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**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 Attention of: Dennis Gallman	Quotation Number: USC-RFQ-2319-DG	Date		
			9	20	2012

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
1	1.0 Lot	Furnish/Deliver Garnet & Black Magazine in accordance printing specification sheet  Number of Copies: 800 Number of Pages: 48 Self Cover FOB DESTINATION FREIGHT INCLUDED gallmand@mailbox.sc.edu  Vendor e-mail address: _____  A e-mail or faxed quote is acceptable. Quotes may be faxed to (803) 777-2032.		\$ _____

## **Additional Special Conditions**

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.)

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

**Printing Specifications for printing the 2012-13 Garnet & Black magazine**

**SECTION A: CONDITIONS**

1. Specifications are for printing and delivery of the Garnet & Black magazine.
2. Publication Schedule: The Garnet & Black magazine is published **THREE TIMES PER YEAR**, according to the attached schedule. The schedule may be updated as needed by the Director of Student Media.
3. Submission Format/Printing: The Garnet & Black will provide the printer with the job in an InDesign CS5.5 document on CD or DVD 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.
4. 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.
5. Delivery: Printer will be responsible for delivery of the magazines to room 339 of the Russell House University Union.
6. 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.
7. Quality: The printer will be required to issue a credit to Garnet & Black for all printing errors brought to the printer's attention within one week from the date of occurrence. 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 Garnet & Black. Professional printing, with careful attention to detail must be maintained at all times.
8. 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.

9. Samples of paper to be used in Garnet & Black must accompany the bid.

## SECTION B: SPECIFICATIONS

1. Quantity:  
8,000 copies
2. Issues (per year):  
3
3. Folded Size:  
8 1/2 x 11"
4. Stock:  
60lb Sappi FLO Gloss White Text
5. Number of pages:  
48 including self-cover
6. Ink:
  - Full color 4/4, all pages
  - Bleeds
7. Media:  
Electronic submission  
DVD-ROM or CD-ROM  
InDesign CS5.5, Illustrator CS5.1, Photoshop CS5.1, Acrobat X
8. Printer:  
Imaging resolution required 2400 dpi
9. Binding:  
Saddlestitch
10. Packaging:  
Boxed, weighing no more than 30 pounds per box.
11. Proofs: Color proof for full color signatures and cover

12. Publication schedule: Tentative schedule – Subject  
 To the printer Completed job delivered  
 Monday, September 24, 2012 Monday, October 8, 2012  
  
 Monday, February 11, 2013 Monday, February 25, 2013  
  
 Monday, April 1, 2013 Monday, April 15, 2013

**SECTION C: QUOTATION FOR PRINTING**

Number of pages	8,000 copies	Additional copies, per 1,000 Up to 11,000	Fewer copies, per 1,000 Down to 6,000
32 pages full color			
40 pages full color			
48 pages full color			
56 pages full color			
64 pages full color			

**Additional Charges for Optional Services:**

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

# 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: Garnet & Black magazine 2012-2013 AGENCY: University of South Carolina

AGENCY CONTACT: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

QUANTITY (per issue): 8000 ISSUES (per year): 3 FLAT SIZE: 17" x 11" FOLDED SIZE: 8.5" x 11"

PAGES: 48  PLUS COVER  SELF COVER  OTHER: \_\_\_\_\_

STOCK: Text: 60lb Sappi Flo Gloss Text White Other: \_\_\_\_\_

Cover: 60lb Sappi Flo Gloss Text White Other: \_\_\_\_\_

INK: Text -  1 Color \_\_\_\_\_  2 Color \_\_\_\_\_  3 Color \_\_\_\_\_  4 Color Process

5 Color \_\_\_\_\_  6 Color \_\_\_\_\_  Other: \_\_\_\_\_  Bleeds (No.4)

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

5 Color \_\_\_\_\_  6 Color \_\_\_\_\_  Other: \_\_\_\_\_  Bleeds (No.4)

Covers 2 & 3 -  1 Color \_\_\_\_\_  2 Color \_\_\_\_\_  3 Color \_\_\_\_\_  4 Color Process  
(Inside front

Inside Back)  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: FTP

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: DVD-ROM

Layout Program -  Quark Express (Vers. # \_\_\_\_\_)  PageMaker (Vers. # \_\_\_\_\_)  Other: Indesign CS5.5

Graphics Program -  Illustrator (Vers. # CS5.1)  Freehand (Vers. # \_\_\_\_\_)  PhotoShop (Vers. # CS5.1)  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: \_\_\_\_\_

Type of proof:  Match Print  Dye Sublimation  Other Contractual color proof

PROOFS:  Laser (Sets \_\_\_\_\_)  Page (Sets \_\_\_\_\_)  Blueline (Sets \_\_\_\_\_)  Other full color signatures

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

BINDING:  Saddle Stitch  Perfect Bind  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: Sept. 24, 2012 DELIVERY DATE REQUIRED: Oct. 8, 2012 for first issue. Other issues see attached

Inside Delivery Russell House University Union, room 343

12 SEP 14 11:57

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

## COST SCHEDULE Printing Specifications

Total Cost For Job/Issue \$ \_\_\_\_\_  
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: Laser Proof \$ \_\_\_\_\_ Page/Blueline (per line) \$ \_\_\_\_\_
- 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 \$ \_\_\_\_\_

**Additional Information: Please provide quote on hourly cost for customer alterations**