



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

Bid No. 2014-10 For: Printing Diorama (Student Yearbook)

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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 June 3, 2014.

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 This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof.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 2014-10 UNA M/S 5025 One Harrison Plaza Florence, AL 35632-0001	(If hand carry) University of North Alabama Purchasing Department - Bid 2014-10 Bibb Graves Hall, Room 21 One Harrison Plaza Florence, AL 35632-0001
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BID FOR: Printing Diorama
Bid No. 2014-10

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. Since bids must be received in a sealed envelope, faxed or emailed bid copies cannot be accepted.

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 3, 2014

Revised 1/30/08

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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 Assistant Vice President of Business Services, 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 before or while Bid is open shall have no force or affect whatsoever toward this bid as written, 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, agreement, or order, 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: _____

This address will be used to publish the bid tabulation & any other communication regarding bid results

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, ACT NO 2012-491 & ACT2014-044

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.

ALABAMA LAW (SECTION 31-13-9 , CODE OF ALABAMA 1975: By signing a contract resulting from this proposal, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

For full compliance the Awarding contractor must provide documentation (copy of first page of MOU showing acceptance into program) establishing that the business entity or employer is enrolled in the E-Verify program. During the performance of the contract, the business entity or employer 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.

ALABAMA LAW SECTION 16-25-26C , CODE OF ALABAMA 1975; Legislation requiring the University of North Alabama to report to Retirement Systems of Alabama individuals paid for personal services who are currently receiving benefits from TRSA or ESA became effective October 1, 2013. No minimum level of compensation was defined. **Any individual receiving direct or indirect compensation from this contract who is a retiree receiving benefits from the State of Alabama Retirement System MUST NOTIFY UNA of this status along with Bid/RFP Submission.**

Bidder hereby certifies full compliance with Act No. 2006-557; Act No. 2012-491 & Act No. 2014-044:

Date: _____

Company: _____

Authorizing Signature: _____

Printed Name: _____

Title: _____

State of _____ County of _____

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CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535, as amended by Act 2012-491)

DATE: _____ **RE: Contract/Grant/ Incentive (*describe by number or subject*):**

_____ by and between

_____ (Contractor/Grantee) and

_____ (State Agency, Department or Public Entity)

The undersigned hereby certifies to the State of Alabama as follows:

1. The undersigned holds the position of with the Contractor/Grantee named above, and is authorized to provide representations set out in this Certificate as the official and binding act of that entity, and has knowledge of the provisions of THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 201 1-535 of the Alabama Legislature, as amended by Act 2012-491) which is described herein as "the Act".
2. Using the following definitions from Section 3 of the Act, select and initial either (a) or (b), below, to describe the Contractor/Grantee's business structure. **BUSINESS ENTITY.** Any person or group of persons employing one or more persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood, whether for profit or not for profit. "Business entity" shall include, but not be limited to the following:
 - a) Self-employed individuals, business entities filing articles of incorporation, partnerships, limited partnerships, limited liability companies, foreign corporations, foreign limited partnerships, foreign limited liability companies authorized to transact business in this state, business trusts, and any business entity that registers with the Secretary of State.
 - b) Any business entity that possesses a business license, permit, certificate, approval, registration, charter, or similar form of authorization issued by the state, any business entity that is exempt by law from obtaining such a business license, and any business entity that is operating unlawfully without a business license.

EMPLOYER.: Any person, firm, corporation, partnership, joint stock association, agent, manager, representative, foreman, or other person having control or custody of any employment, place of employment, or of any employee, including any person or entity employing any person for hire within the State of Alabama, including a public employer.

This term shall not include the occupant of a household contracting with another person to perform casual domestic labor within the household.

_____(a) The Contractor/Grantee is a business entity or employer as those terms are defined in Section 3 of the Act.

_____(b) The Contractor/Grantee is not a business entity or employer as those terms are defined in Section 3 of the Act.

3. As of the date of this Certificate, Contractor/Grantee does not knowingly employ an unauthorized alien within the State of Alabama and hereafter it will not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama;
4. Contractor/Grantee is enrolled in E-Verify unless it is not eligible to enroll because of the rules of that program or other factors beyond its control.

Certified this _____ day of _____ 20 _____.

Name of Contractor/Grantee/Recipient

By: _____

Its: _____

The above Certification was signed in my presence by the person whose name appears above, on this _____ day of _____ 20 _____.

WITNESS: _____ Printed name of Witness: _____

_____ initial
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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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REQUIREMENTS/ SPECIFICATIONS

The University of North Alabama is accepting BIDs per the following specifications for Yearbook Publication.

SPECIFICATIONS

QUANTITY 3,000 books

PAGES 224 pages exclusive of endsheets and covers

PAGE SIZE To be determined yearly by incoming staff. The executive editor will select either size 8 or size 9 book dimensions. Quotes for both sizes are required

COVER The Diorama staff shall have the choice of a custom-designed cover with the choice of four-color lithograph, silk-screen, embossed or alternate process, using one or more applied colors to title, date and design.

The yearbook cover is to be constructed of 160-point board. There shall be no limit to the area that the staff might apply their design, including title, year and school name, without added charge for the spine.

Cover material samples are to be supplied to the Diorama editor for selection. Deadline for cover design file will be set yearly.

Proof of cover is to be furnished to staff and approved prior to release for production.

NOTE: Give name and location of cover manufacturer, and title of person responsible for production of this cover:

Give gauge and quality of binder's board to be used:

_____ initial
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BINDING Books are to be tightly Smyth sewn with pre-stretched nylon binder's thread. Each book is to be back-lined with heavy-duty book cloth, rounded and backed and cased into cover. The book must be trimly squared and properly centered in its case.

Endpapers are to be pasted down fully and boards must not warp under normal storage conditions. Each copy must be carefully inspected by the Vendor before being packed for shipment.

NOTE: Give name and location of bindery, and title of person responsible for binding this yearbook:

PAPER STOCK Inside pages to be printed on stock from bidder's base paper program with choice of 80-pound gloss, dull or ivory tone paper. Bidder should submit printed samples, each to be labeled with (a) grade, (b) basis weight, (c) manufacturer, and (d) manufacturer's brand name.

INK The basic quotation should be based on the use of full, CMYK color pages throughout. Tight registration is required.

LAYOUT Page layouts will be flexible and include copy, photographs bled off all trim and folded edges including: in and across gutters, across center folds, where sewn.

ENDSHEETS Stock for endsheets will be at least 65-pound cover weight smooth Vellum Bristol or equivalent stock if desired by staff; staff will choose from colors available from manufacturer. Different design on front and back should be included in quote, as this will be used if desired by staff. Proof of endsheet is to be furnished to the school and approved prior to release for publication.

PRODUCTION All copy, headlines and artwork will be created in the Adobe CS6 design suite and submitted electronically, either by using the company's preferred file transfer system, or File Transfer Protocol (FTP) or similar technologies, as Portable Document Files (PDF), conforming to the bidder's specifications. The book will be fully indexed, submitted in camera-ready PDF. The Diorama authorizes NO alteration of pages, except with prior consultation.

Spreads will be submitted electronically, with high-resolution photos in place. All files submitted will be camera-ready.

MATERIALS The manufacturer will supply all working materials, with extra materials provided as needed. These supplies shall include all necessary tools and support materials required to layout, design, create, edit, index and proof the yearbook for submission of PDFs (Macintosh platform).

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These supplies will be furnished to the staff at no cost. Materials must arrive on campus one week after contract is awarded.

DEADLINES All deadlines will be set up by the manufacturer and the Diorama staff. Spreads may be submitted at random (not necessarily in complete signatures) to meet deadlines. Pages (except for the first and last) are submitted in facing-page spreads.

PROOFS Complete page proofs (first proofs) are to be furnished no later than two weeks after the pages in each deadline are submitted to the printer. Checked proofs will be returned (shipped) to the printer within 4 days in pre-paid shipment envelopes provided by the bidder. No additional costs for shipping will be applied. Bidder will re-proof on demand.

DELIVERY All books must be delivered to the Guillot University Center on the UNA campus no later than the third Thursday in April. A penalty of \$150 per day will be charged to manufacturer for late delivery.

VENDOR REQUIREMENTS

SAMPLE BOOKS Each vendor, upon submission of bid, shall submit samples of yearbooks previously published by the company which meet similar requirements to those in this bid. All yearbooks must have been printed during the past two years from four-year colleges and/or universities.

LOCAL SUPPORT A local yearbook representative shall be available at the request of the yearbook adviser or staff to visit the school and consult with staff. The representative must have no less than five years' experience in the planning, processing, ordering and delivering of yearbooks. The representative must be within 150 miles of Florence, Ala.

The representative will call on the Diorama staff at least once a month, or on a specific schedule to be determined between the adviser, staff and representative.

The representative must have the technical capability to assist the adviser and staff in the production of their yearbooks in a state-of-the-art manner, including knowledge of technology and processes used in creating the yearbook.

Expectation is for the representative to respond to inquiries by phone or email within 12 hours, and in person within 72 hours if requested by the staff or adviser.

A plant representative shall be available for the adviser and staff to contact, toll-free, regarding production progress of material, both in and out of the plant. Vendor is to furnish the school with the name of the individual at the plant who is capable of making decisions via the telephone, toll-free, concerning changes or corrections.

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I have read and understand the contents of this page



The representative will be responsible for advising the yearbook staff *in advance* of any plant work, and *in writing* of any additional cost of production. **The university will not be responsible for any unapproved expenses.**

Vendor must provide a qualified person at the pre-press stage who will examine every page in pre-press before printing proofs to determine whether technical quality meets generally accepted professional standards in areas including but not limited to: photo and graphics resolution, tonality, gain, gamma adjustment, font embedding and reproduction, traps, overprints, page sizes, crops, bleeds and color valance. Bidder is to notify the Diorama editor and adviser in writing of all technical quality problems before outputting proofs.

TECHNOLOGY Vendor guarantees that it has the technology and resources necessary to receive and process information to complete a quality yearbook.

Vendor to provide free technical support with extended phone hours.

TRAINING Vendor must provide complete instructions for the preparation of the yearbook. Instructions should be both written and in the form of short tutorial videos accessible to all staff members when possible.

Vendor must have a local or regional summer workshop that is extensive and comprehensive for the adviser and editors to attend.

Vendor shall provide and cover at least 50% of the cost for the staff members to attend training workshops.

Vendor's representative must provide in-school training for the adviser and/or staff on a regular basis throughout the school year. Training should be planned and agreed upon with adviser.

Vendor must provide comprehensive curriculum for the teaching of yearbook concepts to the staff. Curriculum should include up-to-date technology training materials as well as journalism lessons.

Vendor shall provide, at no extra cost, the opportunity to meet with a professional artist to develop the theme and to design the cover and endsheets. Unlimited follow-up meetings with that artist must be possible. There should be no limit to the number of hours for follow-up visits.



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

QUOTE

1. Based on all the specifications outlined above, the total price for the 2015, 2016 and 2017 Diorama, including delivery to the University of North Alabama, will be:

A. 3,000 copies 9x12 = \$ _____
B. 3,000 copies 8 ½ x 11 = \$ _____
2. Charge for additional copies, and credit for fewer copies, based on 224 pages, per copy:

A. 9x12 = \$ _____
B. 8 ½ x 11 = \$ _____
3. Charge for additional pages, and credit for fewer pages, based on 3,000 copies, per 16-page signature:

A. 9x12 = \$ _____
B. 8 ½ x 11 = \$ _____
4. Customer-prepared proof alteration in copy or headlines: **NO CHARGE**
The Diorama will pay no charges made for any corrections due to errors made by the manufacturer. Manufacturer agrees to reimburse the university five times the cost listed above for any correction not made as marked by Diorama staff. Manufacturer is to keep a record page by page to substantiate charges.
5. Additional cost per book if staff elects to use the following processes for covers:

A. silkscreen \$ _____ E. thermography \$ _____
B. litho \$ _____ F. quarter round \$ _____
C. tip in \$ _____ G. one additional ink applied to cover
D. metalay \$ _____ \$ _____

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6. Additional cost per book if staff elects to use cloth cover material \$_____

Please state any plant conflicts with above specifications, OR any special plant services or manufacturing technology advantageous to yearbook staff included in base bid but not covered above:

Any work or service not specifically described herein, for which the vendor will charge excess of \$100 must have prior clearance—including enumeration of costs—from the University of North Alabama Office of Student Media. Only the Coordinator of Student Media or the Director of Student Engagement is empowered to approve such additional charges.

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

For any questions regarding use or needed performance of this equipment

Contact Rebecca Walker (256)765-5184; email diorama@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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