

Sealed Bid: 715-13-PVAMU Commencement Program Booklet

PLEASE RETURN THE FOLLOWING SIGNED AND COMPLETED DOCUMENTS WITH BID

RESPONSE:

- 1.) *Signed Conflict of Interest Disclosure and Non-Collusion Statement (See Attached)*
- 2.) *Signed E-Mail Document (See Below)*

Scope of services: Prairie View A&M University is soliciting Printing and delivery of Commencement Program Booklet for Prairie View A&M University main campus, 77446.

Item	Qty	Desc.	Unit	Cum. Total
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1.0		<i>PRINTING OF PVAMU COMMENCEMENT PROGRAM BOOKLET</i>		
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Term: Multi-year Agreement covering a 23 month period beginning October 2012 and extending through August 31, 2014

Extension: Prairie View A&M University reserve the right to extend this agreement for three (3) one year at a time periods provided both parties agree to the specifications / terms of the original bid.

Extension Period #1: 09/01/2014 – 08/31/2015

Extension Period #2: 09/01/2015 – 08/31/2016

Extension Period #3: 09/01/2016 – 08/31/2017

“Estimated” Printing quantities: FALL COMMENCEMENT (DECEMBER EACH YEAR) 10,000 EACH

YEAR) 10,000 EACH SPRING COMMENCEMENT (MAY EACH

EACH YEAR) 3000 EACH SUMMER COMMENCEMENT (AUGUST

**Specifications: Finished size: 8.5 x 11.00, 28 pages; Flat size: 17.00 x 11.00- 7 sheets
Cover: 4 pages, 8.5 x 11 bleeds, printed on 80# Sundance
Natural Felt cover
coverage 3 PMS on front, black on back- Medium (40%)**

**Text: 24 pages 8.5 x 11, printed on 70# Sundance Natural Felt Text (this may adjust up or down about 8 pages)
coverage Black on front, Black on Back, Medium (40%)**

**PVAMU to provide camera ready artwork
Proof: Includes 1 proof per event
Finishing: Saddle Stitch and Trim 3 sides, Bulk Box;
Includes Shipping, 77446**

Unit cost: \$_____

CUM. Total: \$_____

BID OPEN DATE: *Tuesday, October 02, 2012, 3:00PM*

BID MAY BE:

MAILED: Prairie View A&M University, Procurements & Contracts, Attn: Jim Nelms,
Bid No.: 715-13-PVAMU Commencement Program Booklet; P.O. Box 519, Mail Stop
1311, Prairie View, Texas 77446

DELIVERED: Prairie View A&M University, Procurements & Contracts, Attn: Jim
Nelms, L.W. Minor Street @ W.R. Banks Building, Room 149, Prairie View, Texas 77446;

Faxed: 936-261-1958

EMAILED: procurementsys@pvamu.edu , It is the Bidders responsibility to ensure that
bids are received by PVAMU Procurement Office by the stated bid opening date and time.
Bidders may confirm receipt of their bid by the Procurement Office by e-mail to Marie
Robinson bmrobinson@pvamu.edu or Rose Loewe raloewe@pvamu.edu , prior to the bid
opening date and time."

VENDOR: _____

VENDOR REPRESENTATIVE: _____ (Please Print)

VENDOR REPRESENTATIVE SIGNATURE: _____

DATE: _____