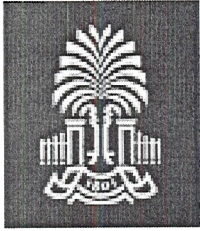


Follow the yellow keys to help you navigate through this document. Double click for entry. Click left corner box to close.



**University of South Carolina**  
 Purchasing Department  
 1600 Hampton Street, 6th floor  
 Columbia, SC 29208  
 Telephone: (803) 777-4115

**Request for Quotation**  
**Page One**

**THIS IS NOT AN ORDER**

Quotation must be received No Later Than: <b>9:00 AM</b>	Send quotation to above address	Quotation Number:	Date	
	Attention of: <b>Dennis Gallman</b>	<b>USC-RFQ-2271-DG</b>	<b>9</b>	<b>27</b>   <b>2012</b>

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
	See Bid Schedule	Furnish/Deliver College of HRSM all access Pass Magazine accordance with the printing specifications sheet and cost schedule sheet.  FOB DESTINATION FREIGHT INCLUDED E-MAIL: gallmand@mailbox.sc.edu AWARD WILL BE MADE TO ONE VENDOR  Point of Contact: Dennis Gallman/803-777-4115  e-mail address: _____		

## ADDITIONAL CONDITIONS

PREFERENCES - A NOTICE TO VENDORS (SEP. 2009): On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at [www.procurement.sc.gov/preferences](http://www.procurement.sc.gov/preferences). **ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES.** [11-35-1524(E)(4)&(6)]

PREFERENCES - RESIDENT CONTRACTOR PREFERENCE (SEP 2009): To qualify for the RCP, you must maintain an office in this state. An office is a nonmobile place for the regular transaction of business or performance of a particular service which has been operated as such by the bidder for at least one year before the bid opening and during that year the place has been staffed for at least fifty weeks by at least two employees for at least thirty five hours a week each. In addition, you must, at the time you submit your bid, directly employ, or have a documented commitment with, individuals domiciled in South Carolina that will perform services expressly required by the solicitation and your total direct labor cost for those individuals to provide those services must exceed fifty percent of your total bid price. [11-35-1524(C)(1)(iii)] Upon request by the procurement officer, you must identify the persons domiciled in South Carolina that will perform the services involved in the procurement upon which you rely in qualifying for the preference, the services those individuals are to perform, and documentation of the your labor cost for each person identified. If requested, your failure to provide this information promptly will be grounds to deny the preference (and, potentially, for other enforcement action).

PREFERENCES - RESIDENT SUBCONTRACTOR PREFERENCE (SEP 2009): To qualify for this preference, You must meet the following requirements. (1) You must -- at the time you submit your bid -- have a documented commitment from a single proposed first tier subcontractor to perform some portion of the services expressly required by the solicitation. (2) The subcontractor -- at the time you submit your bid -- must directly employ, or have a documented commitment with, individuals domiciled in South Carolina that will perform services expressly required by the solicitation and the total direct labor cost to the subcontractor for those individuals to provide those services exceeds, as applicable, either twenty percent for a 2% preference or forty percent of bidder's total bid price for a 4% preference. (3) You must identify the subcontractor that will perform the work, the work the subcontractor is to perform, and your factual basis for concluding that the subcontractor's work constitutes the required percentage of the work to be performed in the procurement. [11-35-1524(D)] You can stack this preference, i.e., earn another 2% or 4% preference for each additional qualifying subcontractor, but the preference is capped.

[11-35-1524(D)(4), (E)(7)] Upon request by the procurement officer, you must identify the persons domiciled in South Carolina that are to perform the services involved in the procurement upon which you rely in qualifying for the preference, the services those individuals are to perform, the employer of those persons, your relationship with the employer, and documentation of the subcontractor's labor cost for each person identified. If requested, your failure to provide this information promptly will be



grounds to deny the preference (and, potentially, for other enforcement action). YOU WILL NOT RECEIVE THE PREFERENCE UNLESS YOU SPECIFY WHETHER YOU ARE CLAIMING THE 2% OR 4% PREFERENCE AND YOU PROVIDE THE INFORMATION REQUIRED BY ITEM (3) ABOVE.

SUBCONTRACTOR SUBSTITUTION PROHIBITED - RESIDENT SUBCONTRACTOR PREFERENCE (SEP 2009): If you receive an award as a result of the subcontractor preference, you may not substitute any business for the subcontractor upon which you relied to qualify for the preference, unless first approved in writing by the procurement officer. If you violate this provision, the State may terminate your contract for cause and you may be debarred. In addition, the procurement officer may require you to pay the State an amount equal to twice the difference between the price paid by the State and the price offered by the next lowest bidder, unless the substituted subcontractor qualifies for the preference. [11-35-1524(D)(5)(c)]

PREFERENCES - RESIDENT SUBCONTRACTOR PREFERENCE (SEP 2009): To qualify for this preference, You must meet the following requirements. (1) You must -- at the time you submit your bid -- have a documented commitment from a single proposed first tier subcontractor to perform some portion of the services expressly required by the solicitation. (2) The subcontractor -- at the time you submit your bid -- must directly employ, or have a documented commitment with, individuals domiciled in South Carolina that will perform services expressly required by the solicitation and the total direct labor cost to the subcontractor for those individuals to provide those services exceeds, as applicable, either twenty percent for a 2% preference or forty percent of bidder's total bid price for a 4% preference. (3) You must identify the subcontractor that will perform the work, the work the subcontractor is to perform, and your factual basis for concluding that the subcontractor's work constitutes the required percentage of the work to be performed in the procurement. [11-35-1524(D)] You can stack this preference, i.e., earn another 2% or 4% preference for each additional qualifying subcontractor, but the preference is capped.

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MINORITY PARTICIPATION (JAN 2006)

Is the bidder a South Carolina Certified Minority Business?  Yes  NO

Is the bidder a Minority Business certified by another governmental entity?  Yes  NO

If so, please list the certifying governmental entity: \_\_\_\_\_

Will any of the work under this contract be performed by a SC certified Minority Business as a subcontractor?  Yes  NO

If so, what percentage of the total value of the contract will be performed by a SC certified Minority Business as a subcontractor?  Yes  NO

Will any of the work under this contract be performed by a minority business certified by another governmental entity as a subcontractor?  Yes  NO

If so, what percentage of the total value of the contract will be performed by a minority business certified by another governmental entity as a subcontractor?  Yes  NO

If a certified Minority Business is participating in this contract, please indicate all categories for which the Business is certified:

- Traditional minority
- Traditional minority, but female
- Women (Caucasian females)
- Hispanic minorities
- DOT referral (Traditional minority)
- DOT referral (Caucasian female)
- Temporary certification
- SBA 8 (a) certification referral
- Other minorities (Native American, Asian, etc.)

(If more than one minority contractor will be utilized in the performance of this contract, please provide the information above for each minority business.)

12225

PRINTING SPECIFICATION SHEET

24528

12/12

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 \_\_\_\_\_
DESCRIPTION HRSM All Access Pass Newsletter AGENCY HRSM HRSM

Agency Contact or Carolyn Parks Phone Number 777-3684

Quantity 16000 Issues Per Yr Flat Size 8.5 x 11 Folded Size 17 x 11

Pages: 56 Plus Cover [X] Self Cover [X] Other #9 full flap remittance envelope, prints 1/1 black

Stock Text: Utopia Two blue white matte text 80# Other:

Cover: Other:

Ink: Text- [ ] 1 Color [ ] 2 Color [ ] 3 Color [X] 4 Color Process

[ ] 5 Color [ ] 6 Color [X] 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 [X] Agency [ ] Camera Ready [ ] Negatives Furnished [ ] Other

MEDIA: Electronic Transmission- [ ] Modem [ ] E-mail [ ] Other

Media Format- [ ] IBM [X] Macintosh [ ] Other [X] 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 CS5

Graphics Program- [ ] Illustrator (Ver. # CS5) [ ] Freehand [ ] PhotoShop (Ver. # CS5) Other

Fonts provided by- [ ] Vendor [X] Agency Font Brand: Adobe Fonts Used- Adobe Open fonts

Color Separating by- [ ] Vendor [X] Agency Color Trapping by- [X] Vendor [ ] Agency

PRINTER: [X] 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

Proofs: [X] Photo quality, contract color proof [ ] Blueline [ ] Day time Press Check [ ] Other

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

Folding: [X] Yes [ ] No Type in half for stitching - stitch in envelope - or insert between sigs

Binding: [X] Saddle Stitch [ ] Perfect Bind [ ] Side Staple [ ] 3 Hole Drill [ ] Collated

[ ] Plastic Bind (Color ) [ ] Wire Bind [ ] Other

Packaging: [X] Boxed per box [ ] Wrapped per pkg. [ ] Shrink Wrapped per package

Each carton must be labeled with contents and quantity.

Copy Ready Date: 10/2/2012 Delivery Date Required 10/16/2012 MUST!

[X] Inside Delivery 1600 Hampton St USC Mailroom Divy Contact & Phone: Tina Weaver, 7-6721

[X] 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 \$ \_\_\_\_\_

10/16/2012 \_\_\_\_\_

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 Creative Services Office before delivery of completed job. **Each carton must be labeled with contents and quantity.**

images cross over on page spreads with tight registration