



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

**Bid No. 2018-17 For: Admissions Fall Publications**

**Page 1 of 25**

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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 126, University of North Alabama, Florence, Alabama, until 2:00 p.m. local time on April 6, 2018.

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 This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof.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 2018-17 | Purchasing Department - Bid 2018-17 |
|               | UNA M/S 5025                        | Bibb Graves Hall, Room 126          |
|               | One Harrison Plaza                  | One Harrison Plaza                  |
|               | Florence, AL 35632-0001             | Florence, AL 35632-0001             |

BID FOR: Admissions Fall Publications  
Bid No. 2018-17

**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**

**Bids will be opened in Bibb Graves Hall, Room 126 at 2:00 p.m. local time on Friday, April 6, 2018.**

Revised 1/30/08

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



**Bid No. 2018-17 For: Admissions Fall Publications**

**Page 2 of 25**

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***INSTRUCTIONS TO BIDDERS***

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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. **If required, a bond may be requested and must be supplied within forty-eight (48) hours after request to protect the University from any risk of loss.**
13. **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.
14. 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.

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



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**Bid No. 2018-17 For: Admissions Fall Publications**

**Page 3 of 25**

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



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**Bid No. 2018-17      For:      Admissions Fall Publications      Page 4 of 25**

**UNIVERSITY OF NORTH ALABAMA  
VENDOR CERTIFICATION  
PURSUANT TO ACT NO 2012-491 & ACT2014-044**

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.

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. 2012-491 & Act No. 2014-044:

Date: \_\_\_\_\_

Company:\_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

*State of* \_\_\_\_\_ *County of* \_\_\_\_\_

\_\_\_\_\_ initial  
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**Bid No. 2018-17 For: Admissions Fall Publications**

**Page 5 of 25**

**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*):

**BID/RFP** \_\_\_\_\_ 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 2011-535 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  
**I have read and understand the contents of this page**



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**Bid No. 2018-17      For:      Admissions Fall Publications      Page 6 of 25**

**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

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**Bid No. 2018-17      For:      Admissions Fall Publications      Page 7 of 25**

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 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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Bid No. 2018-17 For: Admissions Fall Publications Page 8 of 25

**REQUIREMENTS/ SPECIFICATIONS**

Bidders must complete the Quote Sheet on all items of interest. The University intends to purchase each of the items in the base quantity indicated, however bidders are asked to quote the lowest possible quantity bidder is able to produce at the base bid unit price to allow some flexibility in case requirements change. In addition, bidders are asked to provide the next price break available by volume.

While it is presumed that all items listed will be purchased at the awarded price, the University does not guarantee all or any items will be purchased as a result of this bid.

Bidders are encouraged to quote all items as it is the preference, but not a requirement, that one bidder be chosen for the support of all items.

All dates provided are firm delivery dates for finished product.

The University will not pay for overruns; prices are firm based on quantity. Prices **MUST INCLUDE** Delivery, FOB UNA, No additional charges will be paid for freight, unless the university has pre-authorized, in writing.

**GENERAL SPECIFICATIONS FOR ALL ITEMS**

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

**PROOF:** Printer is required to provide color proofs of all items. Proofs 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.

**PLATFORM USED:** Macintosh

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

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

For questions dealing with production contact the Office of Communications and Marketing (256) 765-4363

For clarification on number of copies or delivery location contact the Office of Admissions (256) 765-4608

For questions regarding bid submission

Contact the Office of Procurement, Dana Peeden (256) 765-4206; email [dpeeden@una.edu](mailto:dpeeden@una.edu)

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**Bid No. 2018-17 For: Admissions Fall Publications**

**Page 9 of 25**

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**SPECIFICATIONS FOR CARD / POSTCARDS: (Items 1 – 8)**

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

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

**POSTCARD SIZE:** Approximately 5.5" X 8.5" trimmed

**ITEM 1: What's Next Card**

**TOTAL NUMBER OF COPIES: 5,000**

*What's Next Card to be finished on or before July 6, 2018.*

**ITEM 2: Transfer Scholarship Postcard**

**TOTAL NUMBER OF COPIES: 5,000**

*Transfer Scholarship Postcard to be finished on or before July 6, 2018.*

**ITEM 3: Fall 2018 Visit Day Postcard**

**TOTAL NUMBER OF COPIES: 40,000**

*Fall 2018 Visit Day Postcard to be finished on or before July 6, 2018.*

**ITEM 4: Student Organizations Postcard**

**TOTAL NUMBER OF COPIES: 13,000**

*Student Organizations Postcard to be finished on or before July 6, 2018.*

**ITEM 5: Live-On Postcard**

**TOTAL NUMBER OF COPIES: 6,000**

*Live-On Postcard to be finished on or before July 6, 2018.*

**ITEM 6: Campus Visit Postcard**

**TOTAL NUMBER OF COPIES: 7,000**

*Campus Visit Postcard to be finished on or before July 6, 2018*

**ITEM 7: Transfer Preview Day Postcard**

**TOTAL NUMBER OF COPIES: 8,000**

*Transfer Preview Day Postcard to be finished on or before November 2, 2018.*

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**Bid No. 2018-17      For:      Admissions Fall Publications      Page 10 of 25**

=====

**ITEM 8: Holiday Postcard**

**TOTAL NUMBER OF COPIES: 3,000**

*Holiday Postcard to be finished on or before July 6, 2018.*

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**GENERAL SPECIFICATIONS FOR ADMISSIONS POSTER**

**PAPER:** 80 lb. Cougar Text Smooth (white)

**INK COLOR:** Four-color one side, poster to be printed four-color bleed.

**POSTER SIZE:** Approximately 11" X 17" trimmed

**ITEM 9: UNA Admissions Poster**

**TOTAL NUMBER OF COPIES: 600**

*UNA Admissions Poster to be finished on or before July 6, 2018.*

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Bid No. 2018-17 For: Admissions Fall Publications

Page 11 of 25

**GENERAL SPECIFICATIONS FOR BROCHURES (Items 10 – 13)**

**BROCHURE PAPER:** 80 lb. Cougar Cover Smooth (white)

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

**ITEM 10: UNA Early College Brochure** **TOTAL NUMBER OF COPIES: 7,000**

**TRIM SIZE:** 7.5" long x 8.5" tall

**FOLD:** 4 panel (one fold)  
Finish fold size 3.75" x 8.5"

*Getting Ready for College Brochure to be finished on or before August 3, 2018.*

**ITEM 11: Sophomore Snapshot Brochure** **TOTAL NUMBER OF COPIES: 8,000**

**TRIM SIZE:** 14" long x 8.5" tall

**FOLD:** Double Parallel fold  
Finish fold size 3.5" x 8.5"

*Sophomore Snapshot Brochure to be finished on or before July 20, 2018.*

**ITEM 12: Senior Snapshot Brochure** **TOTAL NUMBER OF COPIES: 15,000**

**TRIM SIZE:** 21.25" long x 11" tall

**FOLD:** Modified Tri fold  
Finish fold size 8.5" x 11"

*Senior Snapshot Brochure to be finished on or before July 6, 2018.*

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Bid No. 2018-17 For: Admissions Fall Publications

Page 12 of 25

ITEM 13: Travel Brochure – GIB

TOTAL NUMBER OF COPIES: 35,000

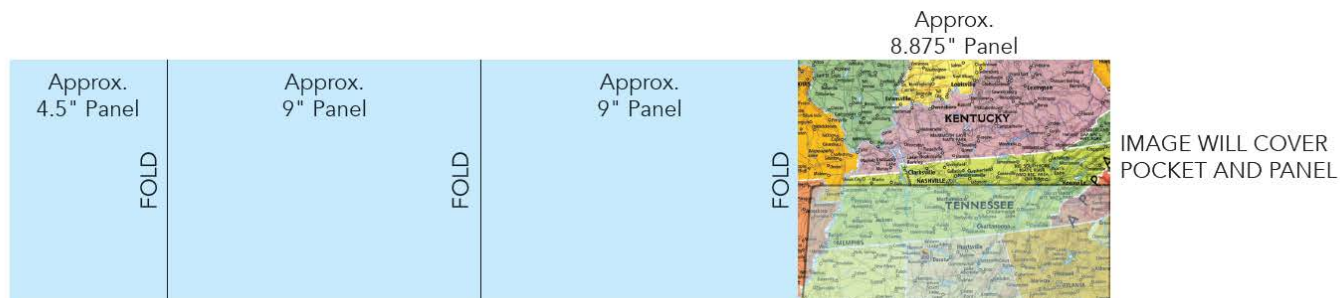
**TRIM SIZE:** 31.5" long x 7" tall

**FOLD:** Double Gate fold  
Finish fold size 9" long x 7" tall

**POCKET:** 3.5" pocket on inside panel

**BROCHURE ART:** Travel 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.

*Travel Brochure to be finished on or before July 6, 2018.*



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Bid No. 2018-17 For: Admissions Fall Publications

Page 13 of 25

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**GENERAL SPECIFICATIONS FOR BOOKLETS (Items 14 – 17)**

**INK COLOR:** Four-color bleed

**BINDING:** Saddle stitched

**BOOKLET ART:** 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.

**ITEM 14: Freshman Parent Booklet**

**TOTAL NUMBER OF COPIES: 15,000**

**PAGES:** 16 including cover

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

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

**BOOKLET SIZE:** Approximately 6" x 9.25" trimmed

**BINDING:** Saddle stitched along 9.25" side.

*Freshman Parent Booklet to be finished on or before July 20, 2018.*

**ITEM 15: Transfer Guide Booklet**

**TOTAL NUMBER OF COPIES: 8,000**

**PAGES:** 8 (self cover)

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

**BOOKLET SIZE:** Approximately 6" x 9.25" trimmed

**BINDING:** Saddle stitched along 9.25" side.

*Transfer Guide Booklet to be finished on or before July 20, 2018.*

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**Bid No. 2018-17 For: Admissions Fall Publications**

**Page 14 of 25**

**ITEM 16: Top 10 Junior Booklet**

**TOTAL NUMBER OF COPIES: 25,000**

**PAGES:** 8 (self cover)

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

**BOOKLET SIZE:** Approximately 6" x 9.25" trimmed

**BINDING:** Saddle stitched along 9.25" side.

*Top 10 Junior Booklet to be finished on or before July 6, 2018.*

**ITEM 17: Viewbook**

**TOTAL NUMBER OF COPIES: 5,000**

**PAGES:** 12 including cover

**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.

*Viewbook to be finished on or before August 3, 2018.*

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Bid No. 2018-17 For: Admissions Fall Publications

Page 15 of 25

**GENERAL SPECIFICATIONS FOR POCKET ENVELOPE**

**ADMISSIONS POCKET ENVELOPE**

**ITEM 18: Admissions Pocket Envelope**

**TOTAL NUMBER OF COPIES: 5,000**

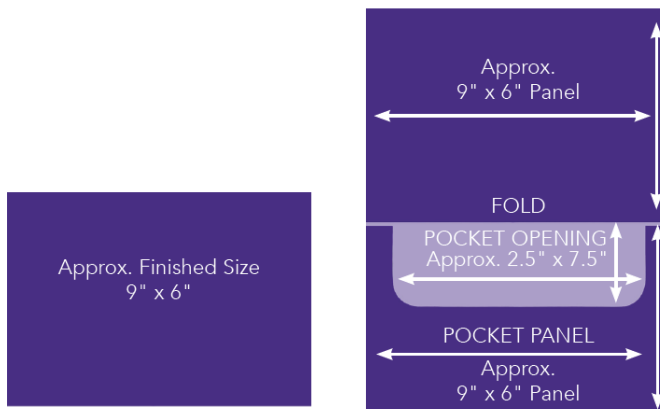
**INK COLOR:** Four-color bleed both sides

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

**ENVELOPE SIZE:** Approximately 6" x 9" folded and trimmed

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

*Admissions Pocket Envelope to be finished on or before July 6, 2018.*



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Bid No. 2018-17 For: Admissions Fall Publications

Page 16 of 25

**GENERAL SPECIFICATIONS FOR ADMISSIONS ENVELOPE**

**ITEM 19: Admissions Envelope**

**TOTAL NUMBER OF COPIES: 15,000**

**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

*Admissions Envelope to be finished on or before July 6, 2018.*

**SPECIFICATIONS FOR CARD / POSTCARDS: (Items 20 – 24)**

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

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

**ITEM 20: Majors Card**

**TOTAL NUMBER OF COPIES: 35,000.00**

**POSTCARD SIZE:** Approximately 6.625" x 8.5" trimmed

*Admissions Major Card to be finished on or before July 6, 2018.*

**ITEM 21: Freshman Scholarship Card**

**TOTAL NUMBER OF COPIES: 35,000**

**POSTCARD SIZE:** Approximately 6.25" x 8.5" trimmed

*Admissions Freshman Scholarship Card to be finished on or before July 6, 2018*

**ITEM 22: Cost Card**

**TOTAL NUMBER OF COPIES: 35,000.00**

**POSTCARD SIZE:** Approximately 5.875" x 8.5" trimmed

*Admissions Cost Card to be finished on or before July 6, 2018*

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Bid No. 2018-17 For: Admissions Fall Publications

Page 17 of 25

=====

**ITEM 23: Requirements Card**

**TOTAL NUMBER OF COPIES: 35,000.00**

**POSTCARD SIZE:** Approximately 5.125" x 8.5 trimmed

*Admissions Requirements Card to be finished on or before July 6, 2018.*

**ITEM 24: Transfer Scholarship Card**

**TOTAL NUMBER OF COPIES: 4,000**

**POSTCARD SIZE:** Approximately 6.25" x 8.5" trimmed

*Admissions Transfer Scholarship Card to be finished on or before July 6, 2018.*

**GENERAL SPECIFICATIONS FOR INFOGRAPHIC CARD**

**ITEM 25: Infographic Card**

**TOTAL NUMBER OF COPIES: 35,000**

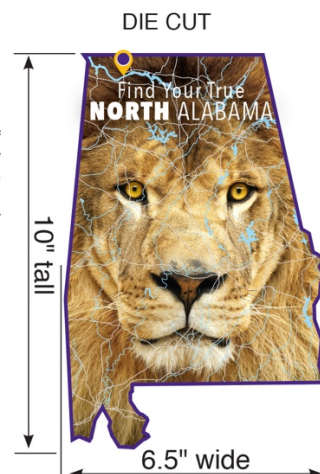
**PAPER:** 100 lb. Cougar Cover Smooth (white)

**TRIM SIZE:** Approximately 6.5" wide x 10" tall

**DIE CUT:** Die cut in shape of the State of Alabama

**PLATFORM USED:** Macintosh OS X

*Admissions Infographic Card to be finished on or before July 6, 2018.*



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Bid No. 2018-17 For: Admissions Fall Publications

Page 18 of 25

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

**QUOTE SHEET**

| Item 1                               | Quantity | Unit Price | Ext. Price |
|--------------------------------------|----------|------------|------------|
| <i>What's Next Card</i>              | 5,000    |            |            |
| Minimum quantity to hold bid price   |          |            |            |
| Next quantity price breaks: (1)      |          |            |            |
| (2)                                  |          |            |            |
| Item 2                               | Quantity | Unit Price | Ext. Price |
| <i>Transfer Scholarship Postcard</i> | 5,000    |            |            |
| Minimum quantity to hold bid price   |          |            |            |
| Next quantity price breaks: (1)      |          |            |            |
| (2)                                  |          |            |            |
| Item 3                               | Quantity | Unit Price | Ext. Price |
| <i>Fall 2018 Visit Day Postcard</i>  | 40,000   |            |            |
| Minimum quantity to hold bid price   |          |            |            |
| Next quantity price breaks: (1)      |          |            |            |
| (2)                                  |          |            |            |

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Bid No. 2018-17 For: Admissions Fall Publications

Page 19 of 25

| Item 4                                | Quantity | Unit Price | Ext. Price |
|---------------------------------------|----------|------------|------------|
| <i>Student Organizations Postcard</i> | 13,000   |            |            |
| Minimum quantity to hold bid price    |          |            |            |
| Next quantity price breaks: (1)       |          |            |            |
| (2)                                   |          |            |            |
| Item 5                                | Quantity | Unit Price | Ext. Price |
| <i>Live-On Postcard</i>               | 6,000    |            |            |
| Minimum quantity to hold bid price    |          |            |            |
| Next quantity price breaks: (1)       |          |            |            |
| (2)                                   |          |            |            |
| Item 6                                | Quantity | Unit Price | Ext. Price |
| <i>Campus Visit Postcard</i>          | 7,000    |            |            |
| Minimum quantity to hold bid price    |          |            |            |
| Next quantity price breaks: (1)       |          |            |            |
| (2)                                   |          |            |            |
| Item 7                                | Quantity | Unit Price | Ext. Price |
| <i>Transfer Preview Day Postcard</i>  | 8,000    |            |            |
| Minimum quantity to hold bid price    |          |            |            |
| Next quantity price breaks: (1)       |          |            |            |

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Bid No. 2018-17 For: Admissions Fall Publications

Page 20 of 25

|                                    |  |                 |                   |                   |
|------------------------------------|--|-----------------|-------------------|-------------------|
| (2)                                |  |                 |                   |                   |
| <b>Item 8</b>                      |  | <b>Quantity</b> | <b>Unit Price</b> | <b>Ext. Price</b> |
| <i>Holiday Postcard</i>            |  | <b>3,000</b>    |                   |                   |
| Minimum quantity to hold bid price |  |                 |                   |                   |
| Next quantity price breaks: (1)    |  |                 |                   |                   |
| (2)                                |  |                 |                   |                   |
| <b>Item 9</b>                      |  | <b>Quantity</b> | <b>Unit Price</b> | <b>Ext. Price</b> |
| <i>UNA Admissions Poster</i>       |  | <b>600</b>      |                   |                   |
| Minimum quantity to hold bid price |  |                 |                   |                   |
| Next quantity price breaks: (1)    |  |                 |                   |                   |
| (2)                                |  |                 |                   |                   |
| <b>Item 10</b>                     |  | <b>Quantity</b> | <b>Unit Price</b> | <b>Ext. Price</b> |
| <i>UNA Early College Brochure</i>  |  | <b>7,000</b>    |                   |                   |
| Minimum quantity to hold bid price |  |                 |                   |                   |
| Next quantity price breaks: (1)    |  |                 |                   |                   |
| (2)                                |  |                 |                   |                   |
| <b>Item 11</b>                     |  | <b>Quantity</b> | <b>Unit Price</b> | <b>Ext. Price</b> |
| <i>Sophomore Snapshot Brochure</i> |  | <b>8,000</b>    |                   |                   |
| Minimum quantity to hold bid price |  |                 |                   |                   |
| Next quantity price breaks: (1)    |  |                 |                   |                   |

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Bid No. 2018-17 For: Admissions Fall Publications

Page 21 of 25

|   |  |  |  |
|---|--|--|--|
| (2)                                       |  |  |  |
| Total price: Tab for mailing 8,000 copies |  |  |  |

| Item 12                                    | Quantity | Unit Price | Ext. Price |
|--|----------|------------|------------|
| <i>Senior Snapshot Brochure</i>            | 15,000   |            |            |
| Minimum quantity to hold bid price         |          |            |            |
| Next quantity price breaks: (1)            |          |            |            |
| (2)  |          |            |            |
| Item 13                                    | Quantity | Unit Price | Ext. Price |
| <i>Travel Brochure - GIB</i>               | 35,000   |            |            |
| Minimum quantity to hold bid price         |          |            |            |
| Next quantity price breaks: (1)            |          |            |            |
| (2)  |          |            |            |
| Item 14                                    | Quantity | Unit Price | Ext. Price |
| <i>Freshman Parent Booklet</i>             | 15,000   |            |            |
| Minimum quantity to hold bid price         |          |            |            |
| Next quantity price breaks: (1)            |          |            |            |
| (2)  |          |            |            |
| Total price: Tab for mailing 15,000 copies |          |            |            |

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**Bid No. 2018-17 For: Admissions Fall Publications**

**Page 22 of 25**

| <b>Item 15</b>                             | <b>Quantity</b> | <b>Unit Price</b> | <b>Ext. Price</b> |
|--|-----------------|-------------------|-------------------|
| <i>Transfer Guide Booklet</i>              | <b>8,000</b>    |                   |                   |
| Minimum quantity to hold bid price         |                 |                   |                   |
| Next quantity price breaks: (1)            |                 |                   |                   |
| (2)  |                 |                   |                   |
| Total price: Tab for mailing 8,000 copies  |                 |                   |                   |
| <b>Item 16</b>                             | <b>Quantity</b> | <b>Unit Price</b> | <b>Ext. Price</b> |
| <i>Top 10 Junior Booklet</i>               | <b>25,000</b>   |                   |                   |
| Minimum quantity to hold bid price         |                 |                   |                   |
| Next quantity price breaks: (1)            |                 |                   |                   |
| (2)  |                 |                   |                   |
| Total price: Tab for mailing 25,000 copies |                 |                   |                   |
| <b>Item 17</b>                             | <b>Quantity</b> | <b>Unit Price</b> | <b>Ext. Price</b> |
| <i>Viewbook</i>                            | <b>5,000</b>    |                   |                   |
| Minimum quantity to hold bid price         |                 |                   |                   |
| Next quantity price breaks: (1)            |                 |                   |                   |
| (2)  |                 |                   |                   |

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Bid No. 2018-17 For: Admissions Fall Publications

Page 23 of 25

| Item 18                                    | Quantity | Unit Price | Ext. Price |
|--|----------|------------|------------|
| <i>Admissions Pocket Envelope</i>          | 5,000.00 |            |            |
| Minimum quantity to hold bid price         |          |            |            |
| Next quantity price breaks: (1)            |          |            |            |
| (2)  |          |            |            |
| Item 19                                    | Quantity | Unit Price | Ext. Price |
| <i>Admissions Envelope</i>                 | 15,000   |            |            |
| Minimum quantity to hold bid price         |          |            |            |
| Next quantity price breaks: (1)            |          |            |            |
| (2)  |          |            |            |
| Item 20                                    | Quantity | Unit Price | Ext. Price |
| <i>Majors Postcard</i>                     | 35,000   |            |            |
| Minimum quantity to hold bid price         |          |            |            |
| Next quantity price breaks: (1)            |          |            |            |
| (2)  |          |            |            |
| Total price: Tab for mailing 35,000 copies |          |            |            |
| Item 21                                    | Quantity | Unit Price | Ext. Price |
| <i>Freshman Scholarship Card</i>           | 35,000   |            |            |
| Minimum quantity to hold bid price         |          |            |            |

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**Bid No. 2018-17 For: Admissions Fall Publications**

**Page 24 of 25**

|                                    |                 |                   |                   |
|------------------------------------|-----------------|-------------------|-------------------|
| Next quantity price breaks: (1)    |                 |                   |                   |
|                                    | (2)             |                   |                   |
| <b>Item 22</b>                     | <b>Quantity</b> | <b>Unit Price</b> | <b>Ext. Price</b> |
| <i>Cost Card</i>                   | <b>35,000</b>   |                   |                   |
| Minimum quantity to hold bid price |                 |                   |                   |
| Next quantity price breaks: (1)    |                 |                   |                   |
|                                    | (2)             |                   |                   |
| <b>Item 23</b>                     | <b>Quantity</b> | <b>Unit Price</b> | <b>Ext. Price</b> |
| <i>Requirements Card</i>           | <b>35,000</b>   |                   |                   |
| Minimum quantity to hold bid price |                 |                   |                   |
| Next quantity price breaks: (1)    |                 |                   |                   |
|                                    | (2)             |                   |                   |

|         |          |            |            |
|---------|----------|------------|------------|
| Item 24 | Quantity | Unit Price | Ext. Price |
|---------|----------|------------|------------|

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Bid No. 2018-17 For: Admissions Fall Publications

Page 25 of 25

|   |                 |                   |                   |
|---|-----------------|-------------------|-------------------|
| <b><i>Transfer Scholarship Card</i></b> | <b>4,000</b>    |                   |                   |
| Minimum quantity to hold bid price      |                 |                   |                   |
| Next quantity price breaks: (1)         |                 |                   |                   |
| (2)                                     |                 |                   |                   |
| <b>Item 25</b>                          | <b>Quantity</b> | <b>Unit Price</b> | <b>Ext. Price</b> |
| <b><i>Infographic Card</i></b>          | <b>35,000</b>   |                   |                   |
| Minimum quantity to hold bid price      |                 |                   |                   |
| Next quantity price breaks: (1)         |                 |                   |                   |
| (2)                                     |                 |                   |                   |

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