



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

Bid No. 2009-36A For: AMSTI Summer Institute Training Binders 2009

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INVITATION FOR BIDS:

*******Change to the bid Requirements & therefore the DUE DATE*******

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 May 1, 2009.

It is understood that the owner may accept any or all items at the prices listed in this proposal within a period of 60 days after the bid date for these items. Time is of the essence to this bid and if delivery is not made within the time specified, the University reserves the right to cancel the order. This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof.

DIRECTIONS FOR MAILING BIDS:

Do not place more than one bid in an envelope. Envelopes containing more than one bid may not be opened in time for a bid to be considered.

Envelopes containing bids must be sealed, marked and addressed as follows:

ADDRESSED TO:	(If via U.S. Mail) University of North Alabama Purchasing Department - Bid 2009-36A UNA Box 5025 Florence, AL 35632-0001	(If via commercial package delivery service) University of North Alabama Purchasing Department - Bid 2009-36A Bibb Graves Hall, Room 21 One Harrison Plaza Florence, AL 35632-0001
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BID FOR: AMSTI Summer Binders
Bid No. 2009-36A

CAUTION – The above mailing address line, UNA Box 5025, is the address for the University of North Alabama Central Mail Room and is not part of the physical address for the University of North Alabama Purchasing Department. Envelopes or packages addressed to this box number may not be received in the Purchasing Department by the specified bid due date and time. It is the bidder's responsibility to ensure that the bid is received in the Purchasing Department by the date and time specified.

Bidders are strongly cautioned to mail or ship bids to allow ample time for receipt in the Purchasing Department, not the Central Mail Room nor Central Receiving. Overnight or next day delivery services may not be adequate.

Bids received in the Purchasing Department after the specified date and time set forth above will not be considered and will be returned to the bidder

Bids will be opened in Bibb Graves Hall, Room 21 at 2:00 p.m. local time on May 1, 2009

Revised 1/30/08

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



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INSTRUCTIONS TO BIDDERS

1. All bidders are to submit bids on proposal forms furnished by the Director of Purchasing, University of North Alabama (forms enclosed). All bid forms are to be signed in all designated spaces by an authorized officer or employee of the bidder. Telephone bids will not be accepted. Bids submitted by "fax" machine will not be accepted. All bids are to be mailed or delivered in a sealed envelope.
2. All bidders shall base their proposals on the exact schedule of equipment, material or service specifications herein.
3. Pictures, descriptions, and specifications should accompany all bids when required or desirable. Samples may be required and, if so, shall be furnished free of cost to the Owner.
4. Reference to manufacturers, suppliers, catalog numbers, etc., is intended to set quality standards and does not preclude bids from others as long as quality standards are met. Offers of equal items shall state the brand and number or level of quality. Alternates will not be considered unless they conform to the specifications.
5. All bidders are required to submit unit prices and extended prices, where applicable, for each item bid. Where the unit price and the extended total price do not agree, the unit price shall prevail.
6. The Owner reserves the right to accept any or all items on any bidder's proposal at the unit price submitted. The Owner reserves the right to reject any and all bids and to waive informalities.
7. All prices submitted on the proposal are to be delivered prices to the University of North Alabama and shall not include any state or local sales tax.
8. All questions should be directed to the Purchasing Office, University of North Alabama, UNA Box 5025, Florence, AL 35632-0001, phone 256/765-4206.
9. Should a bidder find discrepancies in, or omissions from the bid documents or should he be in doubt as to their meaning, he should at once notify the Owner who will send written instructions to all bidders.
10. Bids received after the bid opening date and time, or any authorized postponement thereof, will not be considered.
11. **EQUAL EMPLOYMENT OPPORTUNITY/U.S. FAIR LABOR STANDARDS ACT:** By signing this proposal, bidder certifies that bidder is in compliance with the nondiscrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex, or national origin, and the rules and regulations prescribed by the Secretary of Labor, Veteran's Act 38USC4212, Section 503 - Rehabilitation act of 1973 Title I of the Americans with Disabilities Act of 1990 42USC12101, and that any and all goods were produced in compliance with all applicable requirements of Sections 6, 7, and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor issued under Section 14 thereof.
12. **DISCLOSURE STATEMENT:** The successful bidder will be required to file with the Purchasing Office a disclosure statement of relationship between contractors/grantees and employees/officials of the University. This form must be completed prior to issuance of the Purchase Order by the University of North Alabama. See Attachment A.

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



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UNIVERSITY OF NORTH ALABAMA

VENDOR CERTIFICATION

PURSUANT TO ACT NO 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVER INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES IN ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEREBY CERTIFYING THEIR COMPLIANCE WITH ACT NO 2006-557. THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

Bidder here certifies full compliance with Act No. 2006-557:

Date: _____

Company: _____

Authorizing Signature: _____

Printed Name: _____

Title: _____

BIDDER'S NAME: _____ **BY:** _____

Signed by Company Representative



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

1. Contract or Bid Number 2009-36A
2. Name of Contractor _____
Address _____

Phone _____

This form is provided with:

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

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

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

This form will be available for public inspection upon request.

By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the University of North Alabama in excess of \$5,000.

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



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SPECIFICATIONS

The University of North Alabama is requesting quotes in support of the AMSTI Summer Institute.

Item 1 involves the printing of participant guidebooks, supplying 3" 3-ring binders, and assembling for several different grade levels.

~~**Item 2** involves the printing of card stock and colored paper to be supplied in collated packages separated by slip sheets. All work must be complete by JUNE 15, 2009.~~

ITEM 1: Participant Guidebooks in 3-ring binders

- Printer will supply 3" 3 ring binders with clear pocket front and insert appropriate cover sheet supplied by AMSTI
- All copies of participant guides will be printed on white copy paper, three-hole punches, with black ink
- Single-sided printing only
- Printer will insert copied participant guides into three-ring binders

PARTICIPANT GUIDEBOOKS TO BE SUPPLIED AS OUTLINED ON PAGE 6

ITEM 2: Printing of Card Stock and Colored Paper sheets

- ~~The cardstock needs to be printed on 67# weight paper~~
- ~~Print Ink color is black on cardstock and colored paper~~
- ~~Single-sided printing only~~
- ~~The colored paper to be 24# weight (please check with AMSTI about matching specific colors to actual pattern blocks before ordering paper)~~
- ~~Please note that the cardstock must be collated into packages as specified on spreadsheet~~

~~*CARD STOCK PRINTING TO BE SUPPLIED AS OUTLINED ON PAGE 7*~~

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



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ITEM 1

UNA AMSTI Printed Participant Binders for 2009 Summer Institute

	# of Pages	# of Binders	Total # of pages		# of Pages	# of Binders	Total # of Pages
Math Kindergarten Yr 1	171	37	6,327	Math Kindergarten Yr 2	196	39	7,644
Math 1st Grade Yr 1	163	32	5,216	Math 1st Grade Yr 2	199	44	8,756
Math 2nd Grade Yr 1	163	37	6,031	Math 2nd Grade Yr 2	169	38	6,422
Math 3rd Grade Yr 1	266	36	9,576	Math 3rd Grade Yr 2	211	37	7,807
Math 4th Grade Yr 1	229	27	6,183	Math 4th Grade Yr 2	228	37	8,436
Math 5th Grade Yr 1	249	23	5,727	Math 5th Grade Yr 2	244	22	5,368
Math 6th Grade Yr 1	230	20	4,600	Math 6th Grade Yr 2	220	20	4,400
Math 7th Grade Yr 1	225	13	2,925	Math 7th Grade Yr 2	222	5	1,110
Math 8th Grade Yr 1	283	5	1,415	Math 8th Grade Yr 2	238	13	3,094
Algebra Yr 1	0	0	0	Algebra Yr 2	180	5	900
Geometry Yr 1	0	0	0	Geometry Yr 2	143	6	858
Advanced Math Yr 1	0	0	0	Advanced Math Yr 2	135	5	675
		230	48,000			271	55,470

	# of Pages	# of Binders	Total # of Pages		# of Pages	# of Binders	Total # of Pages
Science Kindergarten Yr 1	140	37	5,180	Science Kindergarten Yr 2	203	38	7,714
Science 1st Grade Yr 1	162	31	5,022	Science 1st Grade Yr 2	222	39	8,658
Science 2nd Grade Yr 1	159	37	5,883	Science 2nd Grade Yr 2	248	37	9,176
Science 3rd Grade Yr 1	259	35	9,065	Science 3rd Grade Yr 2	242	35	8,470
Science 4th Grade Yr 1	219	25	5,475	Science 4th Grade Yr 2	312	36	11,232
Science 5th Grade Yr 1	223	23	5,129	Science 5th Grade Yr 2	399	20	7,980
Science 6th Grade Yr 1	298	11	3,278	Science 6th Grade Yr 2	359	14	5,026
Science 7th Grade Yr 1	386	2	772	Science 7th Grade Yr 2	346	10	3,460
Science 8th Grade Yr 1	0	0	0	Science 8th Grade Yr 2	335	7	2,345
		201	39,804			236	64,061

Total # of Binders With Overlay 938
Total # of Pages 207,335

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

QUOTE FORM

ITEM 1

PARTICIPANT GUIDEBOOKS TOTAL COST OF PRINT & ASSEMBLY: \$_____

NO PRINTING SHOULD TAKE PLACE UNTIL BID IS AWARDED AND PROOFS ARE APPROVED

ALL PRICES ARE F.O.B. THE UNIVERSITY OF NORTH ALABAMA EAST CAMPUS

For questions regarding the assembly or printing process contact Sandra Thomas, (256)765-6908; srthomas1@una.edu.
For questions regarding the bid process contact Cindy Conlon (256)765-4293; chconlon@una.edu.

As an authorized representative of my company I certify this bid to be accurate and complete,

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