



REQUEST FOR QUOTATION

Solicitation Number
Date Issued
Procurement Officer
Phone
E-Mail Address

USC-RFQ-3666-DG
November 17, 2020
Dennis Gallman
(803)777-4115
gallmand@mailbox.sc.edu

DESCRIPTION: Printing and Mailing of Moore School Magazine

USING GOVERNMENT AGENCY: University of South Carolina

E-MAIL QUOTE BY

November 24, 2020 @ 9:00 AM, EDT

QUESTIONS MUST BE RECEIVED BY: N/A

NAME OF OFFEROR <small>(Full legal name of business submitting the offer)</small>		OFFEROR'S TYPE OF ENTITY: <small>(Check one)</small> <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Tax-exempt corporate entity <input type="checkbox"/> Government entity (federal/state/local) <input type="checkbox"/> Other _____
AUTHORIZED SIGNATURE <small>(Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)</small>		
TITLE <small>(Business title of person signing above)</small>		
PRINTED NAME <small>(Printed name of person signing above)</small>	DATE SIGNED	
STATE OF INCORPORATION <small>(If offeror is a corporation, identify the state of Incorporation.)</small>		
TAXPAYER IDENTIFICATION NO. <small>(See "Taxpayer Identification Number" provision)</small>		

(Return Page Two with Your Quote)

HOME OFFICE ADDRESS <small>(Address for offeror's home office / principal place of business)</small>	NOTICE ADDRESS <small>(Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)</small>
	Area Code - Number - Extension Facsimile _____ E-mail Address _____

PAYMENT ADDRESS <small>(Address to which payments will be sent.) (See "Payment" clause)</small>	ORDER ADDRESS <small>(Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)</small>
<input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address (check only one)	<input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address (check only one)

ACKNOWLEDGMENT OF AMENDMENTS

Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)

Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)

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 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 - ADDRESS AND PHONE OF IN-STATE OFFICE: Please provide the address and phone number for your in-state office in the space provided below. An in-state office is necessary to claim either the Resident Vendor Preference [11-35-1524(C)(1)(i)&(ii)] or the Resident Contractor Preference [11-35-1524(C)(1)(iii)]. Accordingly, you must provide this information to qualify for the preference. An in-state office is not required, but can be beneficial, if you are claiming the Resident Subcontractor Preference (11-35-1524(D)).

_____ In-State Office Address same as Home Office Address

_____ In-State Office Address same as Notice Address

(check only one)

FOB DESTINATION FREIGHT INCLUDED

Due to possible press checks vendor must be within 100 Miles From Columbia SC

**SEE ATTACHED PRINT SPECIFICATIONS
SEE BID SCHEDULE**

DELIVERY/PERFORMANCE LOCATION – PURCHASE ORDER: After award, all deliveries shall be made and all services provided to the location specified: University of South Carolina Columbia Campus.

MINORITY PARTICIPATION (DEC 2015):

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? _____

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? _____

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.)

The Department of Administration, Division of Small and Minority Business Contracting and Certification, publishes a list of certified minority firms. The Minority Business Directory is available at the following URL: <http://osmba.sc.gov/directory.html>

[04-4015-3]

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PREFERENCES - SC/US END-PRODUCT (SEP 2009): Section 11-35-1524 provides a preference to vendors offering South Carolina end-products or US end-products, if those products are made, manufactured, or grown in SC or the US, respectively. An end-product is the tangible project identified for acquisition in this solicitation, including all component parts in final form and ready for the use intended. The terms "made," "manufactured," and "grown" are defined by Section 11-35-1524(A). By signing your offer and checking the appropriate space(s) provided and identified on the bid schedule, you certify that the end-product(s) is either made, manufactured or grown in South Carolina, or other states of the United States, as applicable. Preference will be applied as required by law. Post award substitutions are prohibited. See "Substitutions Prohibited - End Product Preferences (Sep 2009)" provision.

PREFERENCES - RESIDENT VENDOR PREFERENCE (SEP 2009): To qualify for the RVP, 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 either: (1) maintain at a location in South Carolina at the time of the bid an inventory of expendable items which are representative of the general type of commodities for which the award will be made and which have a minimum total value, based on the bid price, equal to the lesser of fifty thousand dollars [\$50,000] or the annual amount of the contract; or (2) be a manufacturer headquartered and having an annual payroll of at least one million dollars in South Carolina and the end product being sold is either made or processed from raw materials

11/09/20

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 Moore School Magazine AGENCY _____

Agency Contact Leigh-Anne Lawrence or Marjorie Duffie Phone Number 803-777-4306

Quantity 44,650 Issues Per Yr _____ Flat Size 17.5 x 10.875 Folded Size 8.75 x 10.875

Pages: 44 [X] Plus Cover [] Self Cover [] Other _____

Stock Text: 100# Opus Matte Text Other: _____

Cover: 80# Opus Matte Cover Other: _____

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

[] 5 Color [] 6 Color [X] Bleeds (No. 4) [] Other: Matte Aqueous Coating

Covers 1&4: [] 1 Color [] 2 Color [] 3 Color [X] 4 Color Process

[] 5 Color [] 6 Color [X] Bleeds (No. 4) [] Other: Matte Aqueous Coating

Covers 2&3: [] 1 Color [] 2 Color [] 3 Color [X] 4 Color Process

[] 5 Color [] 6 Color [X] Bleeds (No. 4) [] Other: Matte Aqueous Coating

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) [X] InDesign _____

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

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

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

PRINTER: [X] Postscript [X] 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 [X] Day time Press Check [] Other _____

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

Folding: [X] Yes [] No Type _____

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: 11/9/20 Delivery Date Required 12/06/20 (Must)

[X] Inside Delivery UofSC Mailroom Divy Contact & Phone: 803-777-5146

[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

\$ _____

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 _____ for additional quantities at pressrun \$ _____

Cost per _____ 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.**

1. Vendor printer facilities must be within 50 miles of Columbia 29208. Daytime press checks only.
2. Please call Leigh-Anne Lawrence (803-777-4306) 24 hours before delivery.
3. Print option to perfect bind – Printer must confirm this book will perfect bind at 44 pages plus cover using paper specified.
4. Will need daytime press checks on cover and at least one inside text spread prior to completing rest of press run.
5. Moore magazine is a premier publication of the business school. Only the highest quality, prepress, printing and finish will be accepted.

BIDDING SCHEDULE /USC-RFQ-3666-DG

SERVICES & SUPPLIES / EQUIPMENT

Item	Qty	Unit of Measure	Description: Extended Price \$ _____
1	1	Job	Printing and Mailing of Moore School Magazine 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)]