



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-2415-Rebid	Date 5 6 2013
--	--	---	----------------------

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	Printing of Recruitment Envelopes-Converted per the attached printing specification sheet and cost schedule. Vendor must be with in 150 Miles from Columbia South Carolina FOB DESTINATION FREIGHT INCLUDED gallmand@mailbox.sc.edu Vendor e-mail address: _____ A faxed or e-mailed quote is acceptable. Quotes may be faxed to (803) 777-2032.		\$ _____

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.

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.

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.)

Item	Qty	Unit of Measure	Description		
1	1	LOT	Printing of Recruitment Envelopes-Converted 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

13072

2/19/13

USC - 2415
PRINTING SPECIFICATION SHEET

Bid RQ# 20108

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 _____
Recruitment Envelopes - converted

DESCRIPTION _____ AGENCY **ADMS** adms
Agency Contact _____ or Carolyn Parks Phone Number **777-3684**

Quantity **130,000** Issues Per Yr _____ Flat Size **12.5 x 9.5** Folded Size _____
Pages: **1 printed 1 side** Plus Cover Self Cover Other booklet with remolstenable glue
Stock Text: **70# text cougar opaque smooth white** Other: **no subs no seconds**
Cover: _____ Other: _____

Ink: Text- 1 Color 2 Color 3 Color 4 Color Process
 5 Color 6 Color Bleeds (No. **4**) Other: **bleeds to edges of front +back**
Covers 1&4: 1 Color 2 Color 3 Color 4 Color Process
 5 Color 6 Color Bleeds (No. _____) Other: **must be converted**
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 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 **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: _____ Scan Resolution: _____
Provided by: Vendor Agency Min. size (No. _____) 1/2 page (No. _____) Full page (No. _____)

Agency will provide: Transparency Print Art Other _____

Proofs: **Photo quality, contract color proof** **Blue line** **Day time Press Check** Other _____

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

Folding: Yes No Type **converted to booklet envelope with remoistenable glue**

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 **6/20/2013** MUST!

Inside Delivery **call at least 24 hours in advance for delivery** 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 11:01