



University of North Alabama
Office of Procurement
UNA Box 5025
Florence, AL 35632
Phone: (256)765-4206
Fax: (256)765-4329

Bid No. 2009-25 For: Printing Student Handbook / Planner

Page 1 of 6

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 February 18, 2009.

It is understood that the owner may accept any or all items at the prices listed in this proposal within a period of 3 years after the bid date for these items. 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 the order. This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof.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 2009-25 UNA Box 5025 Florence, AL 35632-0001	(If via commercial package delivery service) University of North Alabama Purchasing Department - Bid 2009-25 Bibb Graves Hall, Room 21 One Harrison Plaza Florence, AL 35632-0001
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BID FOR: Printing Student Handbook/Planner
Bid No. 2009-25

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.

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 February 18, 2009

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. All questions should be directed to the Purchasing Office, University of North Alabama, UNA Box 5025, Florence, AL 35632-0001, phone 256/765-4206.
9. 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.
10. Bids received after the bid opening date and time, or any authorized postponement thereof, will not be considered.
11. **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.
12. **DISCLOSURE STATEMENT:** The successful bidder will be required to file with the Purchasing Office a disclosure statement of relationship between contractors/grantees and employees/officials of the University. This form must be completed prior to issuance of the Purchase Order by the University of North Alabama. See Attachment A.

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:** _____

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**DISCLOSURE STATEMENT OF
RELATIONSHIP BETWEEN CONTRACTORS/GRANTEES AND
EMPLOYEES/OFFICIALS OF UNIVERSITY OF NORTH ALABAMA
(THE "UNIVERSITY")**

1. Contract or Bid Number 2009-25
2. Name of Contractor _____
Address _____

Phone _____

This form is provided with:

☐ Contract ☐ Proposal ☐ Request for Proposal ☒ Invitation to Bid ☐ Grant Proposal

3. Nature of contract/grant
Printing
4. Does the contractor/grantee have any relationship with an employee or official of the University, or a family member of such employee or official, that will enable such employee or official, or his/her family member, to benefit from this contract/grant? If so, please state the names, relationships, and nature of the benefit.

(For employees of the University, family members include spouse and dependants. For members of the Board of Trustees (officials), family members include spouse, dependants, adult children or their spouses, parents, in-laws, siblings, and their spouses.)

This form will be available for public inspection upon request.

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.

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the University of North 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.

SPECIFICATIONS:

The University of North Alabama (University) is requesting bid pricing for the publication of a student handbook/planner in accordance with the following specifications.

The Student Handbook/Planner will consist of:

a) Policies & Procedures, which will be provided by University to Publisher by the date listed in the agreed upon production schedule in a format suitable for typesetting by the Publisher, or camera-ready in acceptable format and quality suitable for reproduction in ordinary course;

b) Calendar Pages* containing important dates, which will be provided by the University to Publisher by date listed in the agreed upon production schedule via diskette or electronically for typesetting, or camera-ready in acceptable format and quality suitable for reproduction in the ordinary course; and

*The publisher will provide specifications and request test media to insure compatibility before the actual media due date. After the sample data is complete, a ten-page set of proofs from the listing section will be provided to the University for approval at no charge. The University is responsible for proofing for accuracy of all formatted listing information. Once the final production file (live data) is sent, Publisher will provide a proof of every listing page for University's approval prior to publication at no charge. It is imperative that the final production file (live data) is provided in the same format as the sample data. This helps to ensure University's information will appear correctly in the Student Handbook/Planner. .

c) Advertising:

Publisher will have the right to include national and local advertising material ("Advertising") in the Student Handbook/Planner and will be entitled to retain all revenues obtained from the sale thereof. University requests that Publisher submit advertising to University for University's prior approval: however, that (i) such approval will not be unreasonably withheld; (ii) any advertising submitted by Publisher will be deemed approved unless University notifies Publisher of its disapproval within 5 working days; and (iii) University will not object to an entire category of advertising unless such category is listed as an excluded category of advertising on the list below. In the event that University rejects or eliminates an entire category of advertising, which is not listed below, Publisher and University will negotiate an equitable adjustment to the prices set forth in Production Costs.

Excluded Categories of Advertising:

No alcohol related content/products
No tobacco related content/products
No adult/sexual content

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Cover:

- a) University may design the outside front cover of its Student Handbook/Planner. University will provide Publisher with satisfactory camera-ready copy and art to meet Publisher's specifications by the date specified in the agreed upon production schedule.
- b) Publisher will print University's "10 pt, C/1/S" with UV coating at no additional charge. A "10 pt, C/1/S consists of up to 4-color process of 5-1/4" x 8-1/4" sized art (plus bleed area where applicable).

Size, Materials and Printing:

- a) The Student Handbook/Planner will be of 5-1/4" x 8-1/4" and spiral bound.
- b) The body of the Student Handbook/Planner will be printed in black ink on 50# or equivalent white offset paper.

Production Costs:

- a) Projected Number of University Pages 210
(190 pages – text/calendar, 20 pages advertising)
- b) Projected Quantity 6000
- c) Base Bid Price \$ _____
- d) Cost for Additional Pages \$ _____
(Per 8 pages)
- e) Cost for Additional Quantity \$ _____
(Per 1000)

Renewal

Option: The University of North Alabama would like to enter into a contract for an extended period of time. Accordingly, any contract entered into as a result of this bid may be extended for 2 additional years and the University, through the Director of Procurement, may renew or extend this contract (purchase order) if it remains in the best interest of the University to do so.

The University will not pay for more than a 2% delta in quantity of overrun.

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

All copy, photos, dyes, artwork, engraving, separations or other materials supplied by the University of North Alabama, or purchased in conjunction with the order, remain the property of the University.

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