



University of South Carolina
 Purchasing Department
 1600 Hampton Street, 6th floor
 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

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 of 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.

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 or 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 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 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.

Office of Student Media
University of South Carolina
343 Russell House University Union
1400 Greene Street
Columbia SC 29208

Printing Specifications for printing the **2011 Discover Carolina** magazine

SECTION A: CONDITIONS

Specifications are for printing and delivery of the **Discover Carolina** magazine.

Publication Schedule: Discover Carolina is published one time per year, according to the attached schedule. The schedule may be updated as needed by the Director of Student Media.

Submission Format/Printing: Student Media will provide the printer with the job in an InDesign CS5 document on CD-ROM, DVD-ROM or other digital media or FTP transfer with all fonts, photos and artwork. The printer will be provided with a color laser copy of all pages for reference. All photos and artwork submitted to the printer are to be reproduced with the best of quality as closely to the original as possible. The printer will be responsible for returning all copy and disks to the magazine.

Submission Schedule: Pickup of **all** work submitted to the printer will occur at the University of South Carolina, in room 343 of the Russell House University Union, or other campus location designated by the Director of Student Media. Submission deadlines will be according to the attached publication schedule.

Delivery: Printer will be responsible for delivery of the magazines to a designated location in the Office of Student Media on the 3rd floor of the Russell House University Union AND USC Printing Services mailroom at 1600 Hampton Street. Amounts of split deliveries TBD.

Payment: Payments for printing will be coordinated through the University Purchasing Department with an open purchase order. All invoices are to be mailed directly to the Office of Student Media, ATTN: Business Manager, 343 RHUU, 1400 Greene Street, Columbia, SC 29208.

Quality: The printer will be required to issue a credit to Student Media for all printing errors brought to the printer's attention within one week of delivery. This includes, but is not limited to, additional delivery

charges due to printer errors. The printer will employ only qualified, professional staff to work on Discover Carolina. Professional printing, with careful attention to detail must be maintained at all times.

Bidders who have not printed work for Student Media in the last two years must submit samples of work comparable to that in these specifications which have been printed in the plant which will print the job for which these bids are being submitted. Samples must represent the quality of work which will be reflected in all work performed for Student Media. If samples are requested and are not received within three working days, vendor's bid will be rejected for being nonresponsive.

Samples of paper to be used must accompany the bid.

SECTION B: SPECIFICATIONS

Quantity:

7,000 copies

Issues (per year): 1

Final Size:

5.5" x 8.5"

Stock:

Text: 60 lb Anthem MATTE Text FSC Recycled (10% PCW)

Cover: 80 lb Anthem MATTE COVER FSC Recycled (10% PCW)

Number of pages:

112, PLUS cover

Ink:

- Full color 4/4, all pages
- Full Bleeds throughout

Media:

Electronic submission

CD-ROM, DVD-ROM, FTP transfer

InDesign CS5, Illustrator CS5, Photoshop CS5

Printer:

Imaging resolution required 1200 dpi or better

Binding:

Perfect Bound

Packaging:

Boxed, weighing no more than 30 pounds per box.

Proofs:

Digital color proof for full color signatures and cover

Publication schedule:

To the printer Completed job delivered

May 16, 2011 June 6, 2011

SECTION C: QUOTATION FOR PRINTING

Number of pages	7,000 copies	Additional copies, per 1,000 Up to 8,000	Fewer copies, per 1,000 Down to 6,000
96 pages + Cover full color			
104 pages + Cover full color			
112 pages + Cover full color			
120 pages + Cover full color			
128 pages + Cover full color			

Additional Charges for Optional Services

Please provide quote on **hourly rate cost** for customer alterations.
