



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

Bid No. 2012-35 For: Printing for Admissions 2012/2013

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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 30, 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 This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof.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 2012-35 UNA M/S 5025 One Harrison Plaza Florence, AL 35632-0001	(If hand carry) University of North Alabama Purchasing Department - Bid 2012-35 Bibb Graves Hall, Room 21 One Harrison Plaza Florence, AL 35632-0001
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BID FOR: Printing - Admissions
 Bid No. 2012-35

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 30, 2012

Revised 1/30/08

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I have read and understand the contents of this page



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: _____

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.

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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:

Company ID Number:

Doing Business As (DBA) Name:

DUNS Number:

Physical Location:

Address 1:

Address 2:

City:

State:

Zip Code:

County:

Mailing Address:

Address 1:

Address 2:

City:

State:

Zip Code:

Additional Information:

Employer Identification Number:

Total Number of Employees:

Parent Organization:

Administrator:

Organization Designation:

Employer Category:

Federal Contractor Category:

Employees being verified:

View/Edit

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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 CS5 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, 2012**

PLATFORM USED: Macintosh OS X

PROGRAMS USED: InDesign CS5, Adobe Photoshop CS5, and Adobe Illustrator CS5

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

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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 CS5 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, 2012**

PLATFORM USED: Macintosh OS X

PROGRAMS USED: InDesign CS5, Adobe Photoshop CS5, and Adobe Illustrator CS5

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) \$ _____

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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 CS5 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, 2012**

PLATFORM USED: Macintosh OS X

PROGRAMS USED: InDesign CS5, Adobe Photoshop CS5, and Adobe Illustrator CS5

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) \$ _____

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

ITEM 4: UNA College Checklist 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 CS5 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, 2012**

PLATFORM USED: Macintosh OS X

PROGRAMS USED: InDesign CS5, Adobe Photoshop CS5, and Adobe Illustrator CS5

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) \$ _____

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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 CS5 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, 2012**

PLATFORM USED: Macintosh OS X

PROGRAMS USED: InDesign CS5, Adobe Photoshop CS5, and Adobe Illustrator CS5

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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**GENERAL SPECIFICATIONS FOR ITEM 6
Helpful Links/Campus Visit Postcard**

ITEM 6: Helpful Links/Campus Visit 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 CS5 or pdf format by UNA (printers must supply their preferred pdf settings).

PROOF: Printer is required to provide color proof of the Helpful Links/Campus Visit 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/Campus Visit Postcard to be finished on or before **August 1, 2012**

PLATFORM USED: Macintosh OS X

PROGRAMS USED: InDesign CS5, Adobe Photoshop CS5, and Adobe Illustrator CS5

Total for ITEM 6: Helpful Links/Campus Visit Postcard

Total for ITEM 6 \$ _____

Alternate Bid on ITEM 6

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

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

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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 CS5 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, 2012**

PLATFORM USED: Macintosh OS X

PROGRAMS USED: InDesign CS5, Adobe Photoshop CS5, and Adobe Illustrator CS5

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) \$ _____

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**GENERAL SPECIFICATIONS for ITEM 8
Go Live Postcard**

ITEM 8: Go Live Postcard

TOTAL NUMBER OF COPIES: 5,000

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 CS5 or pdf format by UNA (printers must supply their preferred pdf settings).

PROOF: Printer is required to provide color proofs of the Go Live 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.

Go Live Postcard to be finished on or before **August 1, 2012**

PLATFORM USED: Macintosh OS X

PROGRAMS USED: InDesign CS5, Adobe Photoshop CS5, and Adobe Illustrator CS5

ITEM 8: Go Live Postcard

Base Price for ITEM 8 \$ _____

Alternate Bid on ITEM 8

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

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

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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 CS5 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, 2012**

PLATFORM USED: Macintosh OS X

PROGRAMS USED: InDesign CS5, Adobe Photoshop CS5, and Adobe Illustrator CS5

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) \$ _____

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GENERAL SPECIFICATIONS FOR ITEM 10
Majors Postcard

ITEM 10: Majors 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 8.5" X 5.5" trimmed

ART COMPOSITION: All art provided camera ready in InDesign CS5 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, 2012**

PLATFORM USED: Macintosh OS X

PROGRAMS USED: InDesign CS5, Adobe Photoshop CS5, and Adobe Illustrator CS5

ITEM 10: 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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**GENERAL SPECIFICATIONS for ITEM 11
PREVIEW DAY INVITATION**

ITEM 11: 2012 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 CS5 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.

2012 Preview Day Invitation to be finished on or before **August 1, 2012**

PLATFORM USED: Macintosh OS X

PROGRAMS USED: InDesign CS5, Adobe Photoshop CS5, and Adobe Illustrator CS5

ITEM 11: 2012 UNA Preview Day Invitation

Base Price 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 (40,000 copies) \$ _____

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**GENERAL SPECIFICATIONS for ITEM 12
SCHOLARSHIP CARD - EXCELLENCE / TRANSFER**

ITEM 12: Scholarship Card - Excellence / Transfer

NUMBER OF COPIES: 25,000

PAPER: 80 lb. Cougar Cover Smooth (white)

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

TRIM SIZE: 6.5" wide x 10" tall

ART COMPOSITION: All art provided camera ready in InDesign CS5 or pdf format by UNA (printers must supply their preferred pdf settings).

PROOF: Printer is required to provide color proofs of the Excellence / Transfer 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.

Excellence / Transfer Card to be finished on or before **August 1, 2012**

PLATFORM USED: Macintosh OS X

PROGRAMS USED: InDesign CS5, Adobe Photoshop CS5, and Adobe Illustrator CS5

ITEM 12: Scholarship Card - Excellence / Transfer Card

Base Price for ITEM 12 \$ _____

Alternate Bid on ITEM 12

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

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

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**GENERAL SPECIFICATIONS FOR ITEM 13
UNA EARLY COLLEGE BROCHURE**

ITEM 13: UNA Early College Brochure

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: 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 CS5 or pdf format by UNA
(printers must supply their preferred pdf settings).

PROOF: Printer is required to provide color proofs of the UNA Early College 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.

UNA Early College Brochure to be finished on or before **August 1, 2012**

PLATFORM USED: Macintosh OS X

PROGRAMS USED: InDesign CS5, Adobe Photoshop CS5, and Adobe Illustrator CS5

ITEM 13: UNA Early College Brochure

Total for ITEM 13 \$ _____

Alternate Bid on ITEM 13

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

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

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

Tab for mailing (10,000 copies) \$ _____

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GENERAL SPECIFICATIONS FOR ITEM 14
Snapshot Brochure (senior)

ITEM 14: Snapshot Brochure (*senior*)

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: 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 CS5 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, 2012**

PLATFORM USED: Macintosh OS X

PROGRAMS USED: InDesign CS5, Adobe Photoshop CS5, and Adobe Illustrator CS5

ITEM 14: Snapshot Brochure (*senior*)

Base Price for ITEM 14 \$_____

Alternate Bid on ITEM 14

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

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

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GENERAL SPECIFICATIONS FOR ITEM 15
Transfer Guide Brochure

ITEM 15: 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 CS5 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, 2012**

PLATFORM USED: Macintosh OS X

PROGRAMS USED: InDesign CS5, Adobe Photoshop CS5, and Adobe Illustrator CS5

ITEM 15: Transfer Guide Brochure

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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GENERAL SPECIFICATIONS FOR ITEM 16
Travel Booklet

ITEM 16: 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, 2012**

PLATFORM USED: Macintosh OS X

PROGRAMS USED: InDesign CS5, Adobe Photoshop CS5, and Adobe Illustrator CS5

ITEM 16: 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) \$ _____

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GENERAL SPECIFICATIONS FOR ITEM 17
Top 10 Junior Booklet

ITEM 17: Top 10 Junior Booklet

NUMBER OF COPIES: 25,000

PAGES: 8 (self cover)

INK COLOR: Four-color bleed

PAPER: 80 lb. Cougar Cover Smooth (white)

BOOKLET SIZE: Approximately 6" x 9.25" 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 9.25" side.

BOOKLET ART: Top 10 Junior 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 Top 10 Junior 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.

Top 10 Junior Booklet to be finished on or before **August 1, 2012**

PLATFORM USED: Macintosh OS X

PROGRAMS USED: InDesign CS5, Adobe Photoshop CS5, and Adobe Illustrator CS5

ITEM 17: Top 10 Junior Booklet

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 (25,000 copies) \$ _____

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**GENERAL SPECIFICATIONS FOR ITEM 18
VIEWBOOK**

ITEM 18: Viewbook

NUMBER OF COPIES: 5,000

PAGES: 16 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 8" x 11" trimmed

CORNERS: Viewbook will have rounded corners on right side of booklet only.
Corner radius to be approximately 3/16" (.1875")

BINDING: Saddle stitched along 11" side.

BOOKLET ART: Viewbook to be provided camera ready in pdf format or native file by UNA (printers must supply their preferred pdf settings).
Viewbook to be printed four-color bleed.

PROOF: Printer is required to provide color proofs of the Viewbook. 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.

Viewbook to be finished on or before **August 1, 2012**

PLATFORM USED: Macintosh OSX

PROGRAMS USED: InDesign CS5, Adobe Photoshop CS5, and Adobe Illustrator CS5

Total for ITEM 18: Viewbook

Total 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) \$ _____

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**GENERAL SPECIFICATIONS FOR ITEM 19
RESIDENCE LIFE BOOKLET**

ITEM 19: Residence Life Booklet

NUMBER OF COPIES: 15,000

PAGES: 16 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 6.25" 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: Residence Life 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 Residence Life 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, 2012**

PLATFORM USED: Macintosh OSX

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

Total for ITEM 19: *Residence Life 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 (10,000 copies) \$ _____

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GENERAL SPECIFICATIONS FOR ITEM 20
Paying for College Brochure

ITEM 20: Paying for College Brochure

NUMBER OF COPIES: 20,000

INK COLOR: Four-color bleed

PAPER: 80 lb. Cougar Cover Smooth (white)

TRIM SIZE: 12" long x 8" tall

FOLD: Parallel fold
Finish fold size 6.25" x 8" tall

CORNERS: Brochure will have rounded corners on right side of brochure only.
Corner radius to be approximately 3/16" (.1875")

BROCHURE ART: Paying for College Brochure to be provided camera ready in pdf format or native file by UNA (printers must supply their preferred pdf settings). Brochure to be printed four-color bleed.

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

Brochure to be finished on or before **August 1, 2012**

PLATFORM USED: Macintosh OSX

PROGRAMS USED: InDesign CS5, Adobe Photoshop CS5, and Adobe Illustrator CS5

Total for ITEM 20: Paying for College Brochure

Total for ITEM 19 \$ _____

Alternate Bid on ITEM 19

Base Price without Rounded Corners \$ _____

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

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

Tab for mailing (20,000 copies) \$ _____

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**GENERAL SPECIFICATIONS FOR ITEM 21
STUDENT AFFAIRS BOOKLET**

ITEM 21: Student Affairs Booklet

NUMBER OF COPIES: 5,000

PAGES: 16 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 8" x 11" trimmed

CORNERS: Student Affairs Booklet will have rounded corners on right side of booklet only.
Corner radius to be approximately 3/16" (.1875")

BINDING: Saddle stitched along 11" side.

BOOKLET ART: Student Affairs 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 Student Affairs 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, 2012**

PLATFORM USED: Macintosh OSX

PROGRAMS USED: InDesign CS5, Adobe Photoshop CS5, and Adobe Illustrator CS5

Total for ITEM 21: Student Affairs Booklet

Total for ITEM 21 \$ _____

Alternate Bid on ITEM 21

Base Price without Rounded Corners \$ _____

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

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

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For any questions regarding clarification of specifications
Contact Karen Hodges (256)765-4363; kohodges@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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