



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: 10:00 AM 4 30 2010	Send quotation to above address Attention of: Damon Hightower	Quotation Number: USC-RFQ-1714-DH	Date 4 22 2010
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Print company name and address:

Please quote your lowest delivered price of the item(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 USC Transitions Textbook per the attached printing specification sheet and cost schedule. Award will be made to one vendor for either Option 1 or Option 2, whichever is deemed most advantageous to the University. (SPM035) FOB DESTINATION FREIGHT INCLUDED e-mail address: _____ A faxed quote is acceptable. Quotes may be faxed to (803) 777-2032.		

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.

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 of 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.

Special Provisions

The University reserves the right to accept an earlier delivery date as mutually agreed upon between the parties.

Due to the complexity and time sensitivity of this print job, in order to participate in this Request for Quote (RFQ), the University requires that all potential bidders have their printing operation located within a **200 mile radius of the University's Columbia campus.**

NO over/under. Must receive full 6,000 copies.

**** Please also submit bid for option 2 for printing 3,300 copies to be delivered on or before May 14, 2010 and 2,700 copies to be delivered on or before May 1, 2011 (rather than printing/delivering all 6000 copies in May 2010). ****

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: 2010 Transitions Textbook AGENCY: University 101

AGENCY CONTACT: Jennifer Latino PHONE NUMBER: 803-777-8869

QUANTITY (per issue): 6000 ISSUES (per year): _____ FLAT SIZE: _____ FOLDED SIZE: 8.5" x 11"

PAGES: 202 ☒ PLUS COVER ☐ SELF COVER ☐ OTHER: _____

STOCK: Text: 70# ECO Varsity Matte white text Other: _____

Cover: 100# ECO Varsity Matte white cover Other: _____

INK: Text - ☐ 1 Color ☐ 2 Color ☐ 3 Color ☒ 4 Color Process

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

Covers 1 & 4 - ☐ 1 Color ☐ 2 Color ☐ 3 Color ☒ 4 Color Process

(Front & Back) ☐ 5 Color ☐ 6 Color ☒ Other: Aqueous Coating ☒ Bleeds (No. _____)

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

(Inside front ☐ 5 Color ☐ 6 Color ☐ Other: _____ ☐ Bleeds (No. _____)

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: _____

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: _____

Layout Program - ☐ Quark Express (Vers. # _____) ☐ PageMaker (Vers. # _____) ☒ Other: InDesign CS3

Graphics Program - ☐ Illustrator (Vers. # _____) ☐ Freehand (Vers. # _____) ☐ PhotoShop (Vers. # _____) ☐ 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: On CD

Type of proof: ☐ Match Print ☐ Dye Sublimation ☒ Other Color Proof

PROOFS: ☒ Laser (Sets _____) ☐ Page (Sets _____) ☐ Blueline (Sets _____) ☒ Other Press Check

FOLDING: ☒ Yes ☐ No ☐ Type _____ SPECIAL APPLICATIONS: ☐ Die Cut ☒ Scoring ☐ Perforations (No. _____)

BINDING: ☐ Saddle Stitch ☒ Perfect Bind (hinged) ☐ 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: 4/23/10 DELIVERY DATE REQUIRED: 5/14/10

☒ Inside Delivery 2835 pcs to USC Bookstore, 1400 Greene St, Columbia, SC 29208 / balance to Univ. 101, 1728 College St

☒ 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

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 100 for additional quantities at pressrun (up to 4,000 pcs) \$ _____

☒ Cost per 100 for less quantities at pressrun (down to 3,000 pcs) \$ _____

☒ Cost per reprint in lots of 3,000 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 \$ _____ (per page) Color Proof \$ _____ (per page)

☐ 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 \$ _____

BID SCHEDULE
COMMODITY CONTRACTS

Option 1

Item	Qty	Unit of Measure	Description	Unit Price	Extended Price
1	6,000	EA	Printing of 2010 Transitions Textbook	\$	\$

Resident Vendor Preference _____

SC End Product Preference _____

US End Product Preference _____

Item	Qty	Unit of Measure	Description	Unit Price	Extended Price
2			Freight FOB Destination	\$	\$

Total for Item 1 – 2: _____

Note: The service preferences do not apply to a bid for an item of work by the bidder if the annual price of the bidder's work exceeds \$50,000 or the total potential price of the bidder's work exceeds \$500,000. [11-35-1524(E)(3)]

BID SCHEDULE**COMMODITY CONTRACTS****Option 2**

Item	Qty	Unit of Measure	Description	Unit Price	Extended Price
1	3,300	EA	Printing of Transitions Textbook with delivery on or before May 14,2010	\$	\$

Resident Vendor Preference _____

SC End Product Preference _____

US End Product Preference _____

Item	Qty	Unit of Measure	Description	Unit Price	Extended Price
2	2,700	EA	Printing of Transitions Textbook with delivery on or before May 14,2011	\$	\$

Resident Vendor Preference _____

SC End Product Preference _____

US End Product Preference _____

Item	Qty	Unit of Measure	Description	Unit Price	Extended Price
3			Freight for Item 1 FOB Destination	\$	\$

Item	Qty	Unit of Measure	Description	Unit Price	Extended Price
4			Freight for Item 2 FOB Destination	\$	\$

Total for Item 1 – 4: _____

Note: The service preferences do not apply to a bid for an item of work by the bidder if the annual price of the bidder's work exceeds \$50,000 or the total potential price of the bidder's work exceeds \$500,000. [11-35-1524(E)(3)]

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 - 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 into a finished end product by that manufacturer or its affiliate (as defined in Section 1563 of the Internal Revenue Code).

SUBSTITUTIONS PROHIBITED - END PRODUCT PREFERENCES (SEP 2009): If you receive the award as a result of the South Carolina end product or United States end product preference, you may not substitute a nonqualifying end product for a qualified end product. If you violate this provision, the State may terminate your contract for cause and you may be debarred. In addition, you shall pay to the State an amount equal to twice the difference between the price paid by the State and your evaluated price for the item for which you delivered a substitute. [11-35-1534(B)(4)]

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.)