



**University of Massachusetts Amherst
Department of Procurement
Request for Bids:**

**Printing of the Fine Arts Center Season Announcements
per the attached specifications**

**RFB# AA09-RH-2838
Bid Opening Date – July 3, 2008 @ 1:00 p.m.**

NAME OF JOB: Fine Arts Center Season Announcement 2008-2009

DESCRIPTION: Season Brochure Booklet

SIZE: Page size 5.5" x 11" booklet (Stitched on 11" side -- flat size 11" x 11").
Can trim and reduce finished size to accommodate bleeds.

NO. OF PAGES: Please bid on a 52 page brochure including six page wrap (measuring 16.5" x 11" folded to 5.5" x 11").
Wrap serves as cover and folds from the back into back cover to accommodate order form.

QUANTITY: Please bid on 40,000 and 50,000 brochures.

PRINTING
METHOD: Offset

PAPER: Coated 80# text. Recycled, minimum 40% Post-Consumer Waste, soy based inks, processed Chlorine Free.
Or provide eco-friendly alternative. FSC-certified if possible.

INK: Soy or vegetable based ink.

PREPRESS: Disk supplied, Laser Print, Digital Color Proof

PRESS: 4/4/ process color, bleeds, approx 50 images scanned on disk.

BINDERY: Fold, saddle stitch and trim, cartons. Also, please give a separate quote on perfect binding with the front
and back cover scored.

SHIPPING: Please include shipping cost if it applies

DELIVERY: Within 15 business days from receipt of disk.

July 17: disk delivered to printer

August 4: 41,000 delivered to UMASS Labeling Center for mailing. Send to:

University of Massachusetts
Attn: Kim Melnick
Mail Services
17 South College
154 Hicks Way
Amherst, MA 01003
Phone: 413-545-3158

Note: 34,000 for mailing / 7,000 for UMass faculty and staff

Deliver: 1200 to Amherst College, Donald Kells, AC #2500, Keefe Campus Center, Amherst MA 01002,
Phone: 413-542-2000 ext 57776

800 to Hampshire College, Jim Patten, 893 West Street, Post Office Hampshire College, Amherst, MA 01002;
Phone: 413-559-5446

1800 to Mount Holyoke College, Mary Collins, 50 College St, Mail Services, South Hadley MA 01075;
Phone: 413-538-2462

2200 to Smith College, Donna Plassman, Central Services, 126 West St., Northampton MA 01060;
Phone: 413-585-3696

4000 to University of Massachusetts, Amherst; Sonia Kudla, Fine Arts Center Box Office, 151 President's Way
Amherst, MA 01003 Phone: 413-545-4155

We will consider a printer, who is also willing to offer a partial in-kind donation as a sponsor in exchange for logo exposure, tickets and other benefits. Please include interest and/or call Shawn Farley at (413) 545-4159 or email sfarley@admin.umass.edu for more information.

For questions or sample brochure call Jorge Luis Gonzalez at (413)545-4482.

For technical questions regarding design of brochure call Rob Stewart at (413) 303-1581 or email at rob@robanddamia.com.

Bidders shall deliver their bid response to the following address by **Thursday, July 3, 2008 at 1:00pm, at which time the bids will be opened and publicly read.** Bids shall be clearly marked and addressed to:

**University of Massachusetts
Procurement Department
407 Goodell Bldg.
140 Hicks Way
Amherst, MA 01003
Fax 413-545-1643**

Attention: RFB AA09-RH-2838

It is the sole responsibility of the bidder to insure that its bid is delivered to the Procurement Department in its entirety by the due date and time. Late bids will not be considered, and will be placed, unopened, in the bid file. Faxed bids will be accepted, provided the original is received within 5 working days after bid deadline submission date.

All questions from prospective vendors regarding this Request for Bid shall be referred to the Purchasing Manager in the Procurement Department by email or fax only, by Monday, June 30, 2008 at 2:00 PM. No telephone calls will be entertained. Inquiries received after the specified date and time will not be accepted. The University will E-Mail its response to all questions to all bidders of record by formal addendum by 3:00 pm on Tuesday, July 1, 2008.

The contact information for this individual is:

**University of Massachusetts Amherst
Rosemary A. Hassay, Purchasing Manager
Fax: (413) 545-1643
Email: procurement@admin.umass.edu**

The University will extend the due date by written addendum if such information significantly amends this request for bid or makes compliance with the original proposed due date impractical.