

Cost per signature to: add 8 page signature \$ _____ delete 8 page signature \$ _____

Cost per signature to: add 16 page signature \$ _____ delete 16 page signature \$ _____

Cost per page for negative and re-stripping \$ _____

Cost for customer alteration: Digital color Proof \$ _____ /per page Blueline (per page) \$ _____

Cost for Color corrections _____ \$ _____
Cost per 1/2 hour

Cost per halftone: Minimum \$ _____ Half-page \$ _____ Full-page \$ _____

Cost per duotone: Minimum \$ _____ Half-page \$ _____ Full-page \$ _____

Cost per color separation: Minimum \$ _____ Half-page \$ _____ Full-page \$ _____

Additional Information:

Halftones:

Provided by printer: Minimum size (No. _____) 1/2 page (No. _____) Full page (No. _____)

Provided by agency: Minimum size (No. _____) 1/2 page (No. _____) Full page (No. _____)

Four color seps:

Provided by printer: Minimum size (No. _____) 1/2 page (No. _____) Full page (No. _____)

Provided by agency: Minimum size (No. _____) 1/2 page (No. _____) Full page (No. _____)

SPECIAL INSTRUCTIONS

Deliver 25 samples, printer's proofs, and a copy of final electronic files on disk and a copy of the packing ticket to University Publications before delivery of completed job. **Each carton must be labeled with contents and quantity.**

VI. AWARDS

Award will be made to one vendor for the entire quantity. (SPM034)

VII. BIDDER'S RESPONSE

The bidder is to submit the following information.

- A. Page One (1) of Solicitation
- B. Bidder's Schedule
- C. Non-Resident Taxpayer Affidavit (if applicable)

BIDDERS SCHEDULE

Item No.	Quantity	Description	Unit Price	Extended Total
Lot #1	55,000	Printing of the USC Freshman Prospectus	\$_____	\$_____
Lot #2	55,000	Printing of the USC Freshman Insert	\$_____	\$_____
				\$_____

Sales tax will be adjusted accordingly do not add sales tax.

SC End Product_____ **or US End Product**_____

Company Name:_____ Delivery Time:_____

BIDDERS SCHEDULE

PREFERENCES

BID ACCEPTANCE PERIOD

In compliance with the invitation, and subject to all conditions thereof, the signed offers and agrees if this bid is accepted within _____ days from date of opening, to furnish any or all items/services quoted at the prices set forth. Acceptance period will be thirty (30) days unless specified otherwise above.

SOUTH CAROLINA RESIDENT VENDOR PREFERENCE: A vendor is considered to be a resident of this state if the vendor is authorized to transact business within the State, *maintains an office in the State, maintains a minimum \$10,000.00 representative inventory at the time of the quote, or is a manufacturer which is headquartered and has at least a ten million dollar payroll in South Carolina and the product is made or processed from raw materials into a finished end-product by such manufacturer, or an affiliate (as defined in section 1563 of the Internal Revenue Code) of such manufacturer, and has paid all assessed taxes. (Re: section 11-35-1524 of the South Carolina Procurement Code).

Resident Vendor Preference: YES _____ NO _____ Initial the appropriate space.

*ADDRESS & PHONE # OF S.C. OFFICE. (TO BE COMPLETED IF MAKING CLAIM)

ADDRESS _____ PHONE # _____

SC/US MADE, MANUFACTURED OR GROWN END-PRODUCT PREFERENCE: By signing bid and checking the appropriate space(s) provided and identified on the bid pricing schedule, vendor certifies that the end-product(s) as shown in this bid are either made, manufactured or grown in South Carolina or other states of the United States.

Note: The above preferences do not apply to a vendor of goods whether in quantity or not when the price of a single unit is more than thirty thousand dollars.

The website has been provided for assistance. Website: <http://www.state.sc.us/mmo/codes/pcr.htm>

PLEASE CHECK IF APPLICABLE.

For Non-Resident Vendors Only: YES _____ NO _____

We have read and applied for (or already have) a non-resident taxpayer affidavit status (I-312).