



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

Bid No. 2009-53 For: Bindery Services

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INVITATION FOR BIDS:

Sealed Proposals for furnishing materials, equipment or services as described herein will be received at the Procurement Department, Bibb Graves Hall, Room 21, University of North Alabama, Florence, Alabama, until 2:00 p.m. local time on July 14, 2009.

It is understood that the owner may accept any or all items at the prices listed in this proposal within a period of 1 year after the bid award and as defined in the period of agreement. Time is of the essence in the implementation of this bid; late bids will not be accepted. This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof.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 Procurement Department - Bid 2009-53 UNA Box 5025 Florence, AL 35632-0001	(If via commercial package delivery service) University of North Alabama Procurement Department - Bid 2009-53 Bibb Graves Hall, Room 21 One Harrison Plaza Florence, AL 35632-0001
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BID FOR: Welcome Week T-Shirts
Bid No. 2009-50

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 Procurement Department. Envelopes or packages addressed to this box number may not be received in the Procurement Department by the specified bid due date and time. It is the bidder's responsibility to ensure that the bid is received in the Procurement Department by the date and time specified.

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

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

Bid Preparation Costs: The University of North Alabama shall not be liable for any costs incurred in the preparation and presentation of proposals.

Call the Library, (256) 765-4266, Amy Butler for clarification of above items dealing with production.
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 14, 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 Procurement, 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 or email will not be accepted. All bids are to be mailed or delivered in a sealed envelope. Multiple or alternate bids may be submitted independently sealed inside of one large envelope for mailing convenience.
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 Procurement 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 Procurement 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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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: _____

NUMBER OF DAYS TO DELIVER AFTER ORDER IS RECEIVED: _____

TERMS: _____

If Bidder is a Corporation, write the State of Incorporation, and if a Partnership, give full name of partners, using space below.

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 2009-53
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
 Bindery Services
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 /REQUIREMENTS:

The bidder must be a certified member of the Library Binding Institute. The bid will be awarded to the bidder(s) who, in the opinion of the University of North Alabama Library, has the best prices, quality, and service options for the following units of binding. The library is using the mix of binding types and number of volumes listed below as an *estimate only* and is in no way bound to purchase any quantity as a result of this bid event. The library reserves the right to change the mix or number of volumes as needed. All prices will be firm for the period of this agreement, defined to be October 1, 2009 to September 30, 2010.

QUOTE

<u>Type of Binding</u>	<u>Estimated Volumes</u>	<u>Bid Price per Volume</u>	<u>Remarks</u>
Custom-Periodicals ¹	8	\$ _____	_____
Standard-Periodicals ²	750	\$ _____	_____
Library Books ^{3, 4}			
Custom/Class A	200	\$ _____	_____
Newspapers	3	\$ _____	_____
Pickup or Service			
Charge per Shipment			

¹Conform in every particular to the LCI Standard for Library Binding, 8th edition, 1986 or later.

²Assuming lettering to be stamped in black or white, "Standard" is to be the same as Custom in all respects except bindery will not be required to give page by page collation. (Explain any other departures fully in bid quote.) Quote flat rate inclusive of all charges.

³Quote a flat rate only; all books sent will be considered library books and none as reference books.

⁴These are not lesser used materials and perfect binding is not acceptable. Prefer sewing where margin is adequate and "double fan" or Mekanotch adhesive binding where necessary. Original paper covers of new books are expected to be laminated to front of new bound covers.

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SCOPE OF WORK

1. The binder will be required to maintain a "file", either by computer or manually, of all periodicals to be received from the library for binding. This file will be developed from a list provided by the library, containing all necessary information needed by the binder for each title to be bound (e.g. format, color, lettering, and special instructions). Also, the above-mentioned file will be used to supply multi-form slips for each title to the library. These bindery-produced slips will then be used by the library for all periodicals binding in place of blank bindery slips. The library will have only to complete these slips for the particular titles being sent in the shipment by indicating volume, issues, and years.
2. Color codes provided on the library list will be those presently being used by Collier Library. Any new binder will be expected not only to match colors being used, but also to change the codes on our list to match their own. (Color swatches with the current codes will be loaned for this process.)
3. Placement of lettering on the spines of periodical volumes will match that of the latest volumes having been bound. This is a standard for different heights and sample rubs will be provided by the library upon request.
4. The binder should make provision for the inclusion of multiple physical volumes of any title being sent during a shipment (e.g. extra slips per title) so that extra work will not be required by the library.
5. Procedures for first-time periodical titles will be worked out by the library and the binder at no extra cost to the library.
6. An adequate supply of multi-form binding slips will be provided by the binder to be used by the library in preparation for book binding (e.g. author, title, and color information).
7. "Cleat-laced" binding is not considered an acceptable method by the library for the binding of any materials. Therefore, this method is not to be considered in the quoted price or used on the quoted materials.
8. Newsprint items such as Times Literary and Educational Supplements which are 18 inches or under in height will be considered as regular periodicals with regard to binding and pricing.
9. The bidder must guarantee replacement of any lost, damaged or destroyed library periodicals or books. If replacement is not possible, a mutually agreeable amount of compensation will be determined.
10. The bidder will pick up and deliver by company vehicles; no commercial transportation will be permitted. The library expects to have one shipment per month, with the possible exception of September.

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11. Representatives of the bidder will come to the Periodicals Department to pack binding (which will be ready except for packing) and will load their truck from this department. All returned binding will be delivered to a designated location in the library. All orders are to be processed and delivered back to the library within thirty (30) days from the date picked up.
12. Purchase orders itemizing each pickup will be issued and the billing must be itemized accordingly. Invoices will not be paid until binding has been returned to the library.
13. The binder will work from a pre-set pick-up and delivery schedule indicating the day of the week delivery/pickup will be made. Any variation of more than one working day from that schedule must be accompanied by ample advance notice. If in its judgment, the library determines the change in pick-up or delivery schedule to be inadequate, it bears no responsibility for availability of outgoing shipments or of staff to receive incoming shipments.
14. It is the responsibility of the vendor to coordinate shipment dates with school holidays, etc.
15. **The bid year will run from October 1, 2009 through September 30, 2010.** Prices must remain consistent throughout this period.

All Prices must reflect F.O.B. University of North Alabama, Florence, AL 35632-0001

Verbal communication shall have no force or affect whatsoever toward the entire agreement. The terms of this bid can only be changed, altered, modified or amended by written agreement from both parties in an amended bid document.

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