



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

**Bid No. 2009-48 For: Printing for Office of Admissions**

**Page 1 of 19**

**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 2, 2009.

*It is understood that the owner may accept any or all items at the prices listed in this proposal within the period necessary to meet the required need dates after the bid closing 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 This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof.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 2009-48 UNA Box 5025 Florence, AL 35632-0001	(If via commercial package delivery service) University of North Alabama Purchasing Department - Bid 2009-48 Bibb Graves Hall, Room 21 One Harrison Plaza Florence, AL 35632-0001
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BID FOR:                      Printing for Admissions  
                                    Bid No. 2009-48

**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**

Call the Office of University Communications, (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.  
**Call the UNA Procurement Office (256) 765-4206 for clarification on the bid process.**

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

**BIDDER'S NAME:** \_\_\_\_\_ **BY:** \_\_\_\_\_  
**Signed by Company Representative**



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Revised 1/30/08

### ***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 2009-48
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 Service
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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This form must be completed and returned before any contract(s) will be issued by the University.

**SPECIFICATIONS:**

Samples of workmanship may be required before announcing a bid winner, since the quality of any printed material is a reflection of the University; the University reserves the right to reject a bid based on poor quality or inability to provide the appropriate resolution necessary to accurately print UNA colors.

**GENERAL SPECIFICATIONS FOR ITEM 1**

**Birthday Postcard**

**ITEM 1:** Birthday Postcards

**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 CS4 or pdf format by UNA  
(Printer must supply their preferred pdf settings).

**PROOF:** Printer is required to provide color proof of the Birthday Postcard. Proof should be delivered to University of North Alabama, Office of University Communications, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications, UNA Box 5027, Florence, AL 35632-0001 for final proofing *prior to printing*.  
Birthday Postcard to be finished on or before **August 1, 2009**

**PLATFORM USED:** Macintosh OS X

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

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**QUOTE ITEM 1: *Birthday Postcards***

**Total for ITEM 1 \$** \_\_\_\_\_

***Alternate Bid on ITEM 1***

**Cost for additional postcards (per 500 copies) \$** \_\_\_\_\_

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

**F.O.B. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001**

The University will not pay for of overruns.

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**BIDDER'S NAME:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**Signed by Company Representative**



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**GENERAL SPECIFICATIONS FOR ITEM 2**  
**UNA Recruiting TEAM Postcard**

**ITEM 2:** UNA Recruiting TEAM Postcards

**NUMBER OF COPIES:** 2,000

**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 CS4 or pdf format by UNA (Printer must supply their preferred pdf settings).

**PROOF:** Printer is required to provide color proof of the UNA Recruiting TEAM Postcard. Proof should be delivered to University of North Alabama, Office of University Communications, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications, UNA Box 5027, Florence, AL 35632-0001 for final proofing *prior to printing*. UNA Recruiting TEAM Postcard to be finished on or before **August 1, 2009**

**PLATFORM USED:** Macintosh OS X

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

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**QUOTE ITEM 2: UNA Recruiting Team Postcards**

**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 Postcards

**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 CS4 or pdf format by UNA (Printer must supply their preferred pdf settings).

**PROOF:** Printer is required to provide color proof of the Step Sing Postcard. Proof should be delivered to University of North Alabama, Office of University Communications, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications, UNA Box 5027, Florence, AL 35632-0001 for final proofing *prior to printing*. Step Sing Postcard to be finished on or before **December 1, 2009**

**PLATFORM USED:** Macintosh OS X

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

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**QUOTE ITEM 3: Step Sing Postcards**

**Total for ITEM 3: \$** \_\_\_\_\_

*Alternate Bid on ITEM 3:*

**Cost for additional postcards (per 500 copies) \$** \_\_\_\_\_

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

**F.O.B. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001**

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**GENERAL SPECIFICATIONS FOR ITEM 4**  
**Transfer Scholarship Postcard**

**ITEM 4:** Transfer Scholarship Postcards

**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 8.5" X 5.5" trimmed

**ART COMPOSITION:** All art provided camera ready in InDesign CS4 or pdf format by UNA (Printer must supply their preferred pdf settings).

**PROOF:** Printer is required to provide color proof of the Transfer Scholarship Postcard. Proof should be delivered to University of North Alabama, Office of University Communications, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications, UNA Box 5027, Florence, AL 35632-0001 for final proofing *prior to printing*.  
Transfer Scholarship Postcard to be finished on or before **March 1, 2010**

**PLATFORM USED:** Macintosh OS X

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

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**QUOTE ITEM 4: Transfer Scholarship Postcards**

**Total for ITEM 4:** \$ \_\_\_\_\_

*Alternate Bid on ITEM 4:*

**Cost for additional postcards (per 500 copies)** \$ \_\_\_\_\_

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

**F.O.B. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001**

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**BIDDER'S NAME:** \_\_\_\_\_ **BY:** \_\_\_\_\_  
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**GENERAL SPECIFICATIONS FOR ITEM 5**  
**Majors Postcard**

**ITEM 5:** Majors Postcards

**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 CS4 or pdf format by UNA  
(Printer must supply their preferred pdf settings).

**PROOF:** Printer is required to provide color proof of the Majors Postcard. Proof should be delivered to University of North Alabama, Office of University Communications, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications, UNA Box 5027, Florence, AL 35632-0001 for final proofing *prior to printing*. Majors Postcard to be finished on or before **August 1, 2009**

**PLATFORM USED:** Macintosh OS X

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

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**QUOTE ITEM 5: Majors 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)** \$ \_\_\_\_\_

**F.O.B. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001**

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**Signed by Company Representative**



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Bid No. 2009-48 For: Printing for Office of Admissions

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**GENERAL SPECIFICATIONS FOR ITEM 6**  
**Future Outcomes Postcard**

**ITEM 6 :** Future Outcomes Postcards

**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 CS4 or pdf format by UNA (Printer must supply their preferred pdf settings).

**PROOF:** Printer is required to provide color proof of the Future Outcomes Postcard. Proof should be delivered to University of North Alabama, Office of University Communications, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications, UNA Box 5027, Florence, AL 35632-0001 for final proofing *prior to printing*. Future Outcomes Postcard to be finished on or before **August 1, 2009**

**PLATFORM USED:** Macintosh OS X

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

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**QUOTE ITEM 6: Future Outcomes 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) \$** \_\_\_\_\_

**F.O.B. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001**

The University will not pay for overruns.

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**BIDDER'S NAME:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**Signed by Company Representative**



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**GENERAL SPECIFICATIONS FOR ITEM 7 and ITEM 8**  
**Snapshot Brochures (senior and junior)**

**ITEM 7:** Snapshot Brochures (*senior*)

**ITEM 8:** Snapshot Brochures (*junior*)

**NUMBER OF COPIES:** 10,000 (*senior*)

10,000 (*junior*)

**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 CS4 or pdf format by UNA (printers must supply their preferred pdf settings).

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

Snapshot Brochure (*senior*) and Snapshot Brochure (*junior*) to be finished on or before **August 1, 2009**

**PLATFORM USED:** Macintosh OS X

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

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**QUOTE ITEM 7: Snapshot Brochures (Senior)**

**Total for ITEM 7:** \$ \_\_\_\_\_

*Alternate Bid on ITEM 7:*

**Cost for additional brochures (per 500 copies)** \$ \_\_\_\_\_

**Cost for additional brochures (per 1,000 copies)** \$ \_\_\_\_\_

**QUOTE ITEM 8: Snapshot Brochures (Junior)**

**Total for ITEM 8:** \$ \_\_\_\_\_

*Alternate Bid on ITEM 8:*

**Cost for additional brochures (per 500 copies)** \$ \_\_\_\_\_

**Cost for additional brochures (per 1,000 copies)** \$ \_\_\_\_\_

The University will not pay for of overruns.

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**BIDDER'S NAME:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**Signed by Company Representative**



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**GENERAL SPECIFICATIONS FOR ITEM 9**

**Transfer Guide Brochure**

**ITEM 9:** Transfer Guide Brochures

**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 CS4 or pdf format by UNA  
(Printer must supply their preferred pdf settings).

**PROOF:** Printer is required to provide color proof of the Transfer Guide Brochure. Proof  
should be delivered to University of North Alabama, Office of University  
Communications, Rogers Hall, Room 111 or mailed to University of North  
Alabama, Office of University Communications, UNA Box 5027, Florence, AL  
35632-0001 for final proofing *prior to printing*.  
Transfer Guide Brochure to be finished on or before **August 1, 2009**

**PLATFORM USED:** Macintosh OS X

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

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**QUOTE ITEM 9: Transfer Guide Brochures**

**Total for ITEM 9:** \$ \_\_\_\_\_

*Alternate Bid on ITEM 9:*

**Cost for additional brochures (per 500 copies)** \$ \_\_\_\_\_

**Cost for additional brochures (per 1,000 copies)** \$ \_\_\_\_\_

**F.O.B. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001**

The University will not pay for overruns.

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**GENERAL SPECIFICATIONS FOR ITEM 10**  
**UNA College Checklist Postcard**

**ITEM:** UNA College Checklist Postcards

**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 CS4 or pdf format by UNA  
(Printer must supply their preferred pdf settings).

**PROOF:** Printer is required to provide color proof of the UNA College Checklist Postcard.  
Proof should be delivered to University of North Alabama, Office of University  
Communications, Rogers Hall, Room 111 or mailed to University of North  
Alabama, Office of University Communications, UNA Box 5027, Florence, AL  
35632-0001 for final proofing *prior to printing*.  
UNA College Checklist Postcard to be finished on or before **August 1, 2009**

**PLATFORM USED:** Macintosh OS X

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

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**QUOTE ITEM 10: UNA College Checklist Postcards**

**Total for ITEM 10: \$** \_\_\_\_\_

*Alternate Bid on ITEM 10:*

**Cost for additional postcards (per 500 copies) \$** \_\_\_\_\_

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

**F.O.B. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001**

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**GENERAL SPECIFICATIONS FOR ITEM 11  
Campus Visit Brochure**

ITEM: UNA Campus Visit Brochure

TOTAL NUMBER OF COPIES: 10,000

PAPER: 80 lb. Cougar Cover Smooth (white)

INK COLOR: Brochure to be printed four-color bleed.

BROCHURE SIZE: Approximately 26.125" X 6" trimmed  
Approximately 7" x 6" roll folded

SPECIAL INSTRUCTIONS: Brochure to have die cut on cover and a perforated card on last panel.

ART COMPOSITION: All art provided camera ready in InDesign CS4 or pdf format by UNA  
(printers must supply their preferred pdf settings).

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

UNA Campus Visit Brochure to be finished on or before **August 1, 2009**

PLATFORM USED: Macintosh OS X

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



QUOTE ITEM 11: UNA Campus Visit Brochures

Total for ITEM 11: \$ \_\_\_\_\_

*Alternate Bid on ITEM 11:*

Cost for additional brochures (per 500 copies) \$ \_\_\_\_\_

Cost for additional brochures (per 1,000 copies) \$ \_\_\_\_\_

**F.O.B. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001**

The University will not pay for of overruns.

BIDDER'S NAME: \_\_\_\_\_ BY: \_\_\_\_\_

Signed by Company Representative



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

Bid No. 2009-48 For: Printing for Office of Admissions

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**GENERAL SPECIFICATIONS FOR ITEM 12  
EARLY SCHOLAR BROCHURE**

**ITEM 12:** Early Scholar Brochures

**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 CS4 or pdf format by UNA  
(Printer must supply their preferred pdf settings).

**PROOF:** Printer is required to provide color proofs of the Early Scholar Brochure. Proof  
should be delivered to University of North Alabama, Office of University  
Communications, Rogers Hall, Room 111 or mailed to University of North  
Alabama, Office of University Communications, UNA Box 5027, Florence, AL  
35632-0001 for final proofing *prior to printing*.  
Early Scholar Brochure to be finished on or before **August 1, 2009**

**PLATFORM USED:** Macintosh OS X

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

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**QUOTE ITEM 12: Early Scholar Brochures**

**Total for ITEM 12: \$** \_\_\_\_\_

*Alternate Bid on ITEM 12:*

**Cost for additional brochures (per 500 copies) \$** \_\_\_\_\_

**Cost for additional brochures (per 1,000 copies) \$** \_\_\_\_\_

**F.O.B. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001**

The University will not pay for of overruns.

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**BIDDER'S NAME:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**Signed by Company Representative**





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**GENERAL SPECIFICATIONS for ITEM 13 and ITEM 14  
SCHOLARSHIP BROCHURES – EXCELLENCE & TRANSFER**

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**ITEM 13: Excellence Brochures**      **NUMBER OF COPIES:** 20,000  
**TRIM SIZE:** 7.5" wide x 8.5" tall      **FOLD:**      Finish fold size 3.75" wide x 8.5" tall

**ITEM 14: Transfer Brochures**      **NUMBER OF COPIES:** 5,000  
**TRIM SIZE:** 3.5" wide x 8.5" tall

For both brochures:

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

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

**ART COMPOSITION:** All art provided camera ready in InDesign CS4 or pdf format by UNA  
(Printer must supply their preferred pdf settings).

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

Excellence Brochure and Transfer Brochure to be finished on or before **August 1, 2009**

**PLATFORM USED:** Macintosh OS X

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

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**QUOTE ITEM 13: Excellence Brochures**

**Total for ITEM 13:** \$ \_\_\_\_\_

*Alternate Bid on ITEM 13:*

**Cost for additional brochures (per 500 copies)** \$ \_\_\_\_\_

**Cost for additional brochures (per 1,000 copies)** \$ \_\_\_\_\_

**QUOTE ITEM 14: Transfer Brochures**

**Total for ITEM 14:** \$ \_\_\_\_\_

*Alternate Bid on ITEM 14:*

**Cost for additional brochures (per 500 copies)** \$ \_\_\_\_\_

**Cost for additional brochures (per 1,000 copies)** \$ \_\_\_\_\_

The University will not pay for of overruns.

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**BIDDER'S NAME:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**Signed by Company Representative**





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**GENERAL SPECIFICATIONS for ITEM 15  
PREVIEW DAY INVITATION**

**ITEM 15:** 2009 UNA Preview Day Invitations

**NUMBER OF COPIES:** 50,000

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

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

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

**FOLD:** Finish fold size 4.25" tall x 5.5" wide

**ART COMPOSITION:** All art provided camera ready in InDesign CS4 or pdf format by UNA  
(Printer must supply their preferred pdf settings).

**PROOF:** Printer is required to provide color proofs of the Preview Day Invitation. Proof  
should be delivered to University of North Alabama, Office of University  
Communications, Rogers Hall, Room 111 or mailed to University of North  
Alabama, Office of University Communications, UNA Box 5027, Florence, AL  
35632-0001 for final proofing *prior to printing*.  
2009 Preview Day Invitation to be finished on or before **August 1, 2009**

**PLATFORM USED:** Macintosh OS X

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

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**QUOTE ITEM 15: Preview Day Invitations**

**Total for ITEM 15: \$** \_\_\_\_\_

*Alternate Bid on ITEM 15:*

**Cost for additional invitations (per 500 copies) \$** \_\_\_\_\_

**Cost for additional invitations (per 1,000 copies) \$** \_\_\_\_\_

**F.O.B. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001**

The University will not pay for of overruns.

---

**BIDDER'S NAME:** \_\_\_\_\_ **BY:** \_\_\_\_\_  
**Signed by Company Representative**



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**GENERAL SPECIFICATIONS FOR ITEM 16**  
**UNA Video Visit Postcard**

**ITEM 16:** UNA Video Visit Postcards

**NUMBER OF COPIES:** 10,000

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

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

**POSTCARD SIZE:** Approximately 4" X 6" trimmed

**ART COMPOSITION:** All art provided camera ready in InDesign CS4 or pdf format by UNA (Printer must supply their preferred pdf settings).

**PROOF:** Printer is required to provide color proof of the UNA Video Visit Postcard. Proof should be delivered to University of North Alabama, Office of University Communications, Rogers Hall, Room 111 or mailed to University of North Alabama, Office of University Communications, UNA Box 5027, Florence, AL 35632-0001 for final proofing *prior to printing*.  
UNA Video Visit Postcard to be finished on or before **August 1, 2009**

**PLATFORM USED:** Macintosh OS X

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

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**QUOTE ITEM 16: UNA Video Visit Postcards**

**Total for ITEM 16: \$** \_\_\_\_\_

***Alternate Bid on ITEM 16:***

**Cost for additional postcards (per 500 copies) \$** \_\_\_\_\_

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

**F.O.B. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001**

The University will not pay for of overruns.

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**BIDDER'S NAME:** \_\_\_\_\_ **BY:** \_\_\_\_\_  
**Signed by Company Representative**



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**GENERAL SPECIFICATIONS FOR ITEM 17  
FAMILY FINANCIAL AID BOOKLET**

ITEM: University of North Alabama Family Financial Aid Booklet

NUMBER OF COPIES: 10,000

PAGES: 8 (self cover)

INK COLOR: Four-color bleed

PAPER: 80 lb. Cougar Cover Smooth (white)

BOOKLET SIZE: Approximately 6.25" x 8" trimmed

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

BINDING: Saddle stitched along 8" side.

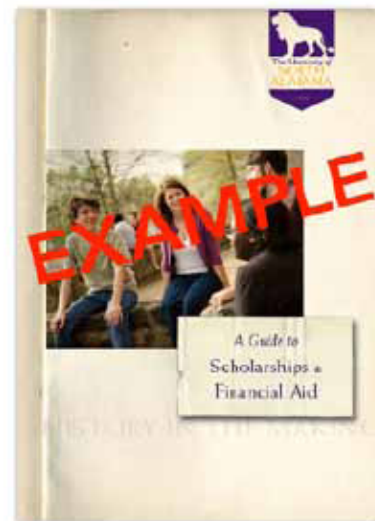
BOOKLET ART: Family Financial Aid Booklet to be provided camera ready in pdf format or native file by UNA (printers must supply their preferred pdf settings). Booklet to be printed four-color bleed.

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

Booklet to be finished on or before **August 1, 2009**

PLATFORM USED: Macintosh OSX

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



**QUOTE ITEM 17: University of North Alabama Family Financial Aid Booklets**

Total for ITEM 17: \$ \_\_\_\_\_

*Alternate Bid on ITEM 17:*

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

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

**F.O.B. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001**

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BIDDER'S NAME: \_\_\_\_\_ BY: \_\_\_\_\_

Signed by Company Representative