



University of South Carolina
 Purchasing Department
 1600 Hampton Street
 Columbia, SC 29208
 Telephone: (803) 777-4115

Request for Quotation

Page One

THIS IS NOT AN ORDER

Quotation must be received No Later Than:	Send quotation to above address Attention of:	Quotation Number:	Date
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Print company name and address:

Please quote your lowest delivered price of the items(s) listed below. The Purchasing Department reserves the right to reject any or all quotes and to waive any or all technicalities.

1. If an item cannot be furnished, indicate by **NO QUOTE**.
2. All quotes must be signed by the vendor's representative and terms noted, failure to comply with this instruction may result in disqualification of the quote.
3. **FAXED QUOTES ACCEPTABLE.** FAX # (803) 777-2032

If the product preference is applicable follow these instructions:

Check (X) on the appropriate line: SC End Product _____ US End Product _____ **and** indicate by asterick (*) next to the item number on the bid schedule which preference applies.

NON-RESIDENT VENDORS ONLY: Yes _____ No _____ We have read and applied for (or already have) a non-resident taxpayer affidavit (I-312).

RESIDENT VENDOR PREFERENCE: Yes _____ No _____ SC Resident Vendor Preference as defined in Section 11-35-1524 of the SC Consolidated Procurement Code.

Federal I.D. or Social Security No. _____ SC Minority Certification Number (If Applicable) _____

Submitted By (Print Name) _____ Signature _____ Telephone _____

Item No.	Quantity and Unit	Description of Commodity or Services	Unit Price	Total Price

1. **Name of project:** Student Search Piece
2. **Description of packages to be mailed:** Addressed 6" x 9.5" envelopes, each containing brochure with a matching, personalized legal-sized letter (folded twice, text facing the outside, and tucked inside the front flap of brochure) and with a business reply envelope inserted directly behind the letter. Total weight of each package is approximately 2.2 oz.
3. **Quantity:** Approximately 100,000 pieces +/- 10,000.
4. **Deadline:** All pieces to be mailed no later than Wednesday, February 11, 2009.
5. **Materials provided to vendor:**
 - Access to website containing downloadable name files in comma delimited ASCII format. Files will have to be decompressed. The site links to expander software if vendor does not already have (WinZip or Stuffit). Supporting documents including a sample list, data file layout, and codes table are located online at <http://www.collegeboard.com/sss/help/appendix/supportingdocuments/index.html>
 - A password and user ID will be shared with vendor for one-time downloading of the lists ordered.
 - Microsoft Word files containing seven different formatted letters to be laser-printed and personalized with variable fields included in downloaded name file.
 - 100,000 sheets of 8.5 x 14 inch, legal-sized admissions letterhead for seven different letters. Paper is 70 lb offset and is perforated below second fold line for a tear-off reply form.
 - Scanned image of signature to be placed in position on the letters
 - approx. 58,500 "regular student" brochures (9" x 5.75" folded size)
 - approx. 41,300 "honors student" brochures (9" x 5.75" folded size)
 - 100,000 business reply envelopes (6.5" x 4.75")
 - 100,000 brochure envelopes (9.5" x 6" with moisten-and-seal flaps). *Note: vendor's non-profit indicia will not be pre-printed on envelope.*
 - Advance of funds necessary for non-profit postage to mail the search piece packages (made payable to US Postmaster). This payment must be separate from payment to vendor for mailing services provided.
 - All print materials listed above (admissions letterhead, search brochures, business reply envelopes, and outer envelopes) will be delivered to vendor by Friday, February 6, 2009.
6. **Mailing Service Will:**
 - Format the seven letter categories to include: 1) high-school junior honors local 2) high-school junior honors national 3) high-school junior regular local 4) high-school junior regular national 5) high-school sophomore honors local 6) high-school sophomore honors national 7) high-school sophomore regular local

- Add the scanned signature (black ink) to all letters
 - Print letter quality, laser-printed, personalized letters and reply information on USC Admissions letterhead (personalization to include address, salutation, and variable fields embedded in the body of the letter and in the reply form at the bottom of the letter.)
 - Print vendor's local non-profit indicia in upper right-hand corner of outside envelope
 - Fold letter twice (to 8.5" x 4.66") and insert folded letter with business reply envelope directly behind inside front flap of Search brochure. Then insert Search brochure into outer envelope.
 - When inserting, differentiate between honors and regular search brochures: regular student search brochures should be inserted with categories #3, #4, and #7 (itemized above); and honors search brochures should be inserted with letter categories #1, #2, #5, and #6.
 - Address each envelope with personalized name and address, then seal and mail.
 - Deliver all pieces to US Post Office no later than Wednesday, February 11, 2009.
 - Receive and store USC Admissions' material until it is mailed, and return remainder of all such material to USC postpaid within 10 days after the mail-out is completed.
7. **Insurance Requirements:** Prior to award, vendor shall submit proof of liability insurance for property damage to USC Admissions material from, but not limited to: fire, theft, and vandalism.
 8. **Proximity to USC:** Vendor must be located within a reasonable driving distance from Columbia, SC (approximate distance of 200 miles or less, one-way) in order for USC employees to have the option to visit vendor in person to ensure job progression
 9. **Inspection Rights Related to Bid-Quote Award:** We reserve the right to physically inspect production site and mailing equipment within 24-48 hours after bid opening. Failure to furnish adequate equipment in the time allowed above to perform this mailing service will result in bid-quote rejection as non-responsive. We also reserve the right to request samples of previous mailing projects similar in scope to this project and to see production samples from equipment that will be used for this job. Vendor must be willing to explain in detail how the job will be completed on deadline and provide quality print samples and/or proofs on demand. *This mailer is absolutely critical to the success of recruiting the next fall freshman class. Quality and timeliness made possible by a well-trained and monitored staff, appropriate equipment, and professional output is essential.*
 10. **Mailing Origin:** Vendor must mail materials from within the state of South Carolina, because the University of South Carolina's location must be reinforced for prospective students who are not familiar with the institution.
 11. **Confidentiality:** Vendor will keep mailing list confidential and use solely for the purposes of completing this mailing.

GENERAL CONDITIONS

DEFAULT: In case or default by the Contractor, the University of South Carolina 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.

All amendments to and interpretation of this RFQ shall be in writing. The procurement officer shall not be legally bound by any amendment or interpretation that is not in writing.

SC/US PREFERENCE: In order to receive the South Carolina/United States made, manufactured or grown end-product preference, you must check the appropriate space (s) provided on the face of the quotation form. This preference does not apply to services.

Any contract entered into by the University of South Carolina or its agencies resulting from this quotation shall be subject to cancellation at the end of any fiscal or appropriated year unless otherwise provided by law.

Payment will be made in accordance with Section 11-35-45 of the South Carolina Consolidated Procurement Code and Disbursement Regulations. Delay in receiving invoices, as well as errors and omissions on the invoices, will be considered just cause for withholding payment without losing discount privileges. The University reserves the right to withhold payment or make such deductions as may be necessary to protect the University from loss or damage because of defective work, claims, damages or to pay for repair of correction of materials furnished hereunder.

Quoted prices must remain firm for a period of thirty days beyond the Request for Quotation deadline. Unit prices will govern over extended prices unless otherwise stated.

The University of South Carolina shall consider payment discounts in the award of this contract when such discounts are for thirty days or more after final inspection and acceptance of contract requirements. Payment discounts for less than thirty days are encouraged but shall not be a factor in award determination. Please state your discount terms using the above referenced information as the University's position on the matter.

All materials and products offered must be guaranteed to meet and comply with the requirements all the specifications, terms and conditions indicated or referred to.

The award will be made in accordance with Section 11-35-1520 of the South Carolina Consolidated Procurement Code.

The University reserves the right to reject any and all quotations and to cancel the solicitation; waive any and all technicalities; the University reserves the right to reject any quotation in which the delivery time indicated to be of substantial length to cause disruption and/or delay in operation for which the item(s) is/are intended; ambiguous quotations which are uncertain as to terms, delivery, quantity or compliance with specifications may be rejected.

The successful contractor assumes sole responsibility and shall hold harmless the University of South Carolina, its directors, officers, employees and agents from and against any and all claims, actions or liabilities of any nature which may be asserted against them by third parties in connection with the performance of the successful bidder, its directors, officers, employees and agents under this agreement. The University of South Carolina agrees to accept responsibility for claims, actions or liabilities resulting from negligent acts of its employees occurring within the scope of their employment which may be asserted against them by third parties in connection with the performance of the University of South Carolina, its members, directors, officers, employees and agents under this agreement.

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

Upon award of a contract under this quotation, the person, partnership, association or corporation to whom the award is made must comply with the laws of South Carolina that require such person or entity to be authorized and/or licensed to do business in this State. Notwithstanding the fact that applicable statutes may be exempt or exclude the successful quoter from requirements that it be authorized and/or licensed to do business in this State, by submission of this signed quote, the quoter agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses or fees levied by the State.

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

Termination for Convenience: In the event that this contract is terminated or cancelled upon request and for the convenience of the University may negotiate reasonable termination costs, if applicable.

Termination for Cause: Termination by the University for cause, default, or negligence on the part of the Contractor shall be excluded from the foregoing provisions; termination costs, if any, shall not apply. The thirty day advance notice requirement is waived and the default provision in this bid shall apply.

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/>

SPECIAL CONDITIONS

LICENSES, PERMITS, INSURANCE: All costs for required licenses, permits and insurance shall be borne by the Bidder.

The University of South Carolina requires all contractual activities to be performed in a manner that is consistent with all applicable federal, state and local laws, regulations, rules, rulings and ordinances. These include, but are not limited to: the Occupational safety and Health Act, The Environmental Protection Act, The South Carolina Hazardous Waste Management Act.

IMPORTANT – Please Note

Vendors, we **MUST** have your Federal ID # (company) or Social Security # (individual) before processing any invoices for payment. Failure to provide this information will result in delay of payments until this information is received. Please include this information with your quote.