



# UNIVERSITY OF MASSACHUSETTS-AMHERST

Procurement Department  
407 Goodell Bldg., 140 Hicks Way  
Amherst, MA 01003-9334

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email: [procurement@admin.umass.edu](mailto:procurement@admin.umass.edu) Web Page: [www.umass.edu/procurement](http://www.umass.edu/procurement)

(THIS IS NOT AN ORDER)

## REQUEST FOR BID # AA09-RH-2839

«Name» «Address_1» «Address_2» «City», «State» «Zip»	RFB Opening Date & Time: <b>July 10, 2008 @ 1:00 PM</b>  Requested by: Joyce Hahn Telephone: 413-545-3522 Department: Athletics Date Prepared: 6/19/2008
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	Description	Unit Price	Total Price
	<b>BIDS ARE REQUESTED FOR EVENT MANAGEMENT SERVICES FOR VARIOUS ATHLETIC DEPARTMENT HOME COMPETITIONS PER THE ATTACHED SPECIFICATIONS FOR THE BID OPENING ON JULY 10, 2008 @ 1:00 P.M.</b>		
	<b>Rate per hour per person:</b>		
	<b>Contract Term: July 1, 2008 to June 30, 2009 with the option to renew for two (2) one-year terms</b>		
	<b>The University reserves the right to make partial awards for the services requested or to make an award to more than one vendor for the term of this contract.</b>		

PLEASE DIRECT ANY QUESTIONS REGARDING THIS RFB TO: ROSEMARY A. HASSAY @ 413-545-1094

### IMPORTANT INFORMATION

- It is the bidder's responsibility to insure that their bid is received in its entirety by the University of Massachusetts, Procurement Department, 407 Goodell Building, 140 Hicks Way, Amherst, MA 01003-9334 by 1:00 PM on the bid opening date specified above. Bids received after the specified date/time or at a location other than what is listed in the RFB will be rejected and placed unopened in the bid file.
- Bids may be faxed provided that they are followed up by a hard copy with written signature within 5 days of the bid date. All faxed bids must be received by the Procurement fax by the date and time of the bid above. **No electronic bids will be accepted.**
- All prices are FOB Destination, delivery free of all charges to: University of Massachusetts Amherst at a location specified on a purchase order.
- **Bidders must list their Taxpayer's Identification Number here:** \_\_\_\_\_ - \_\_\_\_\_
- Bid may not be materially altered after the bids have been opened. Only the Director of Procurement can determine what a material alteration is.
- All prices must be submitted on a Net Basis. Unit price shall prevail in case of mathematical error.
- Bids on items that differ from specifications will be rejected at the discretion of the Director of Procurement. Proprietary names are quoted for informational purposes only and are not meant to limit competition. The right is reserved to accept the bid deemed best for the University.
- Exceptions to any terms and conditions contained herein or in the bid specifications, must be noted by bidder in bid. The Director of Procurement reserves the right to reject any bid that does not conform to the specifications.

Vendor Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of Person Submitting Bid: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Address: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

R# 39064



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

**Event Management Services  
for Various Athletic Department Home Competitions  
per the attached specifications**

**RFB# AA09-RH-2839**

**Bid Opening Date – July 10, 2008 @ 1:00 p.m.**

The University of Massachusetts, Amherst is requesting bids for event management services for various Athletic Department home competitions. The term of this agreement would be from July 1, 2008 to June 30, 2009 with the option to renew for two (2) additional one-year terms.

The event management company would be responsible for all home regular season football games, all home post season football games, 1-2 home regular season men's lacrosse games, and any other outdoor athletic event that warrants event management services as determined by Dan Markowski, Associate AD for Facilities and Operations.

- Examples of Job Duties include but are not limited to:
  - Ticket Taking
  - Ushering
  - Escorting key personnel to their designated areas
- Event Management for football games entail a minimum of 5 hours of service
- Event Management for men's lacrosse games entail a minimum of 4 hours of service
- Vendor must provide their own communication devices and their own apparel designating that they are "staff".
- Dan Markowski in conjunction with the selected vendor will determine the number of staff needed per game a minimum of 1 week prior to the event. Expected crowd as well as other factors will help determine the number of staff needed. The selected vendor is required to be able to fulfill the requested number of staff.
- The selected vendor must have experience working Division I intercollegiate football events. Please provide a list of Universities/college that your company has provided services for.
- UMass police (UMAPD) will have the ultimate decision authority and the selected vendor will work closely with UMAPD.
- In the event that the UMAPD establishes an incident command operation, the event management staff will assign someone to the command room to ensure smooth coordination of all emergencies and communications.
- Any removal of unwanted patrons will be done only by the UMAPD.
- The event management vendor has to be bonded and a copy of the bond must be returned with the Contract for Services.

- The selected vendor will be required to sign the University's long form Contract for Services. This document can be accessed electronically at: [www.umass.edu/procurement/forms](http://www.umass.edu/procurement/forms).
- The selected vendor will be required to name the University of Massachusetts, Amherst as an additionally insured to their insurance and provide a copy.
- Please bid based on the hourly rate per person:

Rate per hour per person: \$\_\_\_\_\_

- Renewal: the University may extend this contract for two (2) one-year terms based on mutual agreement of the successful bidder(s). All terms and conditions will remain the same for all option periods. Prices for the two option periods may increase \_\_\_\_% (vendor complete percentage) over the current year.

If you have any technical questions please contact Dan Markowski, Associate AD for Facilities and Operations at 413-545-4085.

Bidders shall deliver their bid response to the following address by **Thursday, July 10, 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-2839**

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 Tuesday, July 1, 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 Thursday, July 3, 2008 and post the questions and response on the Procurement Department Web-site at: [www.umass.edu/procurement/openbids](http://www.umass.edu/procurement/openbids).

The contact information for this individual is:

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