REQUEST FOR QUOTATION

DESCRIPTION: 2015 Mini View Book

The Term "Offer" Means Your "Quotation"

SUBMIT OFFER BY: (Opening Date/Time) - July 14, 2015 – 3:00 pm

NUMBER OF COPIES TO BE SUBMITTED: 1 - ***** OFFER MUST BE SIGNED ******
Offer may be faxed to: 803.323.2480 or emailed to buyer. Return all pages with offer. It is the offeror’s responsibility to ensure that offer is received no later than 3:00 pm on July 14, 2015. A confirmation email will be sent if requested.

QUESTIONS MUST BE RECEIVED BY: N/A

If Offers are submitted via express or US mail, Solicitation Number & Opening date should appear on package exterior

MAILING ADDRESS:
Winthrop University
Procurement Services
307 Tillman Hall
Rock Hill, SC 29733

PHYSICAL ADDRESS:
Winthrop University
Procurement Services
307 Tillman Hall
Rock Hill, SC 29733

Conference Type: N/A
Date & Time
Location:

AMENDMENTS
This solicitation and any amendments will be posted at the following web address:
http://www.winthrop.edu/procurement/bids.htm

You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date.

NAME OF OFFEROR
(Full legal name of business submitting the offer)

AUTHORIZED SIGNATURE
(Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)

TITLE
(Business title of person signing above)

PRINTED NAME
(Printed name of person signing above)

DATE

OFFEROR'S TYPE OF ENTITY:
(Check one)

- Sole Proprietorship
- Partnership
- Corporation (tax-exempt)
- Corporate entity (not tax-exempt)
- Government entity (federal, state, or local)
- Other

STATE OF INCORPORATION
(If offeror is a corporation, identify the state of Incorporation.)

TAXPAYER IDENTIFICATION NO.

STATE VENDOR NO. (if applicable)

(Register to obtain S.C. Vendor No. at www.procurement.sc.gov)
HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)

NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)

<table>
<thead>
<tr>
<th>Area Code</th>
<th>Number - Extension</th>
<th>Facsimile</th>
<th>E-mail Address</th>
</tr>
</thead>
</table>

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)

ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)

- Payment Address same as Home Office Address
- Payment Address same as Notice Address
- Order Address same as Home Office Address
- Order Address same as Notice Address

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

<table>
<thead>
<tr>
<th>Amendment No.</th>
<th>Amendment Issue Date</th>
<th>Amendment No.</th>
<th>Amendment Issue Date</th>
<th>Amendment No.</th>
<th>Amendment Issue Date</th>
<th>Amendment No.</th>
<th>Amendment Issue Date</th>
</tr>
</thead>
</table>

DISCOUNT FOR PROMPT PAYMENT
(See "Discount for Prompt Payment" clause)

<table>
<thead>
<tr>
<th>10 Calendar Days (%)</th>
<th>20 Calendar Days (%)</th>
<th>30 Calendar Days (%)</th>
<th>____ Calendar Days (%)</th>
</tr>
</thead>
</table>

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 - 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

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PAGE TWO (SEP 2009)  
End of PAGE TWO
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 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)(ii)] 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).

PREFERENCES - RESIDENT SUBCONTRACTOR PREFERENCE (SEP 2009): To qualify for this preference, You must meet the following requirements. (1) You must -- at the time you submit your bid -- have a documented commitment from a single proposed first tier subcontractor to perform some portion of the services expressly required by the solicitation. (2) The subcontractor -- at the time you submit your bid -- must directly employ, or have a documented commitment with, individuals domiciled in South Carolina that will perform services expressly required by the solicitation and the total direct labor cost to the subcontractor for those individuals to provide those services exceeds, as applicable, either twenty percent for a 2% preference or forty percent of bidder’s total bid price for a 4% preference. (3) You must identify the subcontractor that will perform the work, the work the subcontractor is to perform, and your factual basis for concluding that the subcontractor’s work constitutes the required percentage of the work to be performed in the procurement. [11-35-1524(D)] You can stack this preference, i.e., earn another 2% or 4% preference for each additional qualifying subcontractor, but the preference is capped. [11-35-1524(D)(4), (E)(7)] Upon request by the procurement officer, you must identify the persons domiciled in South Carolina that are to perform the services involved in the procurement upon which you rely in qualifying for the preference, the services those individuals are to perform, the employer of those persons, your relationship with the employer, and documentation of the subcontractor’s 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). **YOU WILL NOT RECEIVE THE PREFERENCE UNLESS YOU SPECIFY WHETHER YOU ARE CLAIMING THE 2% OR 4% PREFERENCE AND YOU PROVIDE THE INFORMATION REQUIRED BY ITEM (3) ABOVE.**

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).
SUBCONTRACTOR SUBSTITUTION PROHIBITED - RESIDENT SUBCONTRACTOR PREFERENCE (SEP 2009): If you receive an award as a result of the subcontractor preference, you may not substitute any business for the subcontractor upon which you relied to qualify for the preference, unless first approved in writing by the procurement officer. If you violate this provision, the State may terminate your contract for cause and you may be debarred. In addition, the procurement officer may require you to pay the State an amount equal to twice the difference between the price paid by the State and the price offered by the next lowest bidder, unless the substituted subcontractor qualifies for the preference. [11-35-1524(D)(5)(c)]

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)]
***IMPORTANT***

If you obtain a copy of this solicitation and want to receive future notifications (possible amendments), pertaining to this solicitation, you must notify the buyer at:

campfieldL@winthrop.edu

Please provide the following:
- Company Name
- Contact Person
- Address
- Telephone
- Fax
- E-mail Address
- Solicitation #
## Bidding Schedule/Cost Proposal

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>U/M</th>
<th>Description</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Lot</td>
<td>Mini View Book 55,000 printed copies</td>
<td>$___________</td>
<td>$____________</td>
</tr>
</tbody>
</table>

**TOTAL:** $____________

US End Product _________________

SC End Product _________________

Resident Vendor _________________
SPECIAL PROVISIONS AND CONDITIONS

- **No substitutions are allowed.** By signing this request for quotation, offeror certifies that there will be no substitutions for paper or finishes.

- **Copy ready date is:** July 16, 2015  
  **Delivery date is:** July 31, 2015 or 10 days after files are received

- Due to the complexity and time-sensitivity of this print job, in order to participate in this Request for Quotation, the University requires that all potential bidders have their printing operation located within a 165 mile radius of the University. Press proof is required. See note 8 on page 10.

- **All shipping charges should be included in total price.** Inside delivery shall be **FOB destination, freight prepaid** to PreSort Plus, 402 East Warehouse Court, Taylors, SC 29687 (45,000 copies). Balance of order (10,000) should **be delivered to Winthrop University, Central Receiving, 349 Columbia Ave, Rock Hill, SC 29733.**

- **Packaging:** *All Shipping boxes will have marked on the outside, clearly legible, the name of the printed item and quantity contained within. Deviation from this requirement may result in shipment being refused.*

- **PRINTING MANUAL (JANUARY 2006):** The South Carolina Government Printing Services manual, (revised 09/28/05), governs both the procurement and any resulting contract and is hereby incorporated by reference. You are responsible for obtaining a copy of the manual. This manual is available at http://www.procurement.sc.gov.

- Underruns will not be accepted. Overruns may not exceed 2.5%.

- All overnight delivery charges for agency material sent to vendor and sending and returning of vendor proofs will be paid by vendor.

- **Packaging:** Boxes should not exceed 35 pounds each. All Shipping boxes will have marked on the outside, clearly legible, the name of the printed item, quantity contained within, and PO number. Deviation from this requirement may result in shipment being refused

**IRAN DIVESTMENT ACT - CERTIFICATION (JAN 2015):** (a) The Iran Divestment Act List is a list published by the Board pursuant to Section 11-57-310 that identifies persons engaged in investment activities in Iran. Currently, the list is available at the following URL: http://procurement.sc.gov/PS/PS-iran-divestment.phtm. Section 11-57-310 requires the government to provide a person ninety days written notice before he is included on the list. The following representation, which is required by Section 11-57-330(A), is a material inducement for the State to award a contract to you. (b) By signing your Offer, you certify that, as of the date you sign, you are not on the then-current version of the Iran Divestment Act List. (c) You must notify the Procurement Officer immediately if, at any time before posting of a final statement of award, you are added to the Iran Divestment Act List. [02-2A077-1]
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 Procurements by reference.

MARK THE BOXES AND FILL IN THE BLANKS THAT ARE APPLICABLE. ☑ SEE ATTACHED SPECIFICATIONS.

VENDOR ___________________________________________ AUTHORIZED SIGNATURE ____________________________

DESCRIPTION Mini View Book 2015

AGENCY CONTACT Allen Blackmon AGENCY Winthrop University

PHONE NUMBER 803/323-2410

QUANTITY (per issue) 55,000 ISSUES (per year) 1 FLAT SIZE 25.375” x 11” FOLDED SIZE 8.5x11

PAGES 2 PLUS COVER SELF COVER OTHER 3 Panel Brochure

STOCK Text __________________________ Other __________________________

Cover International Paper, Accent Opaque, Smooth, 100# Cover, White Other __________________________

INK Text -

1 Color _________ 2 Color _________ 3 Color _________ 4 Color Process _________

5 Color _________ 6 Color _________ Other: __________________________

5 Color _________ 6 Color _________ Other: __________________________

5 Color _________ 6 Color _________ Other: __________________________

5 Color _________ 6 Color _________ Other: __________________________

MECHANICAL Composition and Layout provided by - Printer Agency Camera Ready Negatives Furnished Other __________________________

MEDIA Electronic Transmission

Modern E-mail Other Printer’s FTP site

Media Format IBM Comp. Macintosh Other File Copied to Media File Printed to Media

Media Type Floppy 4488/200/270 Syquest EZ 135 Syquest 3.5” Magneto Optical

3.5” Floppy 4488/200/270 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 In-Design CC 2015

Graphics Program Illustrator (Vers. # __________) Freehand (Vers. # _________) PhotoShop (Vers. # __________) Other In-Design CC 2015

Typefaces provided by Vendor Agency Typeface Brand Open Type Frutiger, Rockwell and Garamond Other __________________________

Color Separating by Vendor Agency Color Trapping by Vendor Agency

PRINTING

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. _________) Half Page (No. _________) Full Page (No. _________)

Agency will provide: Transparency Print Art Other __________________________

Type of Proof Match Print Dye Sublimation Other __________________________

PROOFS Laser (Sets _________) Page (Sets _________) Blueline (Sets _________) Other (Sets Forms Proof)

FOLDING Yes No Type See Note 1 SPECIAL APPLICATIONS Die Cut Scoring Perforations (No. _________)

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 pkg.

COPY READY DATE July 16, 2015 DELIVERY DATE REQUIRED July 31, 2015

Inside Delivery See note six

☑ ALL COPY, PROOFS, ETC. MUST BE PICKED UP AND DELIVERED IN PERSON BY CONTRACTOR REPRESENTATIVE WHO IS KNOWLEDGEABLE AND CAPABLE OF DISCUSSING THE CONTRACT.
Refer all questions to Linda Campfield in purchasing:
campfieldl@winthrop.edu
1. Folding Instructions: Roll, letter fold.

2. Price will include one set of color proofs before film output. Based on the accuracy of the vendor’s color proofing system, the agency may use their discretion in making corrections to images and color areas. These are NOT to be considered billable alterations before film or plates. Importing new image files and minor type revisions are NOT to be considered billable alterations before film or plates. All projects will include one set of matchprints to be produced at blueline, unless instructed by the agency. All pre-press alterations must be approved by the agency unless clearly requested by the agency in proofing. ALL APPROVED ALTERATIONS must be documented and reflected in final billing.

3. Line-screen (includes graduated, flat, halftone and separations) will be 200 lines per inch. Image resolution will be 2400 dots per inch. A coarser line-screen or resolution will not be acceptable. Line-screens cannot be out of register more than a dot’s width or the job will not be accepted.

4. Will not accept any substitutions for paper.

5. All overnight delivery charges for agency materials sent to vendor and returning of vendor proofs will be paid by vendor.

6. Deliver 10,000 to Winthrop University, 349 Columbia Ave. Rock Hill, SC 29733 | Admissions, Joynes Hall
   Deliver 45,000 to Pre Sort, 402 East Warehouse Ct, Taylors SC 29687
   All shipping boxes will have; marked on the outside, clearly legible; the name of the project and quantity contained within. The weight of packed shipping boxes will not exceed 35 pounds.

7. All samples/overs will be shipped to 200 Tillman Hall Winthrop University, Rock Hill SC 29733

8. Press proof is required. Vendor will provide for agency representative at time of press proof, if needed, overnight accommodations for one person at a moderately priced, conveniently located hotel or motel. Vendor will reimburse travel expenses of agency representative to and from press proof.

9. Price should be turnkey.
1. Quotes must be received in the Purchasing Department on or before the date and time stated. Please reference title and quote number on return envelope.

2. In order to receive the South Carolina Resident Vendor and/or South Carolina/United States made, manufactured or grown end-product preference, you must complete all information on Page Two and check the appropriate spaces provided on the Bidding Schedule/Cost Proposal. This preference does not apply to services or orders under $10,000.00.

3. Do not include any taxes in the quotation price(s).

**GENERAL PROVISIONS**

1. Winthrop University reserves the right to reject any and all quotes in whole or in part, to waive all technicalities and to cancel the solicitation.

2. Unit Prices: Unit prices will govern over extended prices unless otherwise stated in notice.

3. Bidder’s Qualifications: Bidders must, upon request of the University furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. The University reserves the right to make the final determination as to the bidder’s ability to provide the products or services requested herein.

4. Bidder’s Responsibility: Each bidder shall fully acquaint himself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this bid. It is expected that this will sometimes require on-site observation. The failure or omission of a bidder to acquaint himself with existing conditions shall in no way relieve him of any obligation with respect to the quote or to the contract.

5. Award Criteria: The contract shall be awarded to the lowest responsible and responsive bidder(s) whose quote meets the requirements and criteria set forth in the Request For Quote.

6. Specifications: Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and successful bidder will be held responsible thereof. Deviations must be explained in detail on separate attached sheet(s).

7. Amendments: All amendments to and interpretations of this solicitation shall be in writing. The Procurement Officer shall not be legally bound by an amendment or interpretation that is not in writing.

**GENERAL CONDITIONS**

1. In case of default by contractor, the University reserves the right to purchase any or all items in default in open market charging contractor with any additional costs. The defaulting contractor shall not be considered a responsible bidder until the assessed charge has been satisfied.
2. Prices bid must be based upon payment in thirty days after delivery and acceptance. Discount for payment in less than thirty days will not be considered in making award.

3. The right is reserved to reject any quote in which the delivery time indicated is considered sufficient to delay the operation for which the commodity is intended.

4. The successful bidder shall indemnify and save harmless the University, all agents and employees from all suits or claims of any character brought by reason of infringing on any patent, trademark, or copyright. Bidder shall have no liability to the University if such patent, trademark or copyright infringement or claim is based upon the Bidder’s use of material furnished to the Bidder by the University. **This general condition does not apply to solicitations for service requirements.**

5. Ambiguous quotes which are uncertain as to terms, delivery, quantity, or compliance with specifications may be rejected or otherwise disregarded.

6. Unless otherwise indicated in the quote notice, prices must be firm.

7. Assignment: No contract may be assigned, or transferred without the written consent of the University.

8. Affirmative Action: The successful bidder will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped and concerning the treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap.

9. Non Appropriations: Any contract entered into by the University or its department, employees or agents resulting from the Request for Quote 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.

10. Termination: Subject to the Provisions below, the contract may be terminated for any reason by the University providing a thirty (30) day advance notice in writing is given to the contractor.

   a. Termination for Convenience: In the event that this contract is terminated or canceled upon request and for the convenience of the University without the required thirty (30) days advance written notice, then the University may negotiate reasonable termination costs, if applicable.

   b. 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 cost, if any, shall not apply. The thirty (30) days advance notice requirement is waived and the default provision in this Request for Quote shall apply.

11. Item Substitution: (This general condition does not apply to solicitations for printing or service requirements). No substitutes will be allowed on purchase orders received from the University without permission from the Director of Procurement.