



Francis Marion University

REQUEST FOR QUOTATION

Solicitation Number: RFQ-2041
Date Issued: October 28, 2009
Procurement Officer: Velma C. Simmons
Phone: 843.661.1161
E-Mail Address:
Vsimmons@fmarion.edu

DESCRIPTION: Print College Catalogs for Francis Marion University.

The Term "Offer" Means Your "Bid" or "Proposal".

SUBMIT OFFER BY: November 13, 2009 2:00 p.m. local time.

NUMBER OF COPIES TO BE SUBMITTED: One original.

SUBMIT YOUR OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:

FRANCIS MARION UNIVERSITY
PURCHASING OFFICE
PO BOX 100547
FLORENCE, S.C. 29501-0547

PHYSICAL ADDRESS:

FRANCIS MARION UNIVERSITY
CENTRAL RECEIVING DEPARTMENT
4822 E. PALMETTO STREET
FLORENCE, S.C. 29506

See "Submitting Your Offer" provision

SITE VISIT: N/A See "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions	LOCATION: N/A
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AWARD & AMENDMENTS	The award, this solicitation, and any amendments will be posted at the following website: http://www.fmarion.edu/about/solicitationsandawards Award will be posted on or about 11/16/2009.
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You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, you agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date.

<p>NAME OF OFFEROR (Full legal name of business submitting the offer)</p> <hr/> <p>AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)</p> <hr/> <p>TITLE (Business title of person signing above)</p> <hr/> <p>PRINTED NAME (Printed name of person signing above)</p> <hr/>	<p>OFFEROR'S TYPE OF ENTITY: (Check one)</p> <p><input type="checkbox"/> Sole Proprietorship</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Corporation (tax-exempt)</p> <p><input type="checkbox"/> Corporate entity (not tax-exempt)</p> <p><input type="checkbox"/> Government entity (federal, state, or local)</p> <p><input type="checkbox"/> Other _____</p> <p style="text-align: center;">(See "Signing Your Offer" provision.)</p>
<p>DATE SIGNED</p> <hr/>	

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, *i.e.*, a separate corporation, partnership, sole proprietorship, etc.

STATE OF INCORPORATION	(If offeror is a corporation, identify the state of Incorporation.)
TAXPAYER IDENTIFICATION NO.?	PHONE NUMBER:
	FAX NUMBER:

RETURN THIS PAGE AND PAGE FIVE, COMPLETED, WITH YOUR RESPONSE.

TABLE OF CONTENTS

	<u>PAGE</u>
REQUEST FOR QUOTATION COVER PAGE	1
TABLE OF CONTENTS / PROVISIONS / CLAUSES	2-3
SPECIFICATIONS	4
QUOTATION PRICING SCHEDULE	5
S.C TAX WITHHOLDING IMPORTANT NOTICE	6
S.C. NONRESIDENT TAXPAYER REGISTRATION AFFIDAVIT	7

PROVISIONS

AMENDMENTS TO SOLICITATION (AUG 2004)

(a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: (b) Bidders shall acknowledge receipt of any Amendment to this solicitation (1) by signing and returning the Amendment, (2) by letter, or (3) by submitting a bid that indicates in some way that the bidder received the amendment.

BID / PROPOSAL AS OFFER TO CONTRACT (AUG 2004)

By submitting Your Bid or Proposal, You are offering to enter into a contract. Without further action by either party, a binding contract shall result upon final award. Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror on the Cover Page. An Offer may be submitted by only one legal entity; "joint bids" are not allowed.

BID ACCEPTANCE PERIOD (AUG 2004)

In order to withdraw Your Offer after the period specified on the Cover Page, You must notify the Procurement Officer in writing.

DEADLINE FOR SUBMISSION OF OFFER (AUG 2004)

Any offer received after the procurement officer of the governmental body of his designee has declared that the time set for opening has arrived, shall be rejected unless the offer has been delivered to the designated purchasing office or the governmental bodies' mail room which services that purchasing office prior to the bid opening. [R.19-445.2070(H)]

DUTY TO INQUIRE (AUG 2004)

Offeror, by submitting an Offer, represents that it has read and understands the solicitation and that its Offer is made in compliance with the Solicitation. Offerors are expected to examine the Solicitation thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation. Failure to do so will be at the Offeror's risk.

PUBLIC OPENING (AUG 2004)

Offers will be publicly opened at the date / time and at the location identified on the Cover Page, or last Amendment, whichever is applicable.

QUESTIONS FROM OFFERORS (AUG 2004)

(a) Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc. must request it in writing. Questions must be received by the Procurement Officer no later than five (5) days prior to opening unless otherwise stated on the Cover Page. Oral explanations or instructions will not be binding. Any information given a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an Amendment to the solicitation, if that information is necessary for submitting offers or if the lack of it would be prejudicial to other prospective offerors. (b) The State seeks to permit maximum practicable competition. Offerors are urged to advise the Procurement Officer – as soon as possible – regarding any aspect of this procurement, including any aspect of the Solicitation that unnecessarily or inappropriately limits full and open competition.

REJECTION/CANCELLATION (AUG 2004)

The State may cancel this solicitation in whole or in part. The State may reject any or all proposals in whole or in part. [SC Code Section 11-35-1710 & R. 19-445.2065.]

WITHDRAWAL OR CORRECTION OF OFFER (AUG 2004)

Offers may be withdrawn by written notice received at any time before the exact time set for opening. If the Solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for opening. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for opening, the identity of the person requesting withdrawal is established and the person signs a receipt for the bid. The withdrawal and correction of Offers is governed by S.C. Code Section 11-35-1520 and Regulation 19-445.2085.

NON-INDEMNIFICATION (JAN 2006)

Any term or condition is void to the extent it requires the state to indemnify anyone.

DEFAULT:

In case of default by the contractor, the state reserves the right to purchase any or all items in default in the open market, charging the contractor with any additional cost. The defaulting contractor shall not be considered a responsible bidder until the assessed charge has been satisfied.

NON-APPROPRIATIONS:

Any contract entered into by the state resulting from the bid invitation shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.

CONTRACT ADMINISTRATION:

Questions or problems arising after award to this contract shall be directed to the Purchasing Office, Francis Marion University.

FORCE MAJURE:

The contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the contractor. Such causes may include, but are not restricted to acts of god or of the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather but in every case the failure to perform must be beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by default of a subcontractor, and if such default arises out of causes beyond the control of both the contractor and subcontractor, and without the fault or negligence of either of them, the contractor shall not be liable for any excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the contractor to meet required delivery schedule.

SAVE HARMLESS:

(This clause does not apply to solicitations for service requirements). The successful bidder shall indemnify and save harmless the State of South Carolina and all state officers, agents, and employees, from all suits or claims of any character brought by reason of infringing on any patent, trade mark or copyright. Bidder shall have no liability to the state if such patent, trade mark, or copyright infringement or claim is based upon the bidder's use of material furnished to the bidder by the state.

PUBLICITY RELEASES:

Contractor agrees not to refer to award of this contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the user.

S.C. LAW CLAUSE:

Upon award of a contract under this bid, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina which require such person or entity to be authorized and/or licensed to do business with this state. Notwithstanding the fact that applicable statutes may exempt or exclude the successful bidder from requirements that it be authorized and/or licensed to do business in with state, by submission of this signed bid, the bidder agrees to subject himself 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.

ASSIGNMENT:

No contract or its provisions may be assigned, sublet, or transferred without the written consent of the university.

CONTRACT AMENDMENTS:

Amendments to any contract(s) resulting from this solicitation must be in writing.

PROTECTION OF HUMAN HEALTH & THE ENVIRONMENT:

The State of South Carolina requires all contractual activities to be in compliance with local, state, and federal mandates concerning "Protection of human health and the environment." Any contractor doing business with the state will be required to document compliance and to specify prudent practices used by the contractor to address applicable mandates including, but not restricted to "The hazard communication standard" Osha CFR 1910.1200 (SCRR Article 1, 71-1910.1200).

By submission of this bid, the vendor agrees to take all necessary steps to ensure compliance with these requirements.

PAYMENT FOR GOODS & SERVICES:

Payment for goods and services received by the state shall be processed in accordance with Section 11-35-45 of the South Carolina Procurement Code.

TERM/OPTION TO EXTEND:

THIS CONTRACT WILL INITIALLY BE FOR ONE YEAR, AND WILL AUTOMATICALLY EXTEND ON THE ANNIVERSARY DATE UNLESS EITHER PARTY ELECTS OTHERWISE AS ALLOWED IN THE CONTRACT. EXTENSION WILL NOT EXCEED TWO ADDITIONAL ONE-YEAR PERIODS. IF THE CONTRACTOR ELECTS NOT TO EXTEND ON THE ANNIVERSARY DATE, THE CONTRACTOR MUST NOTIFY THE PURCHASING OFFICE OF ITS INTENTION IN WRITING 60 DAYS PRIOR TO THE ANNIVERSARY DATE.

SPECIFICATIONS

RFQ-2041

THE SOUTH CAROLINA PRINTING SERVICES MANUAL, DATED JANUARY 1, 1998 SHALL BE MADE A PART OF ALL PRINTING SERVICES, QUOTES, AND CONTRACTS BY REFERENCE REGARDLESS OF DOLLAR VALUE. IT IS THE QUOTERS RESPONSIBILITY TO OBTAIN A COPY OF THE MANUAL, WHICH IS AVAILABLE ON THE MMO WEB SITE AT WWW.STATE.SC.US/MMO/MMO/

DESCRIPTION: 2010-2011 FMU Course
AGENCY: Francis Marion University
AGENCY CONTACT: Kathy Andrews
TELEPHONE: 843-661-1223
QUANTITY: 6500
OVERRUN/UNDERRUN: Exact count required. NO underruns.
FINISHED SIZE: 8 1/4" x 10 3/4" (trimmed from 8 1/2" x 11" to allow bleeds)
NUMBER OF PAGES: 256 - plus cover (optional 8 page signature increase)
STOCK: Text - Quantum Opaque 40 lb. white smooth text.
Cover - 8 pt White Cover C1S. Duracoat coating on front
4 color plus black on inside

Note: Alternate stock may be bid for consideration as an "or equal", but if an alternate stock is bid, a sample of the product **must be** included in your quote package. The university will make final determination as to the equality of substitutes offered. Our preference is for stock as specified.

INK: Text - black
Covers 1 & 4 - 4 color process + 2 spot colors,
full gloss varnish, full bleed
Covers 2 & 3 - Black
MECHANICAL: Camera ready layout provided on disk; Macintosh format; In InDeSign CS-2 software
PROOFS: Text: Blueline
Covers: Chromalin or equal
BINDING: Perfect bind (250 of the 6500 will be spiral)
PACKAGING: 24 per box.

(Each box must be labeled with the item and quantity.)

COPY READY DATE: Anticipate around May 1, 2010. (The university may require that all copy, proofs, etc. be picked up and delivered in person by contractor representative who is knowledgeable and capable of discussing the contract).
DELIVERY DATE: June 1, 2010 or 30 calendar days from receipt of materials from FMU.
INSIDE DELIVERY: Francis Marion University - Central Receiving
4822 E. Palmetto St.
Florence, S.C. 29506
LIQUIDATED DAMAGES: If the product is not received on the established delivery date, the contractor may be assessed \$100.00 per day, to be deducted from the final invoice.
PRE-PERFORMANCE: The contractor will establish an account designate prior to contract start-up for the purpose of conferencing with university personnel to insure complete understanding of expectations and requirements.

QUOTATION PRICING SCHEDULE

RFQ-2041

RETURN YOUR REPLY TO EITHER OF THE ADDRESSES SHOWN ON THE COVER PAGE OF THIS DOCUMENT.

FAXED REPLIES ARE NOT ACCEPTABLE.

Please state below your best price to furnish and deliver printing as specified:

TOTAL DELIVERED PRICE (EXCLUDING SALES TAX): \$ _____

AUTHORIZED SIGNATURE _____
(must match signature on cover page)

OPTIONAL COSTS SCHEDULE

Optional costs will be used to adjust the cost for changes to specifications and are not factors in award. Costs must be indicated or your bid may be rejected as being non-responsive.

Cost per 500 for additional quantities at pressrun:	\$ _____
Credit per 500 for fewer quantities at pressrun	\$ _____
Cost to add 8-page signature:	\$ _____
Credit for deleting 8-page signature:	\$ _____
Cost to add 16-page signature:	\$ _____
Credit for deleting 16 page signature:	\$ _____
Cost to add 32-page signature:	\$ _____
Credit for deleting 32 page signature:	\$ _____
Cost per page for negative and re-stripping:	\$ _____
Cost per additional screen:	\$ _____
Cost per additional reverse:	\$ _____
Cost to add one spot color throughout catalog:	\$ _____
Cost to add two spot colors throughout catalog:	\$ _____
Cost per 100 for plasticcoil binding	\$ _____

Cost to develop catalog to HTML files from text and graphics included in original Pagemaker Mac files (236 pages plus covers). Cost must include design, layout, navigation, graphics, links, etc. for a complete site of catalog pages. Refer to current catalog website (<http://www.fmarion.edu/~catalog/CAT0304/Index.htm>). Web designer must confer with FMU representative on web design, graphics, content, navigation, etc. and provide proof of complete web-ready HTML pages for approval prior to submitting final version.

\$ _____

SOUTH CAROLINA RESIDENT VENDOR PREFERENCE: A VENDOR IS CONSIDERED TO BE A RESIDENT VENDOR OF THIS STATE IF THAT VENDOR IS AN INDIVIDUAL, PARTNERSHIP, ASSOCIATION, OR CORPORATION AUTHORIZED TO TRANSACT BUSINESS WITHIN THE STATE, MAINTAINS AN OFFICE IN SOUTH CAROLINA AT THE LOCATION LISTED ON THE COVER PAGE, AND MAINTAINS AN INVENTORY AT THE TIME OF BID HAVING A MINIMUM OF \$10,000 OR MORE OR IS A MANUFACTURER WHICH IS HEADQUARTERED AND HAS AT LEAST A 10 MILLION DOLLAR PAYROLL IN S.C. AND HAS PAID ALL ASSESSED TAXES. (RE: SECTION 11-35-1520 (9) (E) OF THE S.C CONSOLIDATED PROCUREMENT CODE. IN ORDER TO MAKE CLAIM FOR THIS PREFERENCE IN AWARD OF THIS QUOTE, THE PERSON SIGNING THE QUOTE **MUST** ATTEST TO THAT PREFERENCE BELOW.

S.C. RESIDENT VENDOR YES _____ NO _____

SC/US MADE, MANUFACTURED, OR GROWN END PRODUCT PREFERENCE: BY SIGNING THE QUOTE AND CHECKING SPACES BELOW THE VENDOR CERTIFIES THAT END PRODUCT(S) ARE EITHER MADE, MANUFACTURED, OR GROWN IN S.C. OR OTHER STATES IN THE U.S.

This product is a: U.S. _____ S.C. _____ end product.

IMPORTANT TAX NOTICE - NONRESIDENTS ONLY

Withholding Requirements for Payments to Nonresidents: Section 12-8-550 of the South Carolina Code of Laws requires persons hiring or contracting with a nonresident conducting a business or performing personal services of a temporary nature within South Carolina to withhold 2% of each payment made to the nonresident. The withholding requirement does not apply to (1) payments on purchase orders for tangible personal property when the payments are not accompanied by services to be performed in South Carolina, (2) nonresidents who are not conducting business in South Carolina, (3) nonresidents for contracts that do not exceed \$10,000 in a calendar year, or (4) payments to a nonresident who (a) registers with either the S.C. Department of Revenue or the S.C. Secretary of State and (b) submits a Nonresident Taxpayer Registration Affidavit - Income Tax Withholding, Form I-312 to the person letting the contract.

The withholding requirement applies to every governmental entity that uses a contract ("Using Entity"). Nonresidents should submit a separate copy of the Nonresident Taxpayer Registration Affidavit - Income Tax Withholding, Form I-312 to every Using Entity that makes payment to the nonresident pursuant to this solicitation. Once submitted, an affidavit is valid for all contracts between the nonresident and the Using Entity, unless the Using Entity receives notice from the Department of Revenue that the exemption from withholding has been revoked.

Section 12-8-540 requires persons making payment to a nonresident taxpayer of rentals or royalties at a rate of \$1,200.00 or more a year for the use of or for the privilege of using property in South Carolina to withhold 7% of the total of each payment made to a nonresident taxpayer who is not a corporation and 5% if the payment is made to a corporation. Contact the Department of Revenue for any applicable exceptions.

For information about other withholding requirements (e.g., employee withholding), contact the Withholding Section at the South Carolina Department of Revenue at 803-898-5383 or visit the Department's website at www.sctax.org.

This notice is for informational purposes only. This agency does not administer and has no authority over tax issues. All registration questions should be directed to the License and Registration Section at 803-898-5872 or to the South Carolina Department of Revenue, Registration Unit, Columbia, S.C. 29214-0140. All withholding questions should be directed to the Withholding Section at 803-898-5383.



STATE OF SOUTH CAROLINA
 DEPARTMENT OF REVENUE
**NONRESIDENT TAXPAYER
 REGISTRATION AFFIDAVIT
 INCOME TAX WITHHOLDING**

I-312
 (Rev. 6/26/01)
 3323

The undersigned nonresident taxpayer on oath, being first duly sworn, hereby certifies as follows:

1. Name of Nonresident Taxpayer: _____
2. Trade Name, if applicable (Doing Business As):

3. Mailing Address: _____
4. Federal Identification Number: _____
5. _____ Hiring or Contracting with:
 Name: _____
 Address: _____
- _____ Receiving Rentals or Royalties From:
 Name: _____
 Address: _____
- _____ Beneficiary of Trusts and Estates:
 Name: _____
 Address: _____
6. I hereby certify that the above named nonresident taxpayer is currently registered with (check the appropriate box):
 The South Carolina Secretary of State or
 The South Carolina Department of Revenue
 Date of Registration: _____

7. I understand that by this registration, the above named nonresident taxpayer has agreed to be subject to the jurisdiction of the South Carolina Department of Revenue and the courts of South Carolina to determine its South Carolina tax liability, including estimated taxes, together with any related interest and penalties.

8. I understand the South Carolina Department of Revenue may revoke the withholding exemption granted under Code Sections 12-8-540 (rentals), 12-8-550 (temporarily doing business or professional services in South Carolina), and 12-8-570 (distributions to nonresident beneficiary by trusts or estates) at any time it determines that the above named nonresident taxpayer is not cooperating with the Department in the determination of its correct South Carolina tax liability.

The undersigned understands that any false statement contained herein could be punished by fine, imprisonment or both.

Recognizing that I am subject to the criminal penalties under Code Section 12-54-44 (B) (6) (a) (i), I declare that I have examined this affidavit and to the best of my knowledge and belief, it is true, correct and complete.

 Signature of Nonresident Taxpayer (Owner, Partner or Corporate Officer, when relevant) (Seal) _____ Date

If Corporate officer state title: _____

 (Name - Please Print)