



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

**Bid No. 2009-16 For: Printing Graduate Catalogs**

**Page 1 of 6**

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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 21, University of North Alabama, Florence, Alabama, until 2:00 p.m. local time on January 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 3 years 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 This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof.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 2009-16 UNA Box 5025 Florence, AL 35632-0001	(If via commercial package delivery service) University of North Alabama Purchasing Department - Bid 2009-16 Bibb Graves Hall, Room 21 One Harrison Plaza Florence, AL 35632-0001
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BID FOR:                      Printing Graduate Catalogs  
                                    Bid No. 2009-16

**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 January 14, 2009**

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Revised 1/30/08

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



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### ***INSTRUCTIONS TO BIDDERS***

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

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



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**UNIVERSITY OF NORTH ALABAMA**

**VENDOR CERTIFICATION**

**PURSUANT TO ACT NO 2006-557**

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

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

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

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

\_\_\_\_\_

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

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

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

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

**Signed by Company Representative**



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

1. Contract or Bid Number 2009-16
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 Catalogs
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:**

**University of North Alabama Graduate Catalog**

**Size:** Page trim size: Full 6" x 9" trimmed.

**Pages:** 136 pages (including title page & table of Contents) plus 4 page cover.

**Quantity:** 2,000 per run

**Composition: TEXT:** Vendor to typeset all copies in san serif gothic typeface approximately 10 pt. on 11 pt. leading, maximum column 26 picas in 12, 18, and 24 pt. type. No halftones within text. Copy provided to the successful bidder will be photocopied pages of the last Graduate Catalog with any and all changes marked and additions/deletions furnished. **COPY MUST BE SET NEW.** No camera reproductions of furnished copy will be accepted!

**COVER:** Purchaser to furnish front and back cover design as electronic art on disk and as pdf. Title page, inside front cover and inside back cover (line art) also provided camera ready on disk and as pdf.

**Proofs:** Vendor to furnish one page proof and one blue-line proof (and color key or chromalin proof of cover) University of North Alabama will not accept responsibility of doing page paste-up from type galleys. Vendor to provide schedule for University's receipt of page and blue-line proofs and final Graduate Catalog, with schedule to include dates for University's return to vendor.

**Art:** **Cover:** Purchaser will furnish electronic artwork on disk and as pdf. (Essentially this is a two-color rendition of the undergraduate Catalog cover that was reproduced by four-color process). Purchaser will furnish one color comp for visualization. Cover photograph will be black and white. Wrap around cover design uses black plus one Pantone Matching System color and will bleed.

**Text:** No separate divider pages will be used inside text but all dividing sections should start on right hand pages.

**Presswork: Outside Cover:** Cover will contain one black and white photograph to bleed on front cover position. Second color will bleed.

**Inside Cover Positions:** Black ink only, non-bleed.

**Binding:** Saddle stitched

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**Paper:** **Cover:** 65lb or cover paper of comparable quality. Color cover stock shall be chosen by UNA from printer's samples.  
**Text:** 50lb Opaque Offset. *Vendor to enclose printed sample of text & cover paper proposed.*

**Delivery:** Total manuscript copy to arrive at Vendor on or before March 9, 2009. Catalogs must be delivered to UNA on or before May 8, 2009. Catalogs to be packed in corrugated boxes and labeled with title, quantity, and purchaser's name on each carton.

**Penalty:** One fourth of one percent for each day past the required delivery date for the first five working days and one full percent for each late working day thereafter.

**Alteration**

**Charges:** Page proofs per line changed or added: \_\_\_\_\_  
(If applicable)

**Renewal**

**Option:** The University of North Alabama would like to enter into a contract for an extended period of time. Accordingly, any contract entered into as a result of this bid may be extended for 2 additional years and the University, through the Director of Procurement, may renew or extend this contract (purchase order) if it remains in the best interest of the University to do so.

**NUMBER OF COPIES: 2000**

**BASE BID: \$ \_\_\_\_\_**

**(Quote using Recycled Paper) 2000each**

**BASE BID: \$ \_\_\_\_\_**

**Alternate #1** Add for each 4-page flat over 136: \$ \_\_\_\_\_

**Alternate #2** Deduct for each 4-page flat under 136: \$ \_\_\_\_\_

**Alternate #3** each additional 100 copies: \$ \_\_\_\_\_

**Alternate #4** each additional 1000 copies: \$ \_\_\_\_\_

**Alternate#5** Expense to provide Disc copy of  
Completed 2009-10 edition of Catalog. \$ \_\_\_\_\_

The University will not pay for more than a 2% delta in quantity of overrun.  
**FOB UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001**

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**