



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 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 This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof.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) University of North Alabama Purchasing Department - Bid 2010-39 UNA Box 5025 615 N Pine Street Florence, AL 35632-0001	(If via commercial package delivery service) University of North Alabama Purchasing Department - Bid 2010-39 Bibb Graves Hall, Room 21 One Harrison Plaza Florence, AL 35632-0001
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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

Bids will be opened in Bibb Graves Hall, Room 21 at 2:00 p.m. local time on June 24, 2010

Revised 1/30/08

BIDDER'S NAME: _____ **BY:** _____
Signed by Company Representative



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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.
7. 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.
9. 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:** _____
Signed by Company Representative



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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.

DATED: _____

COMPANY NAME: _____

BY: _____

(Signature)

(Typed or Printed Name)

(Title)

BUSINESS ADDRESS: _____

TELEPHONE: _____

Email Address: _____

NUMBER OF DAYS TO DELIVER AFTER ORDER IS RECEIVED: _____

TERMS: _____

If Bidder is a Corporation, write the State of Incorporation, and if a Partnership, give full name of partners, using space below.

BIDDER'S NAME: _____ **BY:** _____

Signed by Company Representative



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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.

Bidder here certifies full compliance with Act No. 2006-557:

Date: _____

Company: _____

Authorizing Signature: _____

Printed Name: _____

Title: _____

BIDDER'S NAME: _____ **BY:** _____

Signed by Company Representative



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State of Alabama
Disclosure Statement
(Required by Act 2001-955)

ENTITY COMPLETING FORM

Agreement Number

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

()

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?

☐ Yes ☐ 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: _____ **BY:** _____

Signed by Company Representative



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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.

BIDDER'S NAME: _____ **BY:** _____
Signed by Company Representative



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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 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.

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

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 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. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001

BIDDER'S NAME: _____ **BY:** _____
Signed by Company Representative



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**GENERAL SPECIFICATIONS FOR ITEM 2
UNA Recruiting TEAM Postcard**

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 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.

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

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 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. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001

BIDDER'S NAME: _____ BY: _____
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**GENERAL SPECIFICATIONS FOR ITEM 3
Step Sing Postcard**

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 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.

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

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 3: Step Sing Postcard

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. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001

BIDDER'S NAME: _____ BY: _____
Signed by Company Representative



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**GENERAL SPECIFICATIONS FOR ITEM 4
UNA College Checklist Postcard**

ITEM 4: UNA College Checklist 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 UNA College Checklist 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.

UNA College Checklist 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) 765-4363 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 4: UNA College Checklist Postcard

Total for ITEM 4 \$ _____

Alternate Bid on ITEM 4

Cost for additional postcards (per 500 copies) \$ _____

Cost for additional postcards (per 1,000 copies) \$ _____

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

BIDDER'S NAME: _____ BY: _____
Signed by Company Representative



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GENERAL SPECIFICATIONS FOR ITEM 5
How to Apply Postcard

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. 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.

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 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 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) \$ _____

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

BIDDER'S NAME: _____ BY: _____
Signed by Company Representative



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GENERAL SPECIFICATIONS FOR ITEM 6
Helpful Links Postcard

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 (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, 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) 765-4363 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 \$ _____

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: _____
Signed by Company Representative



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**GENERAL SPECIFICATIONS FOR ITEM 7
Transfer Scholarship Postcard**

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 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.

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

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 7: Transfer Scholarship Postcard

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. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001

BIDDER'S NAME: _____ BY: _____
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**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 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.

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

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 8: Housing Card

Base Price for ITEM 8 \$ _____

Alternate Bid on ITEM 8

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:** _____
Signed by Company Representative



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**GENERAL SPECIFICATIONS FOR ITEM 9
Freshman Scholarship Reminder Postcard**

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 Reminder 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.

Freshman Scholarship Reminder Postcard to be finished on or before **November 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 9: Freshman Scholarship Reminder Postcard

Total for ITEM 9 \$ _____

Alternate Bid on ITEM 9

Cost for additional postcards (per 500 copies) \$ _____

Cost for additional postcards (per 1,000 copies) \$ _____

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

BIDDER'S NAME: _____ BY: _____
Signed by Company Representative



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

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GENERAL SPECIFICATIONS FOR ITEM 10
Majors Postcard

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 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.

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

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 8: Majors Postcard

Total for ITEM 10 \$ _____

Alternate Bid on ITEM 10

Cost for additional postcards (per 500 copies) \$ _____

Cost for additional postcards (per 1,000 copies) \$ _____

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Bid No. 2010-39 For: Printing Admissions Material

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

ITEM 11: UNA Video / Campus Visit - Come see us piece

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 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 Video / Campus Visit. 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.

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 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 11: UNA Video / Campus Visit Postcard - Come see us piece

Total for ITEM 11 \$ _____

Alternate Bid on ITEM 11

Cost for additional booklets (per 500 copies) \$ _____

Cost for additional booklets (per 1,000 copies) \$ _____

Tab for mailing (25,000 copies) \$ _____

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Bid No. 2010-39 For: Printing Admissions Material

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**GENERAL SPECIFICATIONS for ITEM 12
PREVIEW DAY INVITATION**

ITEM 12: 2010 UNA Preview Day Invitation

TOTAL NUMBER OF COPIES: 50,000

PAPER: 80 lb. Cougar Cover Smooth (white)

INK COLOR: Four-color on both sides, invitation to be printed four-color bleed.

INVITATION SIZE: Approximately 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) 765-4608 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

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Bid No. 2010-39 For: Printing Admissions Material

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**GENERAL SPECIFICATIONS for ITEM 13
SCHOLARSHIP BROCHURE - EXCELLENCE / TRANSFER**

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 Brochure. 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.

Excellence / Transfer 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

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 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. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001

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Bid No. 2010-39 For: Printing Admissions Material

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**GENERAL SPECIFICATIONS FOR ITEM 14
EARLY SCHOLAR BROCHURE**

ITEM 14: Early Scholar 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: 7.5" long x 8.5" tall

FOLD: 4 page fold (one fold)
Finish fold size 3.75" x 8.5"

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 Early Scholar Brochure. 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.

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

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 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) \$ _____

Tab for mailing (5,000 copies) \$ _____

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Bid No. 2010-39 For: Printing Admissions Material

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GENERAL SPECIFICATIONS FOR ITEM 15
Snapshot Brochure (senior)

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*). 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.

Snapshot Brochure (*senior*) 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 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) \$ _____

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Bid No. 2010-39 For: Printing Admissions Material

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GENERAL SPECIFICATIONS FOR ITEM 16
Transfer Guide Brochure

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 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.

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

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 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) \$ _____

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Bid No. 2010-39 For: Printing Admissions Material

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**GENERAL SPECIFICATIONS FOR ITEM 17
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 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

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Bid No. 2010-39 For: Printing Admissions Material

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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 preferred pdf settings). Booklet to be printed four-color bleed.

PROOF: Printer is required to provide color proofs of the Snapshot Booklet (*junior*). 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.

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 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 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:** _____
Signed by Company Representative



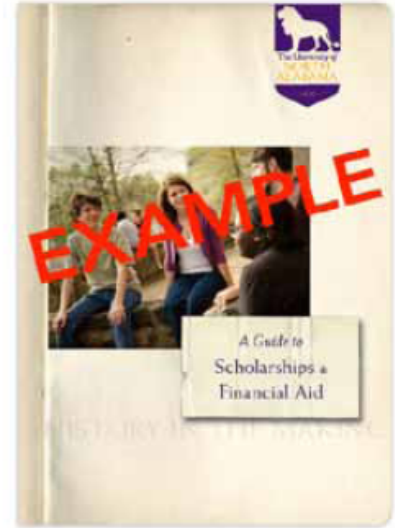
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Bid No. 2010-39 For: Printing Admissions Material

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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) \$ _____

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BIDDER'S NAME: _____ BY: _____
Signed by Company Representative