INVITATION TO BID

Luzerne County Community College will purchase the item(s) listed below. Bids must be received in the College’s Purchasing Department before 3:00 p.m. on Wednesday, May 14, 2014, at which time the bids will publicly opened and read aloud. Bidders may attend the bid opening in the Administration Building.

ATTACHMENTS:  GENERAL CONDITIONS OF BID. (10% BID BOND IS REQUIRED.)
SPECIFICATIONS (FOUR PAGES)

*********************************************************************************
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BID #434
GRADUATE DAY, APPAREL, DIPLOMAS, ANNOUNCEMENTS
THREE-YEAR CONTRACT

"NO PARTIAL BIDS WILL BE ACCEPTED"

<table>
<thead>
<tr>
<th>RENTAL CAPS, GOWNS, HOODS, TASSELS</th>
<th>ESTIMATED QUANTITY</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSOCIATE DEGREE</td>
<td>Each $ ____________</td>
<td>6 $ ____________</td>
</tr>
<tr>
<td>BACHELOR DEGREE</td>
<td>Each $ ____________</td>
<td>30 $ ____________</td>
</tr>
<tr>
<td>MASTER DEGREE</td>
<td>Each $ ____________</td>
<td>75 $ ____________</td>
</tr>
<tr>
<td>DOCTORATE DEGREE</td>
<td>Each $ ____________</td>
<td>30 $ ____________</td>
</tr>
</tbody>
</table>

| STUDENT SOUVENIER                | STUDENT SOUVENIER |
| CAPS, GOWNS, HOODS, TASSELS      | Each $ ____________ | 800 $ ____________ |

| DIPLOMAS, INSERTS, COVERS        | DIPLOMAS, INSERTS, COVERS |
| Price/1,000                      | Each $ ____________ | 1,200 $ ____________ |

| ANNOUNCEMENTS                    | ANNOUNCEMENTS |
| (INCLUDES DATE CARDS)            | Price/1,000 $ ____________ | 7,000 $ ____________ |

TOTAL $ ____________

NOTE: ALL SHIPPING AND HANDLING MUST BE INCLUDED IN PRICE. NO TAX MUST BE INCLUDED. PRICES ARE FIXED FOR THREE YEARS.

Company Name: ___________________________________________________________

Address: __________________________________________________________________

Typed Name and Title: _______________________________________________________

Signature: __________________________________________________________________

Telephone: (____) ______________________________ FAX: (____) ___________________________

Email Address: ____________________________________________________________

1333 South Prospect Street, Nanticoke, Pennsylvania 18634-3899  Telephone: 570-740-0200 or 570-740-0300
RENTAL CAPS, GOWNS, HOODS, AND TASSELS SPECIFICATIONS

Use Date: Commencement – May 28, 2015
Delivery: by Monday, April 13, 2015
Pick up: by company: June 12, 2015

NUMBER ESTIMATES:

Faculty:  
- 6 Associate Degree caps and gowns
- 30 Bachelor Degree caps and gowns
- 75 Master Degree caps and gowns
- 30 Doctorate Degree caps and gowns
- 30 Bachelor Hoods
- 75 Master Hoods
- 30 Doctor Hoods
- 150 Black Tassels
- 30 Gold Tassels

Trustees:  
- 15 Doctor Degree caps and gowns
- 6 Bachelor Hoods
- 2 Master Hoods

DESCRIPTION:

Color Black

Doctor Authentic, styled with full bell sleeves and velvet trim. Can be worn open or closed, full-length zipper provided. Best fabric and construction.

Master Traditional, styled with sleeves that are oblong in shape and open at the wrist. The rear part of the oblong shape is square cut and the front part has an arc cut away. Designed to be worn open or closed. A cord and button should be provided as well as a concealed zipper. Best fabric and construction.

Bachelor Traditional, full front pleat, balanced fluting over the shoulders and across the back. Pointed sleeves that are traditional. A zipper closure is mandatory. Best fabric and construction.

Hoods Traditional, showing academic achievement and college that awarded the degree. Size and shape emphasizing the degree level. The base material should match the cap and gown.

Tassel To be provided in combination of colors indicated. Wrap on tassel to be impregnated with special chemical to hold it in place and prevent unwrapping.

Mortarboard Cap Soft folding crown, crown quilted. Mortarboard wrap proof with reinforced edges for extra strength.
STUDENT SOUVENIR CAP, GOWN, HOOD AND TASSEL SPECIFICATIONS

1) All caps and gowns to be styled in traditional academic styling. Color: Navy Blue. All caps and gowns for each classification must be identical in texture, color and style.

2) Apparel to be manufactured from 100% polyester material, with gowns sized in every two inches of back length (from 4’10" to 7") with graded yokes. Extra large size gowns must be sized in every two inch increment of back length from 4’7” to 7’0”.

3) Two ply, lightweight yoke for coolness and fit.

4) Triple ply front panels with concealed color coordinated zipper. Panels must also be face side out and be stitched down to maintain pleat. No seams in the body of the gown and only one seam in the sleeve (on underneath side).

5) Self-healing full-length color-keyed zipper with no visible topstitching.

6) Extra fullness in body and sleeves to provide accurate sizing.

7) Apparel to be manufactured in domestic factories with continuing quality control inspections. Domestic shipping to assure reliability and delivery when needed.

8) Cap to be “One-size-fits-all”.

9) Full sized detachable tassels approximately 15 inch long and extra thick of contrasting or matching color attached to cap by looping over cap button in center of mortarboard. Metallic date bands, symbolic in nature with year of graduation shall be included.

10) Hoods are in a black velveteen like material made up of 50% Rayon, 25% Polyester and 25% Cotton base with 100% Polyester material, matching the cap and gown fabric, as the Chevron and Streamer (Navy and Teal). Approximately 17 inches wide at the bottom in back.

11) Vendor must have representative available locally for service needed by the college, such as exchanging gowns due to incorrect sizes, and any other details.

12) All caps and gowns returned in original package unused will be fully refunded.

13) Sample souvenir caps and gowns are to accompany each bid.

14) Bid prices are to reflect unit cost for complete souvenir cap, gown, tassel and hood.

15) Braided gold honor cords for honor students.

16) Commencement date May 28, 2015.

17) Approximate number of graduates - 900.

18) Day to be determined between Company and College Bookstore to distribute student caps and gowns.

19) Extra Caps and Gowns must be provided to the College for those students who are not available on the date of distribution to be determined as listed above.
DIPLOMA, INSERT AND COVER SPECIFICATIONS

SAMPLES MUST ACCOMPANY BIDS.

ESTIMATED QUANTITY: 1,200

DIPLOMAS: SIZE: 8.5” x 11”
STOCK: PARSONS BRISTOL
PRINTING: PROCESS: THERMOGRAPHIC

INSERTS: THREE (3)-COLOR LOGO
“LOGO” TEAL – PMS 320
“LUZERNE: NAVY – PMS 288
“COUNTY COMMUNITY COLLEGE BLACK
FAXIMILE SIGNATURES
GRADUATE’S NAME, DEGREE & MAJOR
MECHANICALLY ENGROSSED.
FONT: NUPITAL
(Example enclosed)

COVERS: SIZE: 8.5” x 11”
COLOR: NAVY
PADDLED OPENS UPWARD
GOLD FOIL LOGO
TWO (2) LINES OF GOLD FOIL STAMPING READS:

LUZERNE COUNTY COMMUNITY COLLEGE
NANTICOKE, PENNSYLVANIA

WHITE MOIRE LINING WITH FOUR (4) TEAL POCKETS TO HOLD INSERT
INCLUDES CELLULOID COVER AND WHITE ENVELOPE
ANNOUNCEMENT SPECIFICATIONS

AMOUNT: APPROXIMATELY 7,000

PACKAGED: INDIVIDUALLY PACKED IN PACKS OF 10 WITH CELOPHANE WRAPPER

PAPER: 65#, VELLUM FINISHED

COLOR: COOL WHITE

SIZE: 4 ¼" x 6" VERTICAL FOLD

FRONT OF INVITATION:

3/4" EMBOSSED FRAME
LOGO CENTERED ON FRONT OF INVITATION
LOGO: THREE (3)-COLOR FOIL

LOGO:
"LUZERNE" TEAL PMS #320
"COUNTY COMMUNITY COLLEGE" BLACK

INSIDE OF INVITATION:

FONT: NUPTIAL

PRINTING: ALL ON INSIDE

The President, Trustees and Faculty
of
Luzerne County Community College
announce the
Commencement Exercises

FOUR (4) DIAGONAL CUTS TO INSERT NAME AND DEGREE CARDS AT BOTTOM OF ANNOUNCEMENT.

AMOUNT: APPROXIMATELY 7,000

PACKAGED: IN PACKS OF 10 WITH CELOPHANE WRAPPER

PAPER: TO MATCH ANNOUNCEMENT AND DIPLOMA

FONT: TO MATCH ANNOUNCEMENT AND DIPLOMA: (NUPTIAL)

SIZE: 4 1/4" X 6" VERTICAL FOLD

PRINTING: Luzerne County Community College
Forty Seventh Commencement
Thursday evening, May twenty-eighth
Two Thousand Fifteen
at six o'clock p.m.
Mohegan Sun Arena
1 Casey Plaza
Wilkes-Barre, Pennsylvania

NOTE: PLACE OF COMMENCEMENT IS SUBJECT TO CHANGE.
ANNOUNCEMENTS ARE TO BE PACKAGED SEPARATELY IN PACKS OF 10 IN CELOPHANE WRAPPER.
GENERAL CONDITIONS OF BID

In addition to any material specifications, Luzerne County Community College requires all bidders to comply with the following:

1. A CERTIFIED CHECK, CASHIER'S CHECK, MONEY ORDER, or BID BOND payable to Luzerne County Community College, in the amount of ten percent (10%) of the total bid price must accompany each bid. In the event any bidder shall upon award of the bid, fail to comply with the conditions guaranteeing the performance of the bid, such certified check or bid bond shall be forfeited to the Community College.

2. Bids must be sealed and sent by CERTIFIED MAIL, return receipt requested, or delivered personally to the Purchasing Department and clearly identified as a bid, including the Bid Number. Bids must be submitted on the “Invitation To Bid” provided. Submit bids to:

PURCHASING DEPARTMENT
LUZERNE COUNTY COMMUNITY COLLEGE
1333 S. PROSPECT ST.
NANTICOKE PA 18634-3899

3. Bids must be received prior to the bid opening stated on the "Invitation to Bid". The bids will be publicly opened and read aloud at that time. Bids received after that date and time will not be accepted. Bidders are invited to attend bid openings.

4. NO TAX should be included in the bid price, as the College is an instrumentality of the Commonwealth of Pennsylvania and, therefore, tax exempt.

5. Quality of goods and specifications must be acceptable to the College. Equivalent items will be considered. However, where substitutes are submitted, the vendor shall so indicate in the bid and furnish literature and specifications for the substitute items. Proof of equivalency is the responsibility of the bidder. If requested by the College, samples of equivalent items must be furnished to the College for evaluation. All samples must be supplied and returned at the bidder’s expense.

6. Prices shall INCLUDE all SHIPPING AND HANDLING fees. Items must be shipped prepaid, FOB, LUZERNE COUNTY COMMUNITY COLLEGE, 1333 S. PROSPECT ST, NANTICOKE, PA 18634-3899.

7. Delivery shall be AS STATED IN SPECIFICATIONS.

8. Questions concerning the material specifications should be directed to: MR. THOMAS LEARY who may be contacted at (570) 740-0344.

9. Luzerne County Community College reserves the right to reject any or all bids.

Questions concerning any requirements of a bid may be directed to Len Olzinski, Director of Purchasing, at (570) 740-0370.
INVITATION TO BID

Notice of the Purchasing and Conflict of Interest Policies in place at Luzerne County Community College ("LCCC")

Each owner/operator/individual/officer submitting a bid or for whom a bid is being submitted on behalf of the owner (each being referred to as a “Provider”) to LCCC certifies that he/she/they are not a spouse, child, parent, brother/sister (each being referred to as an "Immediate Family Member") of any LCCC employee or Board of Trustee member at LCCC who owns more than a one (1%) percent ownership interest in the Provider/Provider’s business.

If the Provider is an Immediate Family Member, according to College Policy and Procedure, disclosure must be made, and LCCC may decline entering into a business relationship with the Provider. Disclosure shall be made in writing at the time of submitting the bid to the Director of Purchasing.

Violations of any of the policies or procedures may result in rejection of the bid. Additionally, LCCC may have the right to recover damages suffered by LCCC in obtaining an alternative bid, which damages may include, but are not limited to, consequential damages and reasonable attorney’s fees.

Copies of these policies and procedures are available from LCCC upon request.

Luzerne County Community College reserves the right to waive any informalities, irregularities, defects, errors or omissions in, or to reject any or all proposals or parts thereof.

Under the Right to Know Law, the College is required to post to the PA Treasury Website all documents (BPO, PO, contract or agreement) for transactions valued at $5,000.00 and above.

Luzerne County Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For a complete copy of the LCCC non-discrimination policy, contact the Human Resources Office at 800-377-5222, extension 7235. Inquiries may be directed to the Title IX Coordinator, John Sedlak, Dean of Human Resources, LCCC, 1333 South Prospect Street, Nanticoke, Pennsylvania, 800-377-5222 extension 7234 (jsedlak@luzerne.edu). Inquiries related to accessibility services for students may be directed to the Section 504 Coordinator, Rosana Reyes, Dean of Student Development and Enrollment Management, LCCC, 1333 South Prospect Street, Nanticoke, Pennsylvania, 800-377-5222 extension 7423 (rreyes@luzerne.edu).
Luzerne County Community College would like to thank you in advance for your interest in participating in this invitation to bid. If for some reason you are unable to submit a bid to the College, please let us know the reason why so you will remain on our active bidders list for the future.  
Fax to 570-740-0525.

You can also e-mail your reason for non-participation to lolzinski@luzerne.edu so that we can keep it in our file.