



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

Bid No. 2012-26 For: Diploma & Diploma Covers

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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 April 12, 2012.

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 This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof.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 any postal service University of North Alabama Purchasing Department - Bid 2012-26 UNA M/S 5025 One Harrison Plaza Florence, AL 35632-0001	(If hand carry) University of North Alabama Purchasing Department - Bid 2012-26 Bibb Graves Hall, Room 21 One Harrison Plaza Florence, AL 35632-0001
BID FOR:	Diploma & Covers Bid No. 2012-26	

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 April 12, 2012

Revised 1/30/08

_____ **initial**
I have read and understand the contents of this page



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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.
13. Verbal communication shall have no force or affect whatsoever toward this bid or the entire agreement. All parties represent that no promises, representations, or inducements have been made with respect to the subject matter of the bid nor a contract, except as specifically set forth herein. The bid or final contract can only be changed, altered, modified or amended by written agreement from both parties.

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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.

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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: _____

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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.)

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

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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.

____ initial
I have read and understand the contents of this page



State of Alabama Immigration Law (Act 2011-535)

To be eligible for an award of a contract, grant, or incentive of the State of Alabama, any political subdivision of the state, or any state-funded entity: all businesses will be required to provide written certification of their compliance with Section 9 of the State of Alabama Immigration Law, identified as §31-13-9 of the Code of Alabama, 1975; Act 2011-535; by submitting 1) the Affidavit of Alabama Immigration Compliance and, 2) a copy of the one-page E-verify company profile document (see example included).

To satisfy this requirement for the University of North Alabama: The two required documents must be submitted prior to issuance of a University contract or purchase order; or any other commitment of University funds. To expedite the ordering process, forms may be submitted with a bid response, an RFP, or prior to new contract signature.

If you are not currently enrolled in E-Verify, follow these instructions:

- Log onto <http://www.uscis.gov/everify>
- Click “Getting Started” for information about the program, requirements, and enrollment process.
- Click “Enroll in E-Verify” and begin enrollment process.
- A copy of the one-page Employment Eligibility Verification form is the required document that must be submitted prior to a contract or purchase order being issued.

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AFFIDAVIT OF ALABAMA IMMIGRATION COMPLIANCE

In compliance with SECTIONS 9 (a) and (b) BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (the "Act"); CODE OF ALABAMA, SECTIONS 31-13-9(a) and (b), this Affidavit of Alabama Immigration Compliance is to be completed and signed by an officer or owner of a contractor or grantee and notarized, as a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees.

State of _____

County of _____:

Before me, a notary public, personally appeared _____ (print name)
who, is duly authorized by the business entity/employer which appears below, being sworn, says as follows:
As a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state funded entity to a business entity or employer that employs one or more employees;

I hereby attest that in my capacity as _____ (your position) for

_____ (name of business) certifies to The Board of Trustees of the University of North Alabama that the business shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien and does attest to such by sworn affidavit signed before a notary. Furthermore, the Company certifies that it has provided its one-page E-Verify Company Profile Document to the University. During the performance of the contract, the Company shall participate in the E-Verify Program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. The Company also certifies that it will obtain sworn affidavits signed by a notary from any subcontractor(s) furnishing goods/services under this contract attesting to the fact that they do not employ, hire for employment, or continue to employ an unauthorized alien and that they participate in the E-Verify Program and verify every employee that is required to be verified according to the applicable federal rules and regulations.

I have read this Affidavit and swear and affirm that it is true and correct.

Signature of Affiant

Sworn to and subscribed before me this _____ day of _____, 2_____.

I certify that the affiant is known (or made known) to me to be the identical party he or she claims to be.

Signature and Seal of Notary Public

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Example of E-Verify Company Profile Document:



WelcomeUser IDLast LoginLog Out

Click any  for help
[Home](#)
My Cases
[New Cases](#)
[View Cases](#)
[Search Cases](#)
My Profile
[Edit Profile](#)
[Change Password](#)
[Change Security Questions](#)
My Company
[Edit Company Profile](#)
[Add New User](#)
[View Existing Users](#)
[Close Company Account](#)
My Reports
[View Reports](#)
My Resources
[View Essential Resources](#)
[Take Tutorial](#)
[View User Manual](#)
[Contact Us](#)

Company Information

Company Name:

View/Edit

Company ID Number:

Doing Business As (DBA) Name:

DUNS Number:

Physical Location:

Mailing Address:

Address 1:

Address 2:

City:

State:

Zip Code:

County:

Additional Information:

Employer Identification Number:

Total Number of Employees:

Parent Organization:

Administrator:

Organization Designation:

Employer Category:

Federal Contractor Category:

Employees being verified:

_____ initial
I have read and understand the contents of this page



Bid No. 2012-26 For: Diploma & Diploma Covers

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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

The University is seeking bids for the supply of Diplomas, Diploma Covers, and wallet sized replicas as defined in the following specifications / descriptions. Diplomas are ordered in bulk three times a year and at other times as needed for replacements.

Usual orders are approximately 650 in the Fall, 100 in the Summer and 750 in the Spring for a total estimate of 1500 per year.

Quantities will vary based upon demand and cannot be guaranteed. Pricing should reflect delivered product; no additional expenses will be approved for shipping and handling and damaged product will be returned or scrapped for full replacement at no cost to the University. It is imperative that packaging be robust enough to ensure delivery of quality product.

Samples should be supplied with the bid submission. The award decision will be based upon quality, price and any value-add solutions around a guarantee of quality delivered product / no waste due to damages freight. Only qualified bidders will be considered.

To be considered a qualified bidder; bidders must submit:

- A complete bid Document with all appropriate signatures
- The Immigration Affidavit and Disclosure Statement notarized
- Verification of an MOU with e-Verify
- Samples for quality consideration
- Attach additional warranty of workmanship and quality commitments applicable

The University reserves the right to determine the supplier who most satisfies all requirements and is most qualified to support the needs of the Registrar's office and University Students. Further, the University, at its sole discretion, reserves the right to reject any bid or bidder which does not meet either the specifications outlines within this bid document or the quality desired to represent the prestige deserved by all UNA graduates.

All prices quoted must be firm for the term of the contract. The University would like to engage in a three year contract beginning upon award date. No changes may be made due to discontinued fabric or colors unless preapproved by the University Registrar's Office and no such change, if approved, can alter pricing. If supply cannot be honored at the bid pricing, the University will open a new bid.

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QUOTE

ITEM 1: DIPLOMAS QTY: 1500 Unit Price: \$ _____ Ext Price: \$ _____

7"x 9" Diplomas with the University of North Alabama seal in the heading; The format of the diplomas will encompass the school seal in the heading of the plate. Seal design and all artwork to be approved by the University Registrar's Office and University Communications. The body wording is to be Old English throughout. The students' name, degree and honorary are to be engrossed; name and degree to be in 24pt. Old English; Honoraries to be in the 14pt wedding text; facsimile signatures of the Governor and University President to be engrossed. SAMPLE REQUIRED WITH BID

Size: 7" x 9"

Text: Old English

Material: 65# Antique Graphika (approx. caliper 8.9)

(Format example on page 13)

ITEM 2: DIPLOMA COVERS QTY: 1500 Unit Price: \$ _____ Ext Price: \$ _____

(And White envelope)

Padded covers to fit diploma insert measuring 7" x 9". Cover material to be of 70 pt. base leather tone pyroxaline coated in seal calf (smooth) grain – Purple. Color of purple to be approved by the University; Cover board to be 60 pt. pasted Star Board, warp resistant. SAMPLE REQUIRED WITH BID

Padding: Trubond #1320 – ¼" – 3 1/2lb padding, laminated between one sheet of .06 pasted chip board and a sheet of .010 pt. paper. The paper keeps the face and back of the cover from exposure to the raw cotton material. After bonding, pad is die-cut for accuracy of size. The padding is an internally bonded, fibrous cushioning material with good rebound characteristics. It is composed of a blend of cotton and synthetic fibers, containing approximately 10% unspecified cellulosic material, and surface coated with a resin or equivalent natural binder. Internal bond shall be achieved through the incorporation of primary and secondary bounding additives amounting to no less than 5% nor greater than 25% of the padding weight. The padding, exclusive of the backing board and laminating adhesive, shall have a nominal weight of 10.5 oz. per square yard and at the production thickness of ¼" shall exhibit a nominal density of 3.5 pounds per cubic foot.

Panel: To be a double-line panel gold embossed on front and back of the cover square to all edges. Stamping of the University name, city and state to be stamped in gold, which is tarnish and rub-off resistant. Stamping to be Old English, The University Seal, blind embossed, will be in gold above and centered over the University name. The impression must be clear and clean of any breaks in the seal.

Linings: Each cover has two gold linings. One lining will have four corner ribbons (gold) that are designed to hold diplomas and certificates snugly. The corner ribbons are #5 fused edge rayon acetate of fade resistant quality.

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Lining Material: #180 moiré taffeta (gold) laminated to a 50lb white opaque book paper, or smooth satin taffeta;

Warp: 75 Denier Bright Acetate; Filling: 150 Denier Acetate; Bar: 36;
Construction: 180 – 54

Lining board that the moiré taffeta is formed over is a smooth, flexible, #1 grade binders board with white titanium coating on one side, .025” thick, to give the lining maximum color value.

Hinge: The cover hinge material is the same as the cover and is fully glued into the cover with a clear, flexible adhesive. The hinge is to remain smooth and free of wrinkles even after repeated flexing.

Cover Construction: Up fold cover with hinge at top, solid construction. The entire back of the cover material is securely and neatly glued and anchored to the top padding sheet with clear, flexible adhesive. All corners are neatly turned. A sheet of clear plastic 7”x 9” should fit snugly within the ribbon corners to cover and protect the diploma at no additional cost.

Envelope: A clean, strong white Kraft envelope, sized to fit the diploma cover, is to be furnished with each diploma at no additional charge. The students’ name is to be engrossed on the front of the envelope exactly as it appears on the diploma.

ITEM 3: WALLET SIZED DIPLOMA QTY: 1500 Unit Price: \$ _____ Ext Price: \$ _____

Exact Replica of the diploma wallet size and laminated; printed in Old English:

Reverse side printed:

Compliments of the
UNA Alumni Association

UNA Box 5047
Florence, AL 35632-0001
256-765-4201

<http://alumni.una.edu>

All artwork to be provided by UNA

Estimated Delivery after Receipt of Order: _____

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

For any questions regarding use or needed performance of this equipment

Contact Teresa Colvin (256)765-4449; email tkcolvin@una.edu

For questions regarding bid submission

Contact the Office of Procurement, Cindy Conlon (256)765-4293; email chconlon@una.edu

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EXAMPLE OF DIPLOMA

University of North Alabama

Alabama



Florence

Know all by these presents
that, upon the recommendation of the Faculty and by virtue of the authority
vested in the Board of Trustees, University of North Alabama has conferred on

Mark Allen Pratt

the degree of

Bachelor of Interdisciplinary Studies

with all the rights and privileges thereto appertaining. In witness whereof, the
seal of the University and the signatures of the Governor of the State and the

President of the University are hereto attached

this third day of August in the year two thousand eleven.

Robert Bentley
Governor and President of the Board

William J. Calhoun, Jr.
President of the University
and Secretary of the Board

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