



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

Bid No. 2009-49 For: Printing Career Development Mailer

Page 1 of 5

=====

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 5, 2009.

It is understood that the owner may accept any or all items at the prices listed in this proposal within a period of 30 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 This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof.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 2009-49 UNA Box 5025 Florence, AL 35632-0001	(If via commercial package delivery service) University of North Alabama Purchasing Department - Bid 2009-49 Bibb Graves Hall, Room 21 One Harrison Plaza Florence, AL 35632-0001
---------------	---	--

BID FOR: Printing Career Mailer
 Bid No. 2009-49

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 June 5, 2009

Revised 1/30/08

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



Bid No. 2009-49 For: Printing Career Development Mailer

Page 2 of 5

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



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

Bid No. 2009-49 For: Printing Career Development Mailer

Page 3 of 5

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



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

Bid No. 2009-49 For: Printing Career Development Mailer

Page 4 of 5

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

SPECIFICATIONS:

ITEM: UNA Career Development Graduation Cap & Tassel Mailer: **TOTAL NUMBER OF COPIES:** 2,000

PAPER: Neenah Paper 120 C Classic Linen Epic Black/Charcoal

INK COLOR: No color printed to either side of mailer. Mailer will be die cut using clover leaf die pattern. See example below.

POSTCARD SIZE: Approximately 5 3/4" X 5 3/4" leaf folded 4 sides

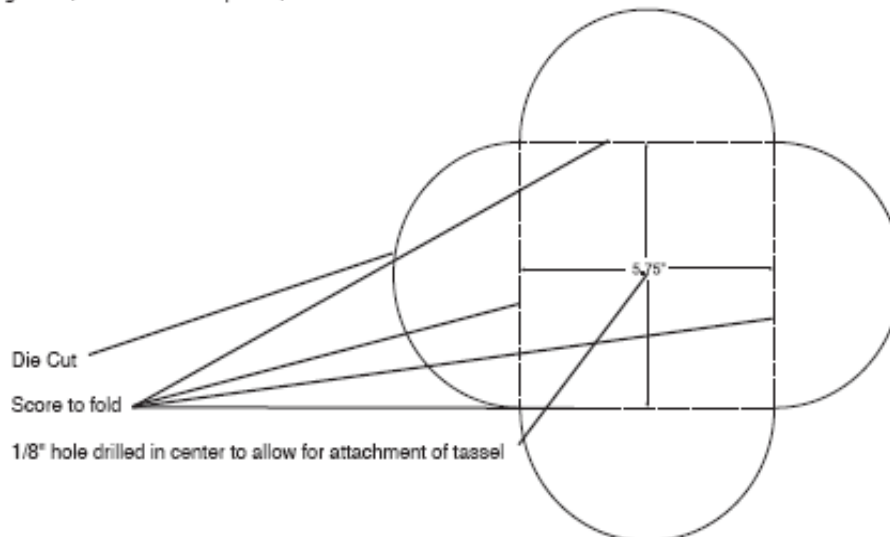
ART COMPOSITION: All art provided camera ready in InDesign CS4 or pdf format by UNA (printers must supply their preferred pdf settings).

PROOF: Printer is required to provide color proof of the UNA Career Development Graduation Cap & Tassel Mailer. 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 Career Development Graduation Cap & Tassel Mailer to be finished on or before **June 17, 2009**

PLATFORM USED: Macintosh OS X

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



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) 765-4808 for clarification on number of copies or delivery location.

Call the UNA Procurement Office (256) 765-4206 for clarification on the bid process.

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. 2009-49 For: Printing Career Development Mailer

Page 5 of 5

Total for ITEM 01: UNA career Mailer

Total for ITEM 01 \$ _____

Alternate Bkd on ITEM 01

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 more than a 2% delta in quantity of overrun.

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

Assuming all artwork is provided per commitment, it is the vendors responsibility to expedite delivery and will be responsible for any additional expedite charges necessary to prevent a delinquent delivery

All copy, photos, dyes, artwork, engraving, separations or other materials supplied by the University of North Alabama, or purchased in conjunction with the order, remain the property of the University.

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