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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: 9:00 AM 5 13 2013	Send quotation to above address Attention of: Dennis Gallman	Quotation Number: USC-RFQ-2414-DG	Date 5 6 2013
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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
1	1.0 Lot	<p>Printing of Money Matter per the attached printing specification sheet and cost schedule. Vendor must be 150 Miles from Columbia South Carolina</p> <p>FOB DESTINATION FREIGHT INCLUDED gallmand@mailbox.sc.edu</p> <p>Vendor e-mail address: _____</p> <p>A faxed or e-mailed quote is acceptable. Quotes may be faxed to (803) 777-2032.</p>		\$ _____

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 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 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-2414

Bid RQ # 20138

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2/12/13

PRINTING SPECIFICATION SHEET

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 Money Matters **AGENCY** ADMS **adms**

Agency Contact _____ **or** Carolyn Parks **Phone Number** 777-3684

Quantity 150,000 **Issues Per Yr** _____ **Flat Size** 8 x 9 **Folded Size** 4 x 9

Pages: 20 ☐ **Plus Cover** ☒ **Self Cover** ☒ **Other** _____

Stock Text:80# text, Cougar smooth **Other:** no subs, no seconds

Cover: _____ **Other:** _____

Ink: Text- ☐ 1 Color ☐ 2 Color ☐ 3 Color ☐ 4 Color Process

☒ 5 Color 4cp + pms 201 ☐ 6 Color _____ ☒ **Bleeds (No. 4** ☐ **Other:** _____

Covers 1&4: ☐ 1 Color ☐ 2 Color ☐ 3 Color ☐ 4 Color Process

☐ 5 Color _____ ☐ 6 Color _____ ☒ **Bleeds (No. 4** ☐ **Other:** _____

Covers 2&3: ☐ 1 Color ☐ 2 Color ☐ 3 Color ☐ 4 Color Process

☐ 5 Color _____ ☐ 6 Color _____ ☒ **Bleeds (No. 4** ☐ **Other:** _____

MECHANICAL:

Composition & Layout provided by - ☐ Printer ☒ Agency ☐ Camera Ready ☐ Negatives Furnished ☐ Other _____

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

Media Format- ☐ IBM ☒ 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 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 CS CS5

Graphics Program- ☒ Illustrator (Ver. # CS5) ☐ Freehand ☒ PhotoShop (Ver. # CS5) ☐ Other _____

Fonts provided by- ☐ Vendor ☒ Agency **Font Brand:** Adobe **Fonts Used-** Adobe Open fonts

Color Separating by- ☐ Vendor ☒ Agency **Color Trapping by-** ☒ Vendor ☐ Agency

PRINTER: ☒ 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:** 200 **Scan Resolution:** 300

Provided by: ☐ Vendor ☒ Agency ☐ Min. size (No. _____) ☐ 1/2 page (No. _____) ☐ Full page (No. _____)

Agency will provide: ☐ Transparency ☐ Print ☐ Art ☒ Other live images

Proofs: ☒ Photo quality, contract color proof ☒ Blueline ☒ Day time Press Check ☐ Other _____

Special Applications: ☐ Die Cut ☐ Scoring ☐ Perforations (No. _____) ☐ Embossing ☐ Foil Stamping _____

Folding: ☒ Yes ☐ No **Type** _____

Binding: ☒ Saddle Stitch ☐ Perfect Bind ☐ Side Staple ☐ 3 Hole Drill ☐ Collated

☐ Plastic Bind (Color _____) ☐ Wire Bind ☒ Other _____

Packaging: ☒ Boxed _____ per box ☐ Wrapped _____ per pkg. ☐ Shrink Wrapped _____ per package

Each carton must be labeled with contents and quantity.

Copy Ready Date: 6/3/2013 **Delivery Date Required** 6/21/2013 **MUST!**

☒ **Inside Delivery** Call 24 hours prior to delivery for instructions **Divy Contact & Phone:** Teresa 803-777-6384

☒ All copy, proofs, etc. must be picked up & delivered in person by contractor rep who is knowledgeable & capable of discussing the contract.

13 APR 11 AM 11:00

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COST SCHEDULE **Printing Specifications**

TOTAL COST FOR JOB/ISSUE

\$ _____

6/21/2013

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 Blue line (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.**

Each carton must be marked with quantity and contents.

Cartons must be of substantial quality to withstand shipping and stacking without crushing.

This order needs to be produced within 250 miles of the Columbia campus for press checks.

Item	Qty	Unit of Measure	Description		
1	1	LOT	Printing of Money Matters per the attached printing specification sheet and cost schedule.		

Resident Vendor Preference _____

SC End Product Preference _____

US End Product Preference _____

Note: The commodity preferences do not apply to a single unit of an item with a price in excess of \$50,000 or a single award with a total potential value in excess of \$500,000. [11-35-1524(E)(2)] or a single award with a total potential value in excess of \$5000.

ADDITIONAL CONDITIONS

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.)