



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

Request for Quotation

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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

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.

USC-RFA-1433-DH

STATE OF S.C. PRINTING SPECIFICATION SHEET

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

VENDOR _____ AUTHORIZED SIGNATURE _____

DESCRIPTION: 2009 Transitions Textbook AGENCY: University 101

AGENCY CONTACT: Erin Morris PHONE NUMBER: 803-777-2228

QUANTITY (per issue): 3150 ISSUES (per year): _____ FLAT SIZE: _____ FOLDED SIZE: 8.5" x 11"

PAGES: 170 PLUS COVER SELF COVER OTHER: _____

STOCK: Text: 70# ECO Varsity Matte white text Other: _____

Cover: 100# ECO Varsity Matte white cover Other: _____

INK: Text - 1 Color _____ 2 Color _____ 3 Color _____ 4 Color Process

5 Color _____ 6 Color _____ Other: _____ Bleeds (No. _____)

Covers 1 & 4 - (Front & Back) 1 Color _____ 2 Color _____ 3 Color _____ 4 Color Process

5 Color _____ 6 Color _____ Other: Aqueous Coating Bleeds (No. _____)

Covers 2 & 3 - (Inside front Inside Back) 1 Color _____ 2 Color _____ 3 Color _____ 4 Color Process

5 Color _____ 6 Color _____ Other: _____ Bleeds (No. _____)

MECHANICAL: Composition and Layout provided by - Printer Agency Camera Ready Negatives Furnished Other: _____

MEDIA: Electronic Transmission - Modem E-mail Other: _____

Media Format - IBM Comp. 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" Magneto Optical

5.25" Magneto Optical 5.25" Compact Disk Iomega ZIP Iomega Jazz Other: _____

Layout Program - Quark Express (Vers. # _____) PageMaker (Vers. # _____) Other: InDesign CS3

Graphics Program - Illustrator (Vers. # _____) Freehand (Vers. # _____) PhotoShop (Vers. # _____) Other: _____

Typefaces provided by - Vendor Agency Typeface Brand: _____ Fonts used: _____

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

PRINTER: PostScript PCL Other: _____

Imaging Resolution Required - 600 dpi 1200 dpi 2400 dpi Other: _____

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

FOUR-COLOR SCANS/ Line Screen Required: _____ Scan Resolution Required: _____

SEPARATIONS:

Provided by: Printer Agency Min. size(No. _____) 1/2 Page (No. _____) Full Page (No. _____)

Agency will provide Transparency Print Art Other: on CD

Type of proof: Match Print Dye Sublimation Other Color Proof

PROOFS: Laser (Sets _____) Page (Sets _____) Blueline (Sets _____) Other Press Check

FOLDING: Yes No Type _____ SPECIAL APPLICATIONS: Die Cut Scoring Perforations (No. _____)

BINDING: Saddle Stitch Perfect Bind (hinged) Side Staple 3 Hole Drill Collated

Plastic Bind (Color _____) Wire Bind Other _____

PACKAGING: Boxed 30 lbs per box Wrapped _____ per pkg. Shrink Wrapped _____ per pkg.

COPY READY DATE: 3/23/09 DELIVERY DATE REQUIRED: 10 working days

Inside Delivery 2750 pcs to USC Bookstore, 1400 Greene St, Columbia, SC 29208 / balance to Univ. 101, 1728 College St

ALL COPY, PROOFS, ETC. MUST BE PICKED UP AND DELIVERED IN PERSON BY CONTRACTOR REPRESENTATIVE WHO IS KNOWLEDGEABLE AND CAPABLE OF DISCUSSING THE CONTRACT

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COST SCHEDULE Printing Specifications

Total Printing Cost: \$ _____

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 100 _____ for additional quantities at pressrun (up to 4,000 pcs) \$ _____

Cost per 100 _____ for less quantities at pressrun (down to 3,000 pcs) \$ _____

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: Laser Proof \$ _____ (per page) Color Proof \$ _____ (per page)

Cost per B&W Scan: Minimum \$ _____ Half Page \$ _____ Full Page \$ _____

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

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

Freight Cost: \$ _____

Sales Tax: \$ _____

Total Cost of Job: \$ _____
(Include Printing Cost)

Additional Information:

NOTE All vendors outside of 50 miles of Columbia, SC must include all cost in quote for transportation and lodging for up to two (2) USC staff members for press check(s).