

Phone: (256)765-4206 Fax: (256)765-4329

Bid No. 2010-39 For: Printing Admissions Material Page 1 of 25

INVITATION FOR BIDS:

Sealed Proposals for furnishing materials, equipment or services as described herein will be received at the Purchasing Department, Bibb Graves Hall, Room 21, University of North Alabama, Florence, Alabama, until 2:00 p.m. local time on June 24, 2010.

It is understood that the owner may accept any or all items at the prices listed in this proposal within a noted timeframes on the specification page. Time is of the essence to this bid and if delivery is not made within the time specified, the University reserves the right to cancel any order placed as a result of this bid. This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof.

DIRECTIONS FOR MAILING BIDS:

Do not place more than one bid in an envelope. Envelopes containing more than one bid may not be opened in time for a bid to be considered.

Envelopes containing bids must be sealed, marked and addressed as follows:

ADDRESSED TO: (If via U.S. Mail) (If via commercial package delivery service)

University of North Alabama University of North Alabama

Purchasing Department - Bid 2010-39 Purchasing Department - Bid 2010-39

UNA Box 5025 Bibb Graves Hall, Room 21 615 N Pine Street One Harrison Plaza

Florence, AL 35632-0001 Florence, AL 35632-0001

BID FOR: Printing Admissions Material

Bid No. 2010-39

CAUTION – The above mailing address line, UNA Box 5025, is the address for the University of North Alabama Central Mail Room and is not part of the physical address for the University of North Alabama Purchasing Department. Envelopes or packages addressed to this box number may not be received in the Purchasing Department by the specified bid due date and time. It is the bidder's responsibility to ensure that the bid is received in the Purchasing Department by the date and time specified; no assumptions should be made in regard to an extension due to unforeseen circumstances of any kind, no due date or time will change without advance written notice from the Procurement Office.

Bidders are strongly cautioned to mail or ship bids to allow ample time for receipt in the Purchasing Department, not the Central Mail Room nor Central Receiving. Overnight or next day delivery services may not be adequate.

Bids received in the Purchasing Department after the specified date and time set forth above will not be considered and will be returned to the bidder

Total fied to the blader		
Bids will be opened in Bibb Graves Hall, Room	m 21 at 2:00 p.m. local time on June 24, 2010	
Revised 1/30/08		
	D.V.	
BIDDER'S NAME:	BY:	



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INSTRUCTIONS TO BIDDERS

- 1. All bidders are to submit bids on proposal forms furnished by the Director of Purchasing, University of North Alabama (forms enclosed). All bid forms are to be signed in all designated spaces by an authorized officer or employee of the bidder. Telephone bids will not be accepted. Bids submitted by "fax" machine will not be accepted. All bids are to be mailed or delivered in a sealed envelope.
- 2. All bidders shall base their proposals on the exact schedule of equipment, material or service specifications herein.
- 3. Pictures, descriptions, and specifications should accompany all bids when required or desirable. Samples may be required and, if so, shall be furnished free of cost to the Owner.
- 4. Reference to manufacturers, suppliers, catalog numbers, etc., is intended to set quality standards and does not preclude bids from others as long as quality standards are met. Offers of equal items shall state the brand and number or level of quality. Alternates will not be considered unless they conform to the specifications.
- 5. All bidders are required to submit unit prices and extended prices, where applicable, for each item bid. Where the unit price and the extended total price do not agree, the unit price shall prevail.
- 6. The Owner reserves the right to accept any or all items on any bidder's proposal at the unit price submitted. The Owner reserves the right to reject any and all bids and to waive informalities.
- All prices submitted on the proposal are to be delivered prices to the University of North Alabama and shall not include any state or local sales tax.
- 8. Bidders should sign & return all pages of the complete bid to imply complete understanding and compliance with all bid requirements.
- All questions should be directed to the Purchasing Office, University of North Alabama, UNA Box 5025, Florence, AL 35632-0001, phone 256/765-4206.
- 10. Should a bidder find discrepancies in, or omissions from the bid documents or should he be in doubt as to their meaning, he should at once notify the Owner who will send written instructions to all bidders.
- 11. Bids received after the bid opening date and time, or any authorized postponement thereof, will not be considered.
- 12. EQUAL EMPLOYMENT OPPORTUNITY/U.S. FAIR LABOR STANDARDS ACT: By signing this proposal, bidder certifies that bidder is in compliance with the nondiscrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex, or national origin, and the rules and regulations prescribed by the Secretary of Labor, Veteran's Act 38USC4212, Section 503 Rehabilitation act of 1973 Title I of the Americans with Disabilities Act of 1990 42USC12101, and that any and all goods were produced in compliance with all applicable requirements of Sections 6, 7, and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor issued under Section 14 thereof.

BIDDER'S NAME:	BY:			
	~ •	 ~	-	



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PROPOSAL FORM

In compliance with the University of North Alabama INVITATION FOR BIDS and INSTRUCTIONS TO BIDDERS, the undersigned hereby proposes to furnish and supply items to the University of North Alabama, Florence, Alabama, in strict accordance with the SCHEDULE and SPECIFICATIONS.

The undersigned bidder/proposer hereby certifies that it, its officers, partners, owners, providers, representatives, employees, and parties in interest, including the affiant, has not in any way colluded, conspired, connived or agreed, directly or indirectly, with any other bidder/proposer, potential bidder/proposer, firm or person, in connection with this solicitation, to submit a collusive or sham bid/proposal, to refrain from bidding/proposing, to manipulate or ascertain the price(s) of other bidders/proposers or potential bidders/proposers, or to secure through any unlawful act an advantage over other bidders/proposers or the university.

The prices submitted herein have been arrived at in an entirely independent and lawful manner by the bidder/proposer without consultation with other bidders/proposers or potential bidders/proposers or foreknowledge of the prices to be submitted in response to this solicitation by other bidders/proposers or potential bidders/proposers on the part of the bidder/proposer, its officers, partners, owners, providers, representatives, employees, or parties in interest, including the affiant.

(Signature)	
(Typed or Printed Name)	
(Title)	
ER ORDER IS RECEIVED:	
corporation, and if a Partnership, give full n	ame of partners, using space below
	(Title)



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UNIVERSITY OF NORTH ALABAMA

VENDOR CERTIFICATION

PURSUANT TO ACT NO 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVER INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES IN ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEREBY CERTIFYING THEIR COMPLIANCE WITH ACT NO 2006-557. THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

	Signed by Compan	y Representative
BIDDER'S NAME:		
Title:		
Printed Name:		
D' (1N		
Authorizing Signature:		-
Company:		
Date:		
Bidder here certifies full compilance with 75	Ct 110. 2000-337.	
Bidder here certifies full compliance with A	ct No. 2006-557:	



BIDDER'S NAME:

University of North Alabama Office of Procurement UNA Box 5025 Florence, AL 35632

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State of Alabama

Disclosure Statement (Required by Act 2001-955)

ENTITY COMPLETING FORM Agreement Number **ADDRESS** TELEPHONE NUMBER CITY, STATE, ZIP STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD ADDRESS CITY, STATE, ZIP TELEPHONE NUMBER This form is provided with: Contract Proposal Request for Proposal Invitation to Bid **Grant Proposal** Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year? Yes □No If yes, identify below the State Agency/Department that received the goods or services, the type(s) of good or services previously provided, and the amount received for the provision of such goods or services. Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year? No If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant. 1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)



BIDDER'S NAME:

University of North Alabama Office of Procurement UNA Box 5025 Florence, AL 35632

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Bid No. 2010-39 For: **Printing Admissions Material Page 6 of 25** 2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.) If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.) Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.) List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal: By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information. Signature Date Notary's Signature Date Date Notary Expires Act 2001-995 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.



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This form must be completed and returned before any contract(s) will be issued by the University of North Alabama

SPECIFICATIONS / REQUIREMENTS

Samples of workmanship may be required before announcing a bid winner, since the quality of any printed material is a reflection of the University; the University reserves the right to reject a bid based on poor quality or inability to provide the appropriate resolution necessary to accurately print UNA colors.

GENERAL SPECIFICATIONS FOR ITEM 1 Birthday Postcard

ITEM 1:	Birthday Postcard	
TOTAL NUMBER OF COPIES:	10,000	
PAPER:	80 lb. Cougar Cover Smooth (white)	
INK COLOR:	Four-color on both sides, postcard to be printed four-color bleed.	
POSTCARD SIZE:	Approximately 4" X 6" trimmed	
ART COMPOSITION:	All art provided camera ready in InDesign CS4 or pdf format by UNA (printers must supply their preferred pdf settings).	
PROOF:	Printer is required to provide color proof of the Birthday Postcard. Proof salabama, Office of University Communications, Rogers Hall, Room 111 or mof University Communications, UNA Box 5027, Florence, AL 35632-0001 for	ailed to University of North Alabama, Office
	Birthday Postcard to be finished on or before August 1, 2010	
PLATFORM USED:	Macintosh OS X	
PROGRAMS USED:	InDesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4	
	ITEM 1: Birthday Postcard	
	Total for ITEM 1	\$
	Alternate Bid on ITEM 1	
	Cost for additional postcards (per 500 copies)	\$
	Cost for additional postcards (per 1,000 copies)	\$
F.O.B. UN	IVERSITY OF NORTH ALABAMA, FLORENCE, A	L 35632-0001



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	GENERAL SPECIFICATIONS FOR ITEI UNA Recruiting TEAM Postcard	WI 2
ITEM 2:	UNA Recruiting TEAM Postcard	
TOTAL NUMBER OF COPIES:	2,500	
PAPER:	80 lb. Cougar Cover Smooth (white)	
INK COLOR:	Four-color on both sides, postcard to be printed four-color bleed.	
POSTCARD SIZE:	Approximately 4" X 6" trimmed	
ART COMPOSITION:	All art provided camera ready in InDesign CS4 or pdf format by UNA (printers must supply their preferred pdf settings).	
PROOF:	Printer is required to provide color proof of the UNA Recruiting TEAM Posto North Alabama, Office of University Communications, Rogers Hall, Room Office of University Communications, UNA Box 5027, Florence, AL 35632	111 or mailed to University of North Alabama,
	UNA Recruiting TEAM Postcard to be finished on or before August 1 ,	2010
PLATFORM USED:	Macintosh OS X	
PROGRAMS USED:	InDesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4	
	ITEM 2: UNA Recruiting Team Postcard	
	Total for ITEM 2	\$
	Alternate Bid on ITEM 2	
	Cost for additional postcards (per 500 copies)	\$
	Cost for additional postcards (per 1,000 copies)	\$
F.O.B. UN	IVERSITY OF NORTH ALABAMA, FLORENCE, A	L 35632-0001
BIDDER'S NAME:	BY: Signed by Company	
	Signed by Company	Representative



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	GENERAL SPECIFICATIONS FOR ITEN Step Sing Postcard	N 3
ITEM 3:	Step Sing Postcard	
TOTAL NUMBER OF COPIES:	6,500	
PAPER:	80 lb. Cougar Cover Smooth (white)	
INK COLOR:	Four-color on both sides, postcard to be printed four-color bleed.	
POSTCARD SIZE:	Approximately 4" X 6" trimmed	
ART COMPOSITION:	All art provided camera ready in InDesign CS4 or pdf format by UNA (printers must supply their preferred pdf settings).	
PROOF:	Printer is required to provide color proof of the Step Sing Postcard. Proof Alabama, Office of University Communications, Rogers Hall, Room 111 or nof University Communications, UNA Box 5027, Florence, AL 35632-0001 fe	nailed to University of North Alabama, Office
	Step Sing Postcard to be finished on or before December 1, 2010	
PLATFORM USED:	Macintosh OS X	
PROGRAMS USED:	InDesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4	
	Office of Admissions, (256) 765-4608 for clarification on number of copies Call the UNA Procurement Office (256) 765-4206 for clarification on the bi	•
	ITEM 3: Step Sing Postcard	٨
	Total for ITEM 3	\$
	Alternate Bid on ITEM 3	
	Cost for additional postcards (per 500 copies)	\$
	Cost for additional postcards (per 1,000 copies)	\$
F.O.B. UN	IIVERSITY OF NORTH ALABAMA, FLORENCE, A	L 35632-0001

BIDDER'S NAME:______BY:_____



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TOTAL NUMBER OF COPIES: 10,000 PAPER: 80 lb. INK COLOR: Four-or POSTCARD SIZE: Approx ART COMPOSITION: All art (printer PROOF: Printer of Nort Office	Cougar Cover Smooth (white) olor on both sides, postcard to be printed four-color bleed. cimately 4" X 6" trimmed provided camera ready in InDesign CS4 or pdf format by UNA rs must supply their preferred pdf settings). is required to provide color proof of the UNA College Checklist Postca th Alabama, Office of University Communications, Rogers Hall, Room 1:	
PAPER: 80 lb. INK COLOR: Four-or POSTCARD SIZE: Approx ART COMPOSITION: All art (printe) PROOF: Printed of North Office	Cougar Cover Smooth (white) olor on both sides, postcard to be printed four-color bleed. cimately 4" X 6" trimmed provided camera ready in InDesign CS4 or pdf format by UNA rs must supply their preferred pdf settings). is required to provide color proof of the UNA College Checklist Postca th Alabama, Office of University Communications, Rogers Hall, Room 1:	
INK COLOR: Four-or POSTCARD SIZE: Approx ART COMPOSITION: All art (printe PROOF: Printer of Nori Office	olor on both sides, postcard to be printed four-color bleed. simately 4" X 6" trimmed provided camera ready in InDesign CS4 or pdf format by UNA rs must supply their preferred pdf settings). is required to provide color proof of the UNA College Checklist Postca h Alabama, Office of University Communications, Rogers Hall, Room 1:	
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ART COMPOSITION: All art (printer of North Office)	provided camera ready in InDesign CS4 or pdf format by UNA is must supply their preferred pdf settings). is required to provide color proof of the UNA College Checklist Postca h Alabama, Office of University Communications, Rogers Hall, Room 1	
of Nori Office	h Alabama, Office of University Communications, Rogers Hall, Room 1	
UNA	of University Communications, UNA Box 5027, Florence, AL 35632-0	11 or mailed to University of North Alabama
	college Checklist Postcard to be finished on or before August 1, 2	2010
PLATFORM USED: Macin	osh OS X	
PROGRAMS USED: InDesi	gn CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4	
Total for	ITEM 4: UNA College Checklist Postcard Total for ITEM 4	\$
		Ψ
	Alternate Bid on ITEM 4	Φ.
	Cost for additional postcards (per 500 copies)	\$
	Cost for additional postcards (per 1,000 copies)	\$
F.O.B. UNIVER	SITY OF NORTH ALABAMA, FLORENCE, A	AL 35632-0001



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	GENERAL SPECIFICATIONS FOR ITEN How to Apply Postcard	15
ITEM 5:	How to Apply Postcard	
TOTAL NUMBER OF COPIES:	25,000	
PAPER:	80 lb. Cougar Cover Smooth (white)	
INK COLOR:	Four-color on both sides, postcard to be printed four-color bleed.	
POSTCARD SIZE:	Approximately 4" X 6" trimmed	
ART COMPOSITION:	All art provided camera ready in InDesign CS4 or pdf format by UNA (printers must supply their preferred pdf settings).	
PROOF:	Printer is required to provide color proof of the How to Apply Postcard. Prod Alabama, Office of University Communications, Rogers Hall, Room 111 or n of University Communications, UNA Box 5027, Florence, AL 35632-0001 for	nailed to University of North Alabama, Office
	How to Apply Postcard to be finished on or before August 1, 2010	
PLATFORM USED:	Macintosh OS X	
PROGRAMS USED:	InDesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4	
Call the	Communications, (256) 765-4363 for clarification or substitution in ANY of Office of Admissions, (256) 765-4608 for clarification on number of copies Call the UNA Procurement Office (256) 765-4206 for clarification on the bi	or delivery location.
Call the	Office of Admissions, (256) 765-4608 for clarification on number of copies Call the UNA Procurement Office (256) 765-4206 for clarification on the b	or delivery location.
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F.O.B. UN	Office of Admissions, (256) 765-4608 for clarification on number of copies Call the UNA Procurement Office (256) 765-4206 for clarification on the bi Total for ITEM 5: How to Apply Postcard Total for ITEM 5 Alternate Bid on ITEM 5 Cost for additional postcards (per 500 copies) Cost for additional postcards (per 1,000 copies)	\$\$ \$\$ \$\$



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ITEM 6: Helpful Links Postcard TOTAL NUMBER OF COPIES: 25,000 PAPER: 80 lb. Cougar Cover Smooth (white) INK COLOR: Four-color on both sides, postcard to be printed four-color bleed. POSTCARD SIZE: Approximately 4" X 6" trimmed ART COMPOSITION: All art provided camera ready in InDesign CS4 or pdf format by UNA (printlers must supply their preferred pdf settings). PROOF: Printer is required to provide color proof of the Helpful Links Postcard. Proof should be delivered to University Orinnumications, Rogers Hall, Room 111 or mailed to University Orinnumications, UNA Box 5027, Florence, AL 35632-2001 for final proofling prior to printing. Helpful Links Postcard to be finished on or before August 1, 2010 PLATFORM USED: Macintosh OS X InDesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4 Call the Office of University Communications, (256) 765-4363 for clarification or substitution in ANY of above items dealing with production. Call the UNA Procurement Office (256) 765-4266 for clarification on number of copies or delivery location. Call the UNA Procurement Office (256) 765-4206 for clarification on the bid process. Total for ITEM 6: Helpful Links Postcard Total for ITEM 6: Settler Bid on ITEM 6 Cost for additional booklets (per 500 copies) \$ Cost for additional booklets (per 500 copies) \$ F.O.B. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001 BIDDER'S NAME: BY: Signed by Commany Representative		GENERAL SPECIFICATIONS FOR ITEM Helpful Links Postcard	6
PAPER: 80 lb. Cougar Cover Smooth (white) INK COLOR: Four-color on both sides, postcand to be printed four-color bleed. POSTCARD SIZE: Approximately 4" X 6" trimmed ART COMPOSITION: All art provided camera ready in inDesign CS4 or pdf format by UNA (printers must supply their preferred pdf settings). PROOF: Printer is required to provide color proof of the Helpful Links Postcard. Proof should be delivered to University of North Alabama, Office of University Communications, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications, Proof and the University of North Alabama, Office of University Communications, Proof and the University of North Alabama, Office of University Communications, Proof and the University of North Alabama, Office of University Communications, Proof and Pro	ITEM 6:	Helpful Links Postcard	
INK COLOR: Four-color on both sides, postcard to be printed four-color bleed. POSTCARD SIZE: Approximately 4" X 6" trimmed ART COMPOSITION: All art provided camera ready in InDesign CS4 or pdf format by UNA (printers must supply their preferred pdf settings). PROOF: Printer is required to provide color proof of the Helpful Links Postcard. Proof should be delivered to University of North Alabama, Office of University Communications, Plogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications, Plogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications, Plogers Hall, Room 111 or mailed to University of North Alabama, Office of University Orthogonal Plant of the Finished on or before August 1, 2010 PLATFORM USED: Macintosh OS X PROGRAMS USED: InDesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4 Call the Office of University Communications, (256) 765-4363 for clarification or substitution in ANY of above items dealing with production. Call the Office of Admissions, (256) 765-4608 for clarification on number of copies or delivery location. Call the UNA Procurement Office (256) 765-4206 for clarification on the bid process. Total for ITEM 6: Helpful Links Postcard Total for ITEM 6: S	TOTAL NUMBER OF COPIES:	25,000	
POSTCARD SIZE: Approximately 4" X 6" trimmed ART COMPOSITION: All art provided camera ready in InDesign CS4 or pdf format by UNA (printers must supply their preferred pdf settings). PROOF: Printer is required to provide color proof of the Helpful Links Postcard. Proof should be delivered to University of North Alabama, Office of University Communications, Plogers Hall, Room 111 or mailed to University of Horth Alabama, Office of University Communications, UNA Box 5027, Florence, AL 35632-0001 for final proofing prior to printing. Helpful Links Postcard to be finished on or before August 1, 2010 PLATFORM USED: Macintosh OS X InDesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4 Call the Office of University Communications, (256) 765-4963 for clarification or substitution in ANY of above items dealing with production. Call the Office of University Communications, (256) 765-4963 for clarification or number of copies or delivery location. Call the UNA Procurement Office (256) 765-4206 for clarification on the bid process. Total for ITEM 6: Helpful Links Postcard Total for ITEM 6 \$ Alternate Bid on ITEM 6 Cost for additional booklets (per 500 copies) \$ Cost for additional booklets (per 1,000 copies) \$ F.O.B. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001 BIDDDER'S NAME: BY:	PAPER:	80 lb. Cougar Cover Smooth (white)	
ART COMPOSITION: All art provided camera ready in InDesign CS4 or pdf format by UNA (printers must supply their preferred pdf settings). PROOF: Printe is required to provide color provide color proof of the Helpful Links Postcard. Proof should be delivered to University of North Alabama, Office of University Communications, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications, UNA Box 5027, Florence, AL 35632-0001 for final proofing prior to printing. Helpful Links Postcard to be finished on or before August 1, 2010 PLATFORM USED: Macintosh OS X InDesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4 Call the Office of University Communications, (256) 765-4363 for clarification or substitution in ANY of above items dealing with production. Call the Office of Admissions, (256) 765-4363 for clarification on number of copies or delivery location. Call the UNA Procurement Office (256) 765-4206 for clarification on the bid process. Total for ITEM 6: Helpful Links Postcard Total for ITEM 6 \$	INK COLOR:	Four-color on both sides, postcard to be printed four-color bleed.	
(printer's must supply their pr'eferred pdf settings). PROOF: Printer is required to provide color proof of the Helpful Links Postcard. Proof should be delivered to University of North Alabama, Office of University Communications, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications, UNA Box 5027, Florence, AL 35632-0001 for final proofing prior to printing. Helpful Links Postcard to be finished on or before August 1, 2010 PLATFORM USED: Macintosh OS X PROGRAMS USED: InDesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4 Call the Office of University Communications, (256) 765-4963 for clarification or substitution in ANY of above items dealing with production. Call the Office of Admissions, (256) 765-4968 for clarification on number of copies or delivery location. Call the UNA Procurement Office (256) 765-4206 for clarification on the bid process. Total for ITEM 6: Helpful Links Postcard Total for ITEM 6 Cost for additional booklets (per 500 copies) \$	POSTCARD SIZE:	Approximately 4" X 6" trimmed	
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Alternate Bid on ITEM 6 Cost for additional booklets (per 500 copies) \$ Cost for additional booklets (per 1,000 copies) \$ F.O.B. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001 BIDDER'S NAME: BY:		Total for ITEM 6: Helpful Links Postcard	
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BIDDER'S NAME: BY:		Cost for additional booklets (per 1,000 copies)	\$
	F.O.B. UN	IIVERSITY OF NORTH ALABAMA, FLORENCE, A	L 35632-0001
BIDDER'S NAME: BY:			
	BIDDER'S NAME:		



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Bid No. 2010-39 For: Printing Admissions Material Page 13 of 25

	Transfer Scholarship Postcard	VI Z
ITEM 7:	Transfer Scholarship Postcard	
TOTAL NUMBER OF COPIES:	5,000	
PAPER:	80 lb. Cougar Cover Smooth (white)	
INK COLOR:	Four-color on both sides, postcard to be printed four-color bleed.	
POSTCARD SIZE:	Approximately 4" X 6" trimmed	
ART COMPOSITION:	All art provided camera ready in InDesign CS4 or pdf format by UNA (printers must supply their preferred pdf settings).	
PROOF:	Printer is required to provide color proof of the Transfer Scholarship Postca North Alabama, Office of University Communications, Rogers Hall, Room Office of University Communications, UNA Box 5027, Florence, AL 35632	111 or mailed to University of North Alabama
	Transfer Scholarship Postcard to be finished on or before February 1	, 2011
PLATFORM USED:	Macintosh OS X	
PROGRAMS USED:	InDesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4	
Ci	all the UNA Procurement Office (256) 765-4206 for clarification on the bi ITEM 7: Transfer Scholarship Postcard	d process.
	Total for ITEM 7	\$
	Alternate Bid on ITEM 7 Cost for additional postcards (per 500 copies)	\$
	Cost for additional postcards (per 1,000 copies)	\$
F.O.B. UNI	VERSITY OF NORTH ALABAMA, FLORENCE, A	L 35632-0001
BIDDER'S NAME:	BY:	
	Signed by Company 1	Representative



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Bid No. 2010-39 For: Printing Admissions Material Page 14 of 25

GENERAL SPECIFICATIONS for ITEM 8 HOUSING CARD

ITEM 8:	Housing Card	
TOTAL NUMBER OF COPIES:	25,000	
PAPER:	80 lb. Cougar Cover Smooth (white)	
INK COLOR:	Four-color on both sides, invitation to be printed four-color bleed.	
INVITATION SIZE:	Approximately 4" X 6" trimmed	
ART COMPOSITION:	All art provided camera ready in InDesign CS4 or pdf format by UNA (printers must supply their preferred pdf settings).	
PROOF:	Printer is required to provide color proofs of the Housing Card. Proof shou bama, Office of University Communications, Rogers Hall, Room 111 or maile University Communications, UNA Box 5027, Florence, AL 35632-0001 for fire	ed to University of North Alabama, Office of
	Housing Card to be finished on or before August 1, 2010	
PLATFORM USED:	Macintosh OS X	
PROGRAMS USED:	InDesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4	
	Communications, (256) 765-4363 for clarification or substitution in ANY of Office of Admissions, (256) 765-4608 for clarification on number of copies (or delivery location.
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Bid No. 2010-39 For: Printing Admissions Material Page 15 of 25

	GENERAL SPECIFICATIONS FOR ITEM Freshman Scholarship Reminder Posto	
ITEM 9:	Freshman Scholarship Reminder Postcard	
TOTAL NUMBER OF COPIES:	20,000	
PAPER:	80 lb. Cougar Cover Smooth (white)	
INK COLOR:	Four-color on both sides, postcard to be printed four-color bleed.	
POSTCARD SIZE:	Approximately 8.5" X 5.5" trimmed	
ART COMPOSITION:	All art provided camera ready in InDesign CS4 or pdf format by UNA (printers must supply their preferred pdf settings).	
PROOF:	Printer is required to provide color proof of the Freshman Scholarship Rem to University of North Alabama, Office of University Communications, Roger North Alabama, Office of University Communications, UNA Box 5027, Flore to printing.	s Hall, Room 111 or mailed to University of
	Freshman Scholarship Reminder Postcard to be finished on or before Nov	ember 1, 2010
PLATFORM USED:	Macintosh OS X	
PROGRAMS USED:	InDesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4	
Call the Office of University	Communications, (256) 765-4363 for clarification or substitution in ANY of	f above items dealing with production.
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Bid No. 2010-39 For: Printing Admissions Material Page 16 of 25

	GENERAL SPECIFICATIONS FOR ITEN Majors Postcard	I 10
ITEM 10:	Majors Postcard	
TOTAL NUMBER OF COPIES:	20,000	
PAPER:	80 lb. Cougar Cover Smooth (white)	
INK COLOR:	Four-color on both sides, postcard to be printed four-color bleed.	
POSTCARD SIZE:	Approximately 8.5" X 5.5" trimmed	
ART COMPOSITION:	All art provided camera ready in InDesign CS4 or pdf format by UNA (printers must supply their preferred pdf settings).	
PROOF:	Printer is required to provide color proof of the Majors Postcard. Proof sh bama, Office of University Communications, Rogers Hall, Room 111 or ma University Communications, UNA Box 5027, Florence, AL 35632-0001 for	iled to University of North Alabama, Office o
	Majors Postcard to be finished on or before August 1, 2010	
PLATFORM USED:	Macintosh OS X	
PROGRAMS USED:	InDesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4	
,	Communications, (256) 765-4363 for clarification or substitution in ANY o	• .
Call the O	Communications, (256) 765-4363 for clarification or substitution in ANY office of Admissions, (256) 765-4608 for clarification on number of copies Call the UNA Procurement Office (256) 765-4206 for clarification on the bi	or delivery location.
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Call the O	office of Admissions, (256) 765-4608 for clarification on number of copies call the UNA Procurement Office (256) 765-4206 for clarification on the bise. ITEM 8: Majors Postcard Total for ITEM 10 Alternate Bid on ITEM 10 Cost for additional postcards (per 500 copies)	sss

BIDDER'S NAME:	BY	:			
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ITEM 11:

University of North Alabama Office of Procurement UNA Box 5025 Florence, AL 35632

> Phone: (256)765-4206 Fax: (256)765-4329

Bid No. 2010-39 For: Printing Admissions Material Page 17 of 25

GENERAL SPECIFICATIONS FOR ITEM 11 UNA Video / Campus Visit - Come see us piece

UNA Video / Campus Visit - Come see us piece

OTAL NUMBER OF COPIES:	25,000	
APER:	80 lb. Cougar Cover Smooth (white)	
NK COLOR:	Four-color on both sides, invitation to be printed four-color bleed.	
NVITATION SIZE:	Approximately 8.5" X 5.5" trimmed	
OLD:	Finish fold size 4.25" tall x 5.5" wide	
ART COMPOSITION:	All art provided camera ready in InDesign CS4 or pdf format by UNA (printers must supply their preferred pdf settings).	
PROOF:	Printer is required to provide color proofs of the Video / Campus Visit. Pro- Alabama, Office of University Communications, Rogers Hall, Room 111 or r of University Communications, UNA Box 5027, Florence, AL 35632-0001	mailed to University of North Alabama, Office
	UNA Video / Campus Visit Postcard to be finished on or before August	1, 2010
PLATFORM USED:	Macintosh OS X	
PROGRAMS USED:	InDesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4	
Call the O	Communications, (256) 765-4363 for clarification or substitution in ANY of office of Admissions, (256) 765-4608 for clarification on number of copies call the UNA Procurement Office (256) 765-4206 for clarification on the bi	or delivery location. id process.
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Phone: (256)765-4206 Fax: (256)765-4329

Bid No. 2010-39 **Printing Admissions Material** For: Page 18 of 25

TOTAL NUMBER OF COPIES: 50,000 PAPER: 80 Ib. Cougar Cover Smooth (white) INK COLOR: Four-color on both sides, invitation to be printed four-color bleed. INVITATION SIZE: Approximately 8.5" X 5.5" trimmed FOLD: Finish fold size 4.25" tall x, 5.5" wide ART COMPOSITION: All art provided camera ready in InDesign CS4 or pdf format by UNA (printers must supply their preferred pdf settings). PROOF: Printer is required to provide color proofs of the Preview Day Invitation. Proof should be delivered to University of North Alabama, Offse of University Communications. Rigors Hall, Room 111 or mailed to University of North Alabama, Offse of University Communications. Rigors Hall, Room 111 or mailed to University of North Alabama, Offse of University Communications. JUNA Box 5027, Florence, AL 35632-0001 for final proofing prior to printing. 2010 Preview Day Invitation to be finished on or before August 1, 2010 PLATFORM USED: Macintosh OS X InDesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4 Call the Office of University Communications, (256) 765-4608 for clarification or substitution in ANY of above items dealing with production. Call the Office of Admissions, (256) 765-4608 for clarification on number of copies or delivery location. Call the UNA Procurement Office (256) 765-4206 for clarification on the bild process. ITEM 12: 2010 UNA Preview Day Invitation Base Price for ITEM 12 Cost for additional booklets (per 500 copies) \$ Cost for additional booklets (per 1,000 copies) \$ Tab for mailing (50,000 copies) \$ Tab for mailing (50,000 copies) \$ F.O.B. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001		PREVIEW DAY INVITATION	12
PAPER: 80 lb. Cougar Cover Smooth (white) INK COLOR: Four-color on both sides, invitation to be printed four-color bleed. INVITATION SIZE: Approximately 8.5° X 5.5° trimmed FOLD: Finish fold size 4.25° tall x 5.5° wide ART COMPOSITION: All art provided camera ready in InDesign CS4 or pdf format by UNA (printers must supply their preferred pdf settings). PROOF: Printer is required to provide color proofs of the Preview Day Invitation. Proof should be delivered to University of North Alabama, Office of University Communications, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications, Proence, AL 35682-0001 for final proofing prior to printing. 2010 Preview Day Invitation to be finished on or before August 1, 2010 PLATFORM USED: Macintosh OS X InDesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4 Call the Office of University Communications, (256) 765-4363 for clarification or substitution in ANY of above items dealing with production. Call the Office of Admissions, (256) 765-4363 for clarification on number of copies or delivery location. Call the UNA Procurement Office (256) 765-4206 for clarification on the bid process. ITEM 12: 2010 UNA Preview Day Invitation Base Price for ITEM 12 Cost for additional booklets (per 500 copies) \$ Alternate Bid on ITEM 12 Cost for additional booklets (per 500 copies) \$ Tab for mailing (50,000 copies) \$ Tab for mailing (50,000 copies) \$ F.O.B. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001	ITEM 12:	2010 UNA Preview Day Invitation	
INK COLOR: INVITATION SIZE: Approximately 8.5" X 5.5" trimmed FOLD: Finish fold size 4.25" tall x 5.5" wide ART COMPOSITION: All art provided camera ready in InDesign CS4 or pdf format by UNA (printer must supply their preferred pdf settings). PROOF: All art provided camera ready in InDesign CS4 or pdf format by UNA (printer must supply their preferred pdf settings). PROOF: Printer is required to provide color proofs of the Preview Day Invitation. Proof should be delivered to University of North Alabama, Office of University Communications, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications, UNA Box 5027, Protence, AL 38562-0001 for final proofing prior to printing. 2010 Preview Day Invitation to be finished on or before August 1, 2010 PLATFORM USED: Macintosh OS X InDesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4 Call the Office of University Communications, (256) 765-4363 for clarification or substitution in ANY of above items dealing with production. Call the Office of Admissions, (256) 765-4608 for clarification on number of copies or delivery location. Call the UNA Procurement Office (256) 765-4206 for clarification on the bid process. ITEM 12: 2010 UNA Preview Day Invitation Base Price for ITEM 12 Cost for additional booklets (per 500 copies) \$	TOTAL NUMBER OF COPIES:	50,000	
INVITATION SIZE: Approximately 8.5" X 5.5" trimmed FOLD: Finish fold size 4.25" tall x 5.5" wide ART COMPOSITION: All art provided camera ready in InDesign CS4 or pdf format by UNA (printers must supply their preferred pdf settings). PROOF: Printer is required to provide color proofs of the Preview Day Invitation. Proof should be delivered to University of North Alabama, Office of University Communications, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications, UNA Box 5027, Florence, AL 35632-0001 for final proofing prior to printing. 2010 Preview Day Invitation to be finished on or before August 1, 2010 PLATFORM USED: Macintosh OS X PROGRAMS USED: InDesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4 Call the Office of University Communications, (256) 765-4363 for clarification or substitution in ANY of above items dealing with production. Call the Office of Admissions, (256) 765-4363 for clarification on number of copies or delivery location. Call the UNA Procurement Office (256) 765-4206 for clarification on the bid process. ITEM 12: 2010 UNA Preview Day Invitation Base Price for ITEM 12 Cost for additional booklets (per 500 copies) \$	PAPER:	80 lb. Cougar Cover Smooth (white)	
FOLD: Filish fold size 4.25" tall x 5.5" wide ART COMPOSITION: All art provided camera ready in InDesign CS4 or pdf format by UNA (printers must supply their preferred pdf settings). PROOF: Printer is required to provide color proofs of the Preview Day Invitation. Proof should be delivered to University of North Alabama, Office of University Communications, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications, UNA Box 5027, Florence, AL 35632-0001 for final proofing prior to printing. 2010 Preview Day Invitation to be finished on or before August 1, 2010 PLATFORM USED: Macintosh OS X PROGRAMS USED: InDesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4 Call the Office of University Communications, (256) 765-4363 for clarification or substitution in ANY of above items dealing with production. Call the Office of Admissions, (256) 765-4363 for clarification on number of copies or delivery location. Call the UNA Procurement Office (256) 765-4206 for clarification on the bid process. ITEM 12: 2010 UNA Preview Day Invitation Base Price for ITEM 12 Cost for additional booklets (per 500 copies) Cost for additional booklets (per 1,000 copies) Tab for mailing (50,000 copies) F.O.B. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001	INK COLOR:	Four-color on both sides, invitation to be printed four-color bleed.	
ART COMPOSITION: All art provided camera ready in InDesign CS4 or pdf format by UNA (printers must supply their preferred pdf settings). PROOF: Printer is required to provide color proofs of the Preview Day Invitation. Proof should be delivered to University of North Alabama, Office of University Communications, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications, UNA Box 5027, Florence, AL 35632-0001 for final proofing prior to printing. 2010 Preview Day Invitation to be finished on or before August 1, 2010 PLATFORM USED: Macintosh OS X PROGRAMS USED: InDesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4 Call the Office of University Communications, (256) 765-4363 for clarification or substitution in ANY of above items dealing with production. Call the Office of Admissions, (256) 765-4608 for clarification on number of copies or delivery location. Call the UNA Procurement Office (256) 765-4206 for clarification on the bid process. ITEM 12: 2010 UNA Preview Day Invitation Base Price for ITEM 12 Cost for additional booklets (per 1,000 copies) \$	INVITATION SIZE:	Approximately 8.5" X 5.5" trimmed	
(printers must supply their preferred pdf settings). PROOF: Printer is required to provide color proofs of the Preview Day Invitation. Proof should be delivered to University of North Alabama, Office of University Communications, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications, UNA Box 5027, Florence, AL 35632-0001 for final proofing prior to printing. 2010 Preview Day Invitation to be finished on or before August 1, 2010 PLATFORM USED: Macintosh OS X PROGRAMS USED: InDesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4 Call the Office of University Communications, (256) 765-4363 for clarification or substitution in ANY of above items dealing with production. Call the Office of Admissions, (256) 765-4608 for clarification on number of copies or delivery location. Call the UNA Procurement Office (256) 765-4206 for clarification on the bid process. ITEM 12: 2010 UNA Preview Day Invitation Base Price for ITEM 12 Cost for additional booklets (per 500 copies) Cost for additional booklets (per 1,000 copies) Tab for mailing (50,000 copies) F.O.B. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001	FOLD:	Finish fold size 4.25" tall x 5.5" wide	
Alabama, Office of University Communications, Rogers Hali, Room 111 or mailed to University of North Alabama, Office of University Communications, UNA Box 5027, Florence, AL 35632-0001 for final proofing prior to printing. 2010 Preview Day Invitation to be finished on or before August 1, 2010 PLATFORM USED: Macintosh OS X PROGRAMS USED: InDesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4 Call the Office of University Communications, (256) 765-4363 for clarification or substitution in ANY of above items dealing with production. Call the Office of Admissions, (256) 765-4368 for clarification on number of copies or delivery location. Call the UNA Procurement Office (256) 765-4206 for clarification on the bid process. ITEM 12: 2010 UNA Preview Day Invitation Base Price for ITEM 12 Cost for additional booklets (per 500 copies) \$ Cost for additional booklets (per 1,000 copies) \$ Tab for mailing (50,000 copies) \$ Tab for mailing (50,000 copies) \$ F.O.B. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001	ART COMPOSITION:		
PLATFORM USED: Macintosh OS X PROGRAMS USED: InDesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4 Call the Office of University Communications, (256) 765-4363 for clarification or substitution in ANY of above items dealing with production. Call the Office of Admissions, (256) 765-4608 for clarification on number of copies or delivery location. Call the UNA Procurement Office (256) 765-4206 for clarification on the bid process. ITEM 12: 2010 UNA Preview Day Invitation Base Price for ITEM 12 Cost for additional booklets (per 500 copies) \$	PROOF:	Alabama, Office of University Communications, Rogers Hall, Room 111 or m	ailed to University of North Alabama, Office
Call the Office of University Communications, (256) 765-4363 for clarification or substitution in ANY of above items dealing with production. Call the Office of Admissions, (256) 765-4368 for clarification on number of copies or delivery location. Call the UNA Procurement Office (256) 765-4206 for clarification on the bid process. ITEM 12: 2010 UNA Preview Day Invitation Base Price for ITEM 12 \$		2010 Preview Day Invitation to be finished on or before August 1, 2010)
Call the Office of University Communications, (256) 765-4363 for clarification or substitution in ANY of above items dealing with production. Call the Office of Admissions, (256) 765-4608 for clarification on number of copies or delivery location. Call the UNA Procurement Office (256) 765-4206 for clarification on the bid process. ITEM 12: 2010 UNA Preview Day Invitation Base Price for ITEM 12 Alternate Bid on ITEM 12 Cost for additional booklets (per 500 copies) Cost for additional booklets (per 1,000 copies) Tab for mailing (50,000 copies) F.O.B. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001	PLATFORM USED:	Macintosh OS X	
Call the Office of Admissions, (256) 765-4608 for clarification on number of copies or delivery location. Call the UNA Procurement Office (256) 765-4206 for clarification on the bid process. ITEM 12: 2010 UNA Preview Day Invitation Base Price for ITEM 12 Alternate Bid on ITEM 12 Cost for additional booklets (per 500 copies) Cost for additional booklets (per 1,000 copies) Tab for mailing (50,000 copies) F.O.B. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001	PROGRAMS USED:	InDesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4	
Alternate Bid on ITEM 12 Cost for additional booklets (per 500 copies) \$ Cost for additional booklets (per 1,000 copies) \$ Tab for mailing (50,000 copies) \$ F.O.B. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001			
Cost for additional booklets (per 500 copies) \$ Cost for additional booklets (per 1,000 copies) \$ Tab for mailing (50,000 copies) \$ F.O.B. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001		Base Price for ITEM 12	5
Cost for additional booklets (per 1,000 copies) \$ Tab for mailing (50,000 copies) \$ F.O.B. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001		Alternate Bid on ITEM 12	
F.O.B. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001		Cost for additional booklets (per 500 copies)	\$
F.O.B. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001		Cost for additional booklets (per 1,000 copies)	\$
		Tab for mailing (50,000 copies)	\$
BIDDER'S NAME:BY:	F.O.B. UN	IIVERSITY OF NORTH ALABAMA, FLORENCE, A	L 35632-0001
BIDDER'S NAME:BY:			
BIDDER'S NAME:BY:			
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Phone: (256)765-4206 Fax: (256)765-4329

Bid No. 2010-39 For: Printing Admissions Material Page 19 of 25

sc	GENERAL SPECIFICATIONS for ITEM HOLARSHIP BROCHURE - EXCELLENCE /	
ITEM 13:	Excellence / Transfer Brochure	
NUMBER OF COPIES:	25,000	
PAPER:	80 lb. Cougar Cover Smooth (white)	
INK COLOR:	Four-color on both sides, brochure to be printed four-color bleed.	
TRIM SIZE:	7.5" wide x 8.5" tall	
FOLD:	Finish fold size 3.75" wide x 8.5" tall	
ART COMPOSITION:	All art provided camera ready in InDesign CS4 or pdf format by UNA (printers must supply their preferred pdf settings).	
PROOF:	Printer is required to provide color proofs of the Excellence / Transfer Broch North Alabama, Office of University Communications, Rogers Hall, Room 1 Office of University Communications, UNA Box 5027, Florence, AL 35632	111 or mailed to University of North Alabama,
	Excellence / Transfer Brochure to be finished on or before August 1, 2	2010
PLATFORM USED:	Macintosh OS X	
PROGRAMS USED:	InDesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4	
	ITEM 13: Excellence / Transfer Brochure Base Price for ITEM 13	\$
	Alternate Bid on ITEM 13	•
	Cost for additional booklets (per 500 copies)	\$
	Cost for additional booklets (per 1,000 copies)	\$
F.O.B. U	JNIVERSITY OF NORTH ALABAMA, FLORENCE, A	L 35632-0001
BIDDER'S NAME:	BY:	
·-	Signed by Company	



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Bid No. 2010-39 **Printing Admissions Material** For: Page 20 of 25

SPECIFICATIONS FOR ITEM 14

ΓEM 14:	Early Scholar Brochure	
UMBER OF COPIES:	5,000	
APER:	80 lb. Cougar Cover Smooth (white)	
IK COLOR:	Four-color on both sides, brochure to be printed four-color bleed.	
RIM SIZE:	7.5" long x 8.5" tall	
OLD:	4 page fold (one fold) Finish fold size 3.75" x 8.5"	
RT COMPOSITION:	All art provided camera ready in InDesign CS4 or pdf format by UNA (printers must supply their preferred pdf settings).	
PROOF:	Printer is required to provide color proofs of the Early Scholar Brochure. Proof s Alabama, Office of University Communications, Rogers Hall, Room 111 or maile of University Communications, UNA Box 5027, Florence, AL 35632-0001 for fi	ed to University of North Alabama, Office
	Early Scholar Brochure to be finished on or before August 1, 2010	
PLATFORM USED:	Macintosh OS X	
PROGRAMS USED:	InDesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4	
	sity Communications, (256) 765-4363 for clarification or substitution in ANY on the Office of Admissions, (256) 765-4608 for clarification on number of copies Call the UNA Procurement Office (256) 765-4206 for clarification on the b	or delivery location.
	the Office of Admissions, (256) 765-4608 for clarification on number of copies Call the UNA Procurement Office (256) 765-4206 for clarification on the b	or delivery location.
	the Office of Admissions, (256) 765-4608 for clarification on number of copies Call the UNA Procurement Office (256) 765-4206 for clarification on the b	or delivery location. id process.
	the Office of Admissions, (256) 765-4608 for clarification on number of copies Call the UNA Procurement Office (256) 765-4206 for clarification on the billion of the bill	or delivery location.
	ne Office of Admissions, (256) 765-4608 for clarification on number of copies Call the UNA Procurement Office (256) 765-4206 for clarification on the b ITEM 14: Early Scholar Brochure Total for ITEM 14 Alternate Bid on ITEM 14	or delivery location. id process. \$
	the Office of Admissions, (256) 765-4608 for clarification on number of copies Call the UNA Procurement Office (256) 765-4206 for clarification on the billion of the bill	or delivery location. id process. \$
	ne Office of Admissions, (256) 765-4608 for clarification on number of copies Call the UNA Procurement Office (256) 765-4206 for clarification on the b ITEM 14: Early Scholar Brochure Total for ITEM 14 Alternate Bid on ITEM 14 Cost for additional booklets (per 500 copies) Cost for additional booklets (per 1,000 copies)	or delivery location. id process. \$
Call th	ITEM 14: Early Scholar Brochure Total for ITEM 14 Cost for additional booklets (per 500 copies) Cost for additional booklets (per 1,000 copies) Tab for mailing (5,000 copies)	sssssssss
Call th	ne Office of Admissions, (256) 765-4608 for clarification on number of copies Call the UNA Procurement Office (256) 765-4206 for clarification on the b ITEM 14: Early Scholar Brochure Total for ITEM 14 Alternate Bid on ITEM 14 Cost for additional booklets (per 500 copies) Cost for additional booklets (per 1,000 copies)	sssssssss
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F.O.B.	Total for ITEM 14 Cost for additional booklets (per 1,000 copies) Cost for additional booklets (per 1,000 copies) Tab for mailing (5,000 copies) UNIVERSITY OF NORTH ALABAMA, FLORENCE, A	sssssssss



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Bid No. 2010-39 **Printing Admissions Material** For: Page 21 of 25

	GENERAL SPECIFICATIONS FOR ITEM Snaphot Brochure (senior)	15
ITEM 15:	Snapshot Brochure (senior)	
NUMBER OF COPIES:	10,000	
PAPER:	80 lb. Cougar Cover Smooth (white)	
INK COLOR:	Four-color on both sides, brochure to be printed four-color bleed.	
TRIM SIZE:	14" long x 8.5" tall	
FOLD:	Double Parallel fold Finish fold size 3.5" x 8.5"	
PERFORATED:	Fourth panel to be perforated	
ART COMPOSITION:	All art provided camera ready in InDesign CS4 or pdf format by UNA (printers must supply their preferred pdf settings).	
PROOF:	Printer is required to provide color proofs of the Snapshot Brochure (senior North Alabama, Office of University Communications, Rogers Hall, Room 1 Office of University Communications, UNA Box 5027, Florence, AL 35632-	11 or mailed to University of North Alabama,
	Snapshot Brochure (senior) to be finished on or before August 1, 2016	0
PLATFORM USED:	Macintosh OS X	
PROGRAMS USED:	InDesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4	
	sity Communications, (256) 765-4363 for clarification or substitution in ANY on the Office of Admissions, (256) 765-4608 for clarification on number of copies Call the UNA Procurement Office (256) 765-4206 for clarification on the biogen control of the biogen call the UNA Procurement Office (256) 765-4206 for clarification on the biogen call the UNA Procurement Office (256) 765-4206 for clarification on the biogen call the UNA Procurement Office (256) 765-4206 for clarification on the biogen call the UNA Procurement Office (256) 765-4206 for clarification on the biogen call the UNA Procurement Office (256) 765-4206 for clarification on the biogen call the UNA Procurement Office (256) 765-4206 for clarification on the biogen call the UNA Procurement Office (256) 765-4206 for clarification on the biogen call the UNA Procurement Office (256) 765-4206 for clarification on the biogen call the UNA Procurement Office (256) 765-4206 for clarification on the biogen call the UNA Procurement Office (256) 765-4206 for clarification on the biogen call the UNA Procurement Office (256) 765-4206 for clarification on the biogen call the UNA Procurement Office (256) 765-4206 for clarification on the biogen call the UNA Procurement Office (256) 765-4206 for clarification on the biogen call the UNA Procurement Office (256) 765-4206 for clarification on the biogen call the UNA Procurement Office (256) 765-4206 for clarification on the biogen call the UNA Procurement Office (256) 765-4206 for clarification on the biogen call the UNA Procurement Office (256) 765-4206 for clarification on the biogen call the UNA Procurement Office (256) 765-4206 for clarification on the biogen call the UNA Procurement Office (256) 765-4206 for clarification on the biogen call the UNA Procurement Office (256) 765-4206 for clarification on the biogen call the UNA Procurement Office (256) 765-4206 for clarification on the biogen call the UNA Procurement Office (256) 765-4206 for clarification on the biogen call the UNA Procurement Office (256) 765-4206 f	or delivery location.
	ITEM 15: Snapshot Brochure (senior)	
	Base Price for ITEM 15	\$
	Alternate Bid on ITEM 15	
	Cost for additional booklets (per 500 copies)	\$
	Cost for additional booklets (per 1,000 copies)	\$
F.O.B.	UNIVERSITY OF NORTH ALABAMA, FLORENCE, A	L 35632-0001
BIDDER'S NAME:	BY:	



Phone: (256)765-4206 Fax: (256)765-4329

Bid No. 2010-39 For: Printing Admissions Material Page 22 of 25

	GENERAL SPECIFICATIONS FOR ITEM 10 Transfer Guide Brochure	6
ITEM 16:	Transfer Guide Brochure	
NUMBER OF COPIES:	5,000	
PAPER:	80 lb. Cougar Cover Smooth (white)	
INK COLOR:	Four-color on both sides, brochure to be printed four-color bleed.	
TRIM SIZE:	14" long x 8.5" tall	
FOLD:	Double Parallel fold Finish fold size 3.5" x 8.5"	
PERFORATED:	Fourth panel to be perforated	
ART COMPOSITION:	All art provided camera ready in InDesign CS4 or pdf format by UNA (printers must supply their preferred pdf settings).	
PROOF:	Printer is required to provide color proof of the Transfer Guide Brochure. Proof si Alabama, Office of University Communications, Rogers Hall, Room 111 or maile of University Communications, UNA Box 5027, Florence, AL 35632-0001 for fire	ed to University of North Alabama, Office
	Transfer Guide Brochure to be finished on or before August 1, 2010	
PLATFORM USED:	Macintosh OS X	
PROGRAMS USED:	InDesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4	
	y Communications, (256) 765-4363 for clarification or substitution in ANY of a Office of Admissions, (256) 765-4608 for clarification on number of copies or Call the UNA Procurement Office (256) 765-4206 for clarification on the bid p	delivery location.
	ITEM 16: Transfer Guide Brochure	
	Base Price for ITEM 16	\$
	Alternate Bid on ITEM 16	
	Cost for additional booklets (per 500 copies)	\$
	Cost for additional booklets (per 1,000 copies)	\$
F.O.B. U	NIVERSITY OF NORTH ALABAMA, FLORENCE, AL	35632-0001



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Bid No. 2010-39 For: Printing Admissions Material Page 23 of 25

GENERAL SPECIFICATIONS FOR ITEM 17 Travel Booklet

	Travel Booklet
ITEM 17:	Travel Booklet
NUMBER OF COPIES:	40,000
PAGES:	24 including cover
INK COLOR:	Four-color bleed
COVER PAPER:	80 lb. Cougar Cover Smooth (white)
INSIDE PAPER:	70 lb. Cougar Text Smooth (white)
BOOKLET SIZE:	Approximately 6.5" x 10" trimmed
CORNERS:	Booklet will have rounded corners on right side of booklet only. Corner radius to be approximately 3/16" (.1875")
BINDING:	Saddle stitched along 10" side.
BOOKLET ART:	Travel Booklet to be provided camera ready in pdf format or native file by UNA (printers must supply their preferred pdf settings). Booklet to be printed four-color bleed.
PROOF:	Printer is required to provide color proofs of the Travel Booklet. Proof should be delivered to University of North Alabama, Office of University Communications, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications, UNA Box 5027, Florence, AL 35632-0001 for final proofing prior to printing.
	Travel Booklet to be finished on or before August 1, 2010
PLATFORM USED:	Macintosh OS X
PROGRAMS USED:	InDesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4
Call the Office of University	ersity Communications, (256) 765-4363 for clarification or substitution in ANY of above items dealing with production.
Call	the Office of Admissions, (256) 765-4608 for clarification on number of copies or delivery location.
	Call the UNA Procurement Office (256) 765-4206 for clarification on the bid process.
	ITEM 17: Travel Booklet Base Price for ITEM 17 \$
	Alternate Bid on ITEM 17
	Base Price without Rounded Corners \$
	Cost for additional booklets (per 500 copies) \$
	Cost for additional booklets (per 1,000 copies) \$
	Cost for additional booklets (per 10,000 copies) \$
F.O.B	UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001
BIDDER'S NAME	BY:
~ - ·· 	Signed by Company Representative



Phone: (256)765-4206 Fax: (256)765-4329

Bid No. 2010-39 For: Printing Admissions Material Page 24 of 25

	GENERAL SPECIFICATIONS FOR ITEM 18 Snapshot Booklet (junior)	
ITEM 18:	Snapshot Booklet (junior)	
NUMBER OF COPIES:	20,000	
PAGES:	8 (self cover)	
INK COLOR:	Four-color bleed	
PAPER:	80 lb. Cougar Cover Smooth (white)	
BOOKLET SIZE:	Approximately 6.5" x 10" trimmed	
CORNERS:	Booklet will have rounded corners on right side of booklet only. Corner radius to be approximately 3/16" (.1875")	
BINDING:	Saddle stitched along 10" side.	
BOOKLET ART:	Snapshot Booklet (junior) to be provided camera ready in pdf format or native file by UNA (printers must supply their prefe pdf settings). Booklet to be printed four-color bleed.	rre
PROOF:	Printer is required to provide color proofs of the Snapshot Booklet (junior). Proof should be delivered to University of N Alabama, Office of University Communications, Rogers Hall, Room 111 or mailed to University of North Alabama, Office University Communications, UNA Box 5027, Florence, AL 35632-0001 for final proofing prior to printing.	
	Snapshot Booklet (junior) to be finished on or before August 1, 2010	
PLATFORM USED:	Macintosh OS X	
PROGRAMS USED:	InDesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4	
Call the Office of Univers	sity Communications, (256) 765-4363 for clarification or substitution in ANY of above items dealing with production.	
Call th	e Office of Admissions, (256) 765-4608 for clarification on number of copies or delivery location.	
	Call the UNA Procurement Office (256) 765-4206 for clarification on the bid process.	
	ITEM 18: Snapshot Booklet (junior) Base Price for ITEM 18 \$	_
	Alternate Bid on ITEM 18	
	Base Price without Rounded Corners \$	_
	Cost for additional booklets (per 500 copies) \$	_
	Cost for additional booklets (per 1,000 copies) \$	-
	Tab for mailing (20,000 copies) \$	_
F.O.B. (UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001	
BIDDER'S NAME:	BY:	



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Bid No. 2010-39 For: Printing Admissions Material

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GENERAL SPECIFICATIONS FOR ITEM 19 Paying for College BOOKLET

ITEM 19: Paying for College Booklet

NUMBER OF COPIES: 20,000

PAGES: 8 (self cover)

INK COLOR: Four-color bleed

PAPER: 80 lb. Cougar Cover Smooth (white)

BOOKLET SIZE: Approximately 6.25" x 8" trimmed

CORNERS: Booklet will have rounded corners on right side of booklet only.

Corner radius to be approximately 3/16" (.1875")

BINDING: Saddle stitched along 8" side.

BOOKLET ART: Paying for College Booklet to be provided camera ready in pdf format or native

file by UNA (printers must supply their preferred pdf settings). Booklet to be

printed four-color bleed.

PROOF: Printer is required to provide color proofs of the Paying for College Booklet.

Proof should be delivered to University of North Alabama, Office of University Communications, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications, UNA Box 5027, Florence, AL 35632-0001

for final proofing prior to printing.

Booklet to be finished on or before August 1, 2010

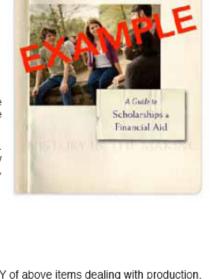
PLATFORM USED: Macintosh OSX

PROGRAMS USED: InDesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4

Call the Office of University Communications, (256) 765-4363 for clarification or substitution in ANY of above items dealing with production.

Call the Office of Admissions, (256) 765-4608 for clarification on number of copies or delivery location.

Call the UNA Procurement Office (256) 765-4206 for clarification on the bid process.



Total for ITEM 19: Paying for College Booklet			
Total for ITEM 19	\$		
Alternate Bid on ITEM 19			
Base Price without Rounded Corners	\$		
Cost for additional booklets (per 500 copies)	\$		
Cost for additional booklets (per 1,000 copies)	\$		

Tab for mailing (20,000 copies)

F.O.B. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001

BIDDER'S NAME:	BY:
	Signed by Company Representative