



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

Bid No. 2014-13 For: Printing Admissions Fall Publications

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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 23, 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 This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof.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)	(If hand carry)
	University of North Alabama	University of North Alabama
	Purchasing Department - Bid 2014-13	Purchasing Department - Bid 2014-13
	UNA M/S 5025	Bibb Graves Hall, Room 21
	One Harrison Plaza	One Harrison Plaza
	Florence, AL 35632-0001	Florence, AL 35632-0001

BID FOR:

Bid No. 2014-13

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 23, 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.

_____ **initial**
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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 _____

____ initial

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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: _____

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

REQUIREMENTS/ SPECIFICATIONS

**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 and Marketing, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications and Marketing, UNA Box 5027, Florence, AL 35632-0001 for final proofing prior to printing.

Birthday Postcard to be finished on or before **August 1, 2014**

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) \$ _____

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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 and Marketing, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications and Marketing, 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, 2014**

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 and Marketing, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications and Marketing, UNA Box 5027, Florence, AL 35632-0001 for final proofing prior to printing.

Step Sing Postcard to be finished on or before **December 1, 2014**

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
HOW TO APPLY POSTCARD**

ITEM 4: 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 and Marketing, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications and Marketing, 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, 2014**

PLATFORM USED: Macintosh OS X

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

Total for ITEM 4: How to Apply 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
HELPFUL LINKS/CAMPUS VISIT POSTCARD**

ITEM 5: 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 and Marketing, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications and Marketing, 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, 2014**

PLATFORM USED: Macintosh OS X

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

Total for ITEM 5: Helpful Links/Campus Visit 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
TRANSFER SCHOLARSHIP POSTCARD**

ITEM 6: Transfer Scholarship Postcard

TOTAL NUMBER OF COPIES: 8,000

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 and Marketing, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications and Marketing, UNA Box 5027, Florence, AL 35632-0001 for final proofing prior to printing.

Transfer Scholarship Postcard to be finished on or before **February 1, 2015**

PLATFORM USED: Macintosh OS X

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

ITEM 6: Transfer Scholarship 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
FRESHMAN SCHOLARSHIP REMINDER POSTCARD**

ITEM 7: Freshman Scholarship Reminder 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 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 and Marketing, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications and Marketing, UNA Box 5027, Florence, AL 35632-0001 for final proofing prior to printing.

Freshman Scholarship Reminder Postcard to be finished on or before **October 1, 2014**

PLATFORM USED: Macintosh OS X

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

ITEM 7: Freshman Scholarship Reminder 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
MAJORS POSTCARD**

ITEM 8: 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 and Marketing, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications and Marketing, UNA Box 5027, Florence, AL 35632-0001 for final proofing prior to printing.

Majors Postcard to be finished on or before **August 1, 2014**

PLATFORM USED: Macintosh OS X

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

ITEM 8: Majors Postcard

Total 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
STUDENT ORGANIZATIONS POSTCARD**

ITEM 9: Student Organizations 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 Student Organizations Postcard. Proof should be delivered to University of North Alabama, Office of University Communications and Marketing, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications and Marketing, UNA Box 5027, Florence, AL 35632-0001 for final proofing prior to printing.

Student Organizations Postcard to be finished on or before **August 1, 2014**

PLATFORM USED: Macintosh OS X

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

ITEM 9: Student Organizations 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
PREVIEW DAY INVITATION**

ITEM 10: 2014 UNA Preview Day Invitation

TOTAL NUMBER OF COPIES: 55,000

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 and Marketing, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications and Marketing, UNA Box 5027, Florence, AL 35632-0001 for final proofing prior to printing.

2014 Preview Day Invitation to be finished on or before **August 1, 2014**

PLATFORM USED: Macintosh OS X

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

ITEM 10: 2014 UNA *Preview Day Invitation*

Base Price for ITEM 10 \$ _____

Alternate Bid on ITEM 10

Tab for mailing - 50,000 copies (please mark boxes tabed) \$ _____

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

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

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**GENERAL SPECIFICATIONS for ITEM 11
SCHOLARSHIP CARD - EXCELLENCE / TRANSFER**

ITEM 11: 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: 8.5" wide x 8.5" 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 and Marketing, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications and Marketing, UNA Box 5027, Florence, AL 35632-0001 for final proofing prior to printing.

Excellence / Transfer Card to be finished on or before **August 1, 2014**

PLATFORM USED: Macintosh OS X

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

ITEM 11: Scholarship Card - Excellence / Transfer Card

Base Price for ITEM 11 \$ _____

Alternate Bid on ITEM 11

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

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

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**GENERAL SPECIFICATIONS for ITEM 12
STUDENT INFORMATION CARD**

ITEM 12: Student Information Card

NUMBER OF COPIES: 30,000

PAPER: 80 lb. Cougar Cover Smooth (white)

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

TRIM SIZE: 3.5" wide x 8.5" tall

PERFORATED: Flap to be perforated

DIE CUT: Top part of card to be die cut in shape of logo

FOLD: Flap to be folded
Finish fold size 5" x 3.5"

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 Student Information Card. Proof should be delivered to University of North Alabama, Office of University Communications and Marketing, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications and Marketing, UNA Box 5027, Florence, AL 35632-0001 for final proofing prior to printing.

Student Information Card to be finished on or before **August 1, 2014**

PLATFORM USED: Macintosh OS X

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



ITEM 12: Student Information 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 and Marketing, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications and Marketing, 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, 2014**

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 -10,000 copies (please mark boxes tabed) \$ _____

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**GENERAL SPECIFICATIONS FOR ITEM 14
SENIOR SNAPSHOT BROCHURE**

ITEM 14: Senior Snapshot Brochure

NUMBER OF COPIES: 25,000

PAPER: 80 lb. Cougar Cover Smooth (white)

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

TRIM SIZE: 34" long x 11" tall

FOLD: Double Gate fold
Finish fold size 8.5" x 11"

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 Senior Snapshot Brochure. Proof should be delivered to University of North Alabama, Office of University Communications and Marketing, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications and Marketing, UNA Box 5027, Florence, AL 35632-0001 for final proofing prior to printing.

Senior Snapshot Brochure to be finished on or before **August 1, 2014**

PLATFORM USED: Macintosh OS X

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

ITEM 14: Senior Snapshot Brochure

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
SOPHOMORE SNAPSHOT BROCHURE**

ITEM 15: Sophomore Snapshot Brochure

NUMBER OF COPIES: 25,000

PAPER: 80 lb. Cougar Cover Smooth (white)

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

TRIM SIZE: 34" long x 11" tall

FOLD: Gate fold
Finish fold size 8.5" x 11"

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 Sophomore Snapshot Brochure. Proof should be delivered to University of North Alabama, Office of University Communications and Marketing, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications and Marketing, UNA Box 5027, Florence, AL 35632-0001 for final proofing prior to printing.

Senior Snapshot Brochure to be finished on or before **August 1, 2014**

PLATFORM USED: Macintosh OS X

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

ITEM 15: Sophomore Snapshot Brochure

Base Price for ITEM 15 \$ _____

Alternate Bid on ITEM 15

Tab for mailing -25,000 copies (please mark boxes tabed) \$ _____

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

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

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**GENERAL SPECIFICATIONS FOR ITEM 16
TRANSFER GUIDE BROCHURE**

ITEM 16: Transfer Guide 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: 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 and Marketing, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications and Marketing, UNA Box 5027, Florence, AL 35632-0001 for final proofing prior to printing.

Transfer Guide Brochure to be finished on or before **August 1, 2014**

PLATFORM USED: Macintosh OS X

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

ITEM 16: Transfer Guide Brochure

Base Price for ITEM 16 \$ _____

Alternate Bid on ITEM 16

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

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

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**GENERAL SPECIFICATIONS FOR ITEM 17
TRAVEL BOOKLET**

ITEM 17: Travel Booklet

NUMBER OF COPIES: 40,000

PAGES: 24 including cover

INK COLOR: Four-color bleed

COVER PAPER: 80 lb. Cougar Cover Smooth (white)

INSIDE PAPER: 70 lb. Cougar Text Smooth (white)

BOOKLET SIZE: Approximately 6.5" x 10" trimmed

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

BINDING: Saddle stitched along 10" side.

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

PROOF: Printer is required to provide color proofs of the Travel Booklet. Proof should be delivered to University of North Alabama, Office of University Communications and Marketing, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications and Marketing, UNA Box 5027, Florence, AL 35632-0001 for final proofing prior to printing.

Travel Booklet to be finished on or before **August 1, 2014**

PLATFORM USED: Macintosh OS X

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

ITEM 17: Travel Booklet

Base Price for ITEM 17 \$ _____

Alternate Bid on ITEM 17

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 18
TOP 10 JUNIOR BOOKLET**

ITEM 18: 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

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 and Marketing, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications and Marketing, 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, 2014**

PLATFORM USED: Macintosh OS X

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

ITEM 18: Top 10 Junior Booklet

Base Price for ITEM 18 \$ _____

Alternate Bid on ITEM 18

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

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

Tab for mailing -25,000 copies (please mark boxes tabed) \$ _____

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**GENERAL SPECIFICATIONS FOR ITEM 19
VIEWBOOK**

ITEM 19: 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

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 and Marketing, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications and Marketing, UNA Box 5027, Florence, AL 35632-0001 for final proofing prior to printing.
Viewbook to be finished on or before **August 1, 2014**

PLATFORM USED: Macintosh OSX

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

Total for ITEM 19: Viewbook

Total for ITEM 19 \$ _____

Alternate Bid on ITEM 19

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

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

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**GENERAL SPECIFICATIONS FOR ITEM 20
RESIDENCE LIFE BOOKLET**

ITEM 20: 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" x 8" trimmed

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 and Marketing, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications and Marketing, UNA Box 5027, Florence, AL 35632-0001 for final proofing prior to printing.

Booklet to be finished on or before **August 1, 2014**

PLATFORM USED: Macintosh OSX

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

Total for ITEM 20: Residence Life Booklet

Total for ITEM 20 \$ _____

Alternate Bid on ITEM 20

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

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

Tab for mailing -10,000 copies (please mark boxes tabbed) \$ _____

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**GENERAL SPECIFICATIONS FOR ITEM 21
PAYING FOR COLLEGE BROCHURE**

ITEM 21: 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" x 8" tall

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 and Marketing, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications and Marketing, UNA Box 5027, Florence, AL 35632-0001 for final proofing prior to printing.

Brochure to be finished on or before **August 1, 2014**

PLATFORM USED: Macintosh OSX

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

Total for ITEM 21: *Paying for College Brochure*

Total for ITEM 21 \$ _____

Alternate Bid on ITEM 21

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

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

Tab for mailing -20,000 copies (please mark boxes tabed) \$ _____

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**GENERAL SPECIFICATIONS FOR ITEM 22
ENVELOPE**

ITEM 22: Envelope

NUMBER OF COPIES: 35,000

INK COLOR: 2 color PMS 124 and PMS 268

COLOR PAPER: White

ENVELOPE SIZE: 9" x 12"

TYPE OF ENVELOPE: Catalog style with latex gum

ENVELOPE ART: Envelope 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 Envelope. Proof should be delivered to University of North Alabama, Office of University Communications and Marketing, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications and Marketing, UNA Box 5027, Florence, AL 35632-0001 for final proofing prior to printing.

Envelope to be finished on or before **August 1, 2014**

PLATFORM USED: Macintosh OSX

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

Total for ITEM 22: Envelopes

Total for ITEM 22 \$ _____

Alternate Bid on ITEM 22

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

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**GENERAL SPECIFICATIONS FOR ITEM 23
STUDENT AFFAIRS BOOKLET**

ITEM 23: 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 6" x 11" trimmed
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 and Marketing, UNA Box 5027, Florence, AL 35632-0001 for final proofing prior to printing.
Booklet to be finished on or before **August 1, 2014**
PLATFORM USED: Macintosh OSX
PROGRAMS USED: InDesign CS5, Adobe Photoshop CS5, and Adobe Illustrator CS5

Total for ITEM 23: Student Affairs Booklet

Total for ITEM 23 \$ _____

Alternate Bid on ITEM 23

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

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

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Call the Office of University Communications and Marketing (256)765-4363 for clarification or substitution in ANY of above items dealing with production. Call the Office of Admissions, (256)765-4608 for clarification on number of copies or delivery location.

For questions regarding bid process,
Contact the Office of Procurement, Heather Cole (256)765-5230; email hcole@una.edu

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