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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	Send quotation to above address Attention of: Dennis Gallman	Quotation Number: USC-RFQ-2770-DG	Date
3 10 2015			3 02 2015

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 New York Times Insert Bid as Specified AWARD WILL BE MADE TO ONE VENDOR Point of Contact: Dennis Gallman/803-777-4115 E-MAIL: gallmand@mailbox.sc.edu FOB: Destination (SEE ATTACHED BID SCHEDULE) Vendor e-mail _____ Quotes can be e-mailed or faxed		

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.

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. **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).

Iran Divestment Act

Pursuant to the Iran Divestment Act of 2014, S.C. Code Ann. §§ 11-57-10, *et seq.*, effective January 5, 2015 the Executive Director of the State Budget and Control Board has published a list of persons determined to engage in investment activities in Iran. The list identifies entities that are ineligible to contract with the State of South Carolina or any political subdivision of the State, including state agencies, public universities, colleges and schools, and local governments. The list is available at the following URL:

http://www.nmo.sc.gov/PS/20150105_SC_IDA_List-Final.pdf

By accepting and fulfilling this Purchase Order, you certify that you are not on the current Iran Divestment Act List and that you will notify the Procurement Officer immediately if you are added to the list.

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.)

BID SCHEDULE

USC-RFQ-2770-DG

Item	Qty	Unit of Measure	Description	Total Price
1	Lot	ea	Furnish/Deliver New York Times Insert	\$ _____

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.

15084

2/16/15

PRINTING SPECIFICATION SHEET

Bio RQ 43335

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 NY Times Inserts - 6 runs total AUTHORIZED SIGNATURE

DESCRIPTION AGENCY

Agency Contact or Carolyn Parks Phone Number 777-3684

Quantity see attached Issues Per Yr Flat Size 10.5" x 11.5" Folded Size flat

Pages: Plus Cover Self Cover Other

Stock Text: 80# house matte text Other:

Cover: Other:

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

5 Color 6 Color 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 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 Magenta 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: 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: 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: Delivery Date Required

Inside Delivery see instructions attached Divy Contact & Phone:

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

Plan for NYT inserts

Two different creative versions (Creative A and Creative B). We'll run each in NE for those two runs and alternate in SE for those four runs.

- NE: Creative A, Creative B
- SE: Creative A, Creative B, Creative A, Creative B

Specs:

- 10.5" x 11.5" insert
- 80# matte coated text

Number of inserts needed for each region:

NYT requirement for overages is 2%.

NY Region select zones 377,300

Philadelphia select market 44,000

NE total 421,300 +2% = 429,726

X2

Charlotte, NC select market 4,500

Atlanta select market 13,900

Raleigh/Durham/Greenville, NC select market 9,300

Greenville/Spartanburg, SC select market 1,400

Charleston/Columbia, SC select market 3,300

SE total 32,400 +2% = 33,048

X2

total 991,644

Shipping Information:

• 18,500+2% = 18,870 need to be shipped Gastonia, NC (quantity is per date – 4 dates total)

• 13,900+2% = 14,178 need to be shipped to Atlanta, GA (quantity is per date – 4 dates total)

· 44,000+2% = 44,880 need to be shipped to Philadelphia, PA (quantity is per date – 2 dates total)

· 377,300+2% = 384,846 need to be shipped to College Point Queens, NY (quantity is per date – 2 dates total)

2013

The New York Times
Free-Standing Inserts

INSTRUCTIONS FOR PACKING AND SHIPPING MACHINE INSERTED FSIs FOR NEW YORK TIMES NATIONAL AND SELECT MARKETS

To ensure complete and proper distribution, inserts for **The New York Times** must be packed, loaded and shipped according to the following standards. Failure to comply may result in refused shipments, additional handling charges, missed insertion dates or a reduction in insert distribution.

Packing Pallets

Pallet Identification

Pallet labels:

Each pallet must be labeled in three places: Labels should be attached on the top and in the middle of two sides of the pallet so that they are visible from two adjacent sides. Each label should contain the following information:

- Newspaper name ["The New York Times"]
- Name of advertiser
- Insertion/issue date (**please note if shipment includes inserts for multiple dates: Each date must be on separate pallets**)
- Total number of inserts
- Pallet number
- Weight of pallet (lbs.)
- Number of inserts on pallet
- Total number of pallets
- Number of copies on each lift
- Printer
- Phone number of printer or shipper
- **Versions/zones must be clearly marked**

Please make sure to provide this information in addition to using the barcoded tracking labels provided by the advertiser to facilitate efficient processing at the print site.

Display of Samples: A sample of the insert must be attached to each side of every pallet.

For Pallet Construction specifications follow.

Stacking

Stack to outer perimeter to prevent damage. Stacks must be even, well jogged and brick stacked. Stacks may not exceed 44." All stacks should contain the same number of copies. Turns must be from 6" to 12" high. Turns less than 6" will be refused or sent for restacking at advertiser and printer's expense.

Liners

Use unwaxed, uncoated heavy Kraft or chipboard only between every second layer.
Use cardboard or substantial binder sheets between layers to keep supplements flat.

Banding

Cross band pallets securely on each side with double steel or plastic straps. Bands must not bend top row of inserts or pull pallet flooring loose.

Coverings

Place one protective cardboard binder cover on pallet before stacking. Place another protective cardboard binder cover on pallet before topping. Place a wooden top, the size of the pallet, over top cover to protect inserts. Gaylord boxes are recommended for glossy products to prevent spillage.

Shrink Wrapping

Balanced, well-stacked pallets with suitable liners may be shrink-wrapped. Banding must be placed inside the shrink wrap.

Packing Cartons are not necessary and not recommended, but if you choose to use them:

Do not bundle or band inserts. Pack folded edges in the same direction. They must not be turned. Pack all cartons fully or use dunnage. Pack 3,000 - 5,000 inserts, if possible.
Seal cartons with one piece of paper tape across width.

Carton Identification: Same as pallet identification

Shipping Instructions

Loading

The 40" entry side of the pallet should face the door. Truck tailboard height should be 4' to 5 ½'. Allow one foot at back of trailer for securing dock plate. Do not double-deck or band pallets in trailers. Do not load pallets to edge of trailer.

Improper stacking

- The New York Times is not responsible for inserts that fall or are damaged or destroyed due to improperly stacked pallets.
- Advertisers will be notified if excessive waste causes incomplete distribution.

Bill of Lading

A Bill of Lading must accompany every shipment and include:

- Newspaper name
- Printer/trucker's telephone number
- Advertiser
- Insert name
- Insertion date
- Total number of inserts
- Total number of pallets

Deadlines

Sunday inserts: 10 calendar days prior to run date

Daily inserts: 10 calendar days prior to run date

Inserts arriving from international origin must arrive 17 calendar days prior to run date

Insertion date must be clearly marked. Do not mix dates on pallets.

Receiving - Delivery appointment is required

Delivery information is included on the barcoded labels provided.

Please note the following non-acceptable FSI Deliveries:

- Broken pallets that cannot be off-loaded
- Spilled products on truck
- Double stacked pallets

If any of the preceding occurs, the driver may be able to rectify the situation:

- If there is enough lead time
- If the printer is nearby
- If the amount is not too large
- If the insert date can be changed
- The inserts can be returned to the printer

PROCEDURES FOR TRUCK OFF LOADING

- Can be provided by print site when scheduling delivery appointment

Pallet Construction

Wood or plastic pallets must meet the following requirements in order to withstand standard commercial tolerances:

Dimensions: 48" x 40"; Maximum Height: 48" from floor

Top deckboards:

Number: 7, evenly spaced
Material: 1" dressed lumber
Dimensions: 1" deep, 4" wide, 40" long

Bottom deckboards:

Number: 2
Material: 1" 2x4s
Dimensions: 7/8" deep, 6" wide, 40" long
Leading Edges: boards must be chamfered

Runners:

Number: 3
Material: 1" 2x4s
Dimensions: 2" deep, 4" wide, 48" long
Cutouts: 1 3/8"
Maximum Weight: 50 lbs.
Maximum Height: 4" (do not use 6" runners)

Fastenings should be nailed with standard drive screw nails and nail heads must be well countersunk on wood pallets.

Statement of liability:

The Times accepts no liability for its failure, for any reason, to deliver free-standing inserts. The Times' liability for such failure shall be limited to the cost of the advertising. The Times further accepts no liability for the loss, for any reason, of inserts provided to it. The Times' liability for such loss shall be limited to the cost of reprinting the inserts. In no event shall The Times be liable for consequential damages arising from any such failure or loss.

2/17/2012

The New York Times Free-Standing Inserts

Instructions
(Current as of August 2014)

HOW TO DESIGN A MACHINE-INSERTABLE FSI

The New York Times offers advertisers flexibility, convenience and various capabilities when it comes to marketing through free-standing inserts. The Times's automated free-standing insert system (FSIS) allows advertisers, designers, printers and binders who prepare and ship inserts to benefit from reduced waste and downtime as well as improved inventory tracking and zone purity.

The very sophistication of the FSIs makes it critical that all free-standing inserts and special supplements appearing in The Times meet strict requirements. This fact sheet outlines those requirements, detailing standards regarding design, packing, loading and shipping.

We thank you for the opportunity to be a part of your FSI advertising plans.

Inserts and special supplements for The New York Times must conform to the following standards for paper, typography and copy:

Paper

Minimum dimensions:

Single sheet: 5" x 6". Multiple pages: the spine must be at least 6".

Maximum dimensions: 10.5" wide x 11.5" tall. The spine can be no longer than 11.5" and no smaller than 6".

Maximum thickness: Varies by dimensions

Thicker inserts must be pre-approved. Send samples (blank or printed) for testing.

Hand inserted catalogs must be flexible enough to be rolled into home delivery bags along with the newspaper.

Minimum paper weight:

- Single sheet to 4 page inserts must be at least 70 lb. hi-bulk offset and must withstand 30 lbs. of vacuum
- Inserts over 8 pages may use lighter paper, but no less than 60 lb is recommended.
- Avoid using high gloss paper. They may create static and slippage, causing multiple inserts.

Broadsheet Pages:

- Broadsheet newsprint sections must be quarter-folded.
- For billing purposes, broadsheets are counted as double the number of supplied pages due to the folding. Pageing is counted at the final folded size.
- Advertiser supplied inserts must not exceed 10.5" x 11.5

Folds

- Stitched, nested or barrel-rolled inserts are acceptable.
- Accordion folded inserts are not acceptable, unless they are rolled into a single spine.
- Accordion folded inserts with tabs will need to be tested prior to acceptance.

Non-standard Inserts

The use of all non-standard inserts, including product samples, pop-ups, perforated inserts and those with unusual folds must be prearranged with The New York Times Print Operations Department coffsi@nytimes.com or call Paul Ferrali at 212-556-4213.

Typography

New York Times-style headlines, subheads, bylines, datelines, captions, bios, news style columns, layouts or typography may not be used.

Material that resembles news or editorial matter must be pre-approved. If accepted, they must be labeled "ADVERTISEMENT." An outside cover must contain this legend: "ADVERTISING SUPPLEMENT TO THE NEW YORK TIMES." The legend must be all caps and no smaller than 8 pt. Helvetica or equivalent. A list of newspapers used for a given promotion may be included in the legend.

Copy

Copy must meet the guidelines in "Standards of Advertising Acceptability," and must be approved prior to printing and inserting. **Include contact name, phone number and insertion date and send copy to:**

The New York Times
Advertising Acceptability Department
620 Eighth Avenue
New York, NY 10018
Phone: (212) 556-7171

Samples

Samples must be either exact blanks or a very fair representation of the finished insert. All samples must include the following information: PDFs of the piece will usually suffice unless it will be close to our min or max specifications or, has an accordion fold. Please email PDF samples to COFFSI@NYTIMES.COM for approval.

Advertiser's name
Date of insertion
Contact information for printer or agency

Sample delivery deadlines & quantities required

Prior to final reservation, a sample must be submitted by the advertiser or printer.
Failure to provide samples may cause cancellation delay of insertion.

We recommend the testing of blank paper samples prior to printing so adjustments can be made if necessary. **Samples must be submitted no later than 12 days before the insertion date.** The following quantities must be submitted:

Standard piece: 15

Non-standard piece (die-cuts, odd sizes and shapes): 300

Single-sheet inserts on paper with special characteristics: 300

The advertiser or printer should supply the name of their trucking company and its contact person to Jack Kehoe at 718-281-7153.

All samples must be in house at least 12 business days before issue date for testing. Failure to comply may result in the cancellation or delay of the insert.

Sample Delivery

Deliver samples to:

Jack Kehoe

FSI Manager

The New York Times

One New York Times Plaza

Flushing NY 11354

(718) 281-7153

Deadlines

Approved and printed materials are due 10 days prior to insertion date. Late arrival may impact efficient and timely insertion.

Statement of Liability

The Times accepts no liability for its failure, for any reason, to deliver free-standing inserts. The Times's liability for such failure shall be limited to the cost of the advertising. The Times further accepts no liability for the loss, for any reason, of inserts provided to it. The Times's liability for such loss shall be limited to the cost of reprinting the inserts. In no event shall The Times be liable for consequential damages arising from any such failure or loss.