



UNIVERSITY OF MASSACHUSETTS-AMHERST

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

voice: 413-545-0361 fax: 413-545-1643

email: procurement@admin.umass.edu Web Page: www.umass.edu/procurement

(THIS IS NOT AN ORDER)

REQUEST FOR BID # AA09-RH-2841

«Name» «Address_1» «Address_2» «City», «State» «Zip»	RFB Opening Date & Time: July 10, 2008 @ 1:00 PM Requested by: Joyce Hahn Telephone: 413-545-3522 Department: Athletics Date Prepared: 6/20/2008		
Description		Unit Price	Total Price
BIDS ARE REQUESTED FOR PORTABLE RESTROOMS PER THE ATTACHED SPECIFICATIONS FOR THE BID OPENING ON JULY 10, 2008 @ 1:00 P.M.			
The winning vendor will be required to sign the University Contract for Services which can be reviewed on-line at: www.umass.edu/procurement/forms .			
The University reserves the right to make an award to more than one vendor for the term of this contract.			

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# 39305



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

**Portable Restrooms
per the attached specifications**

**RFB# AA09-RH-2841
Bid Opening Date – July 10, 2008 @ 1:00 p.m.**

The University of Massachusetts, Amherst is requesting bids for portable toilets.

The bid is effective from July 1, 2008 to June 30, 2009.

- Toilets must be cleaned per the following chart.
- Toilets can be left on campus after the spring season at Lorden Field, Softball Complex and Tennis Complex if cheaper to university then having them removed and put back in place for remaining dates.
- Itemized billing is required for each location

This is a listing of the dates, quantity and location of the portable restrooms needed.

Location	Date In	Date Out	Quantity	Type	Cost
McGurk Stadium	8/20/2008	12/15/2008	2	Handicap	
McGurk Stadium	8/20/2008	12/15/2008	15	Regular	

Note: These must be cleaned before each home game.

Lorden Field	9/4/2008	10/30/2008	1	Handicap	
Lorden Field	9/4/2008	10/30/2008	2	Regular	
Lorden Field	3/23/2009	5/18/2009	1	Handicap	
Lorden Field	3/23/2009	5/18/2009	2	Regular	
Lorden Field	7/1/2008	7/31/2008	1	Handicap	
			2	Regular	

Note: These must be cleaned once per week.

Softball Complex	9/4/2008	10/30/2008	1	Handicap	
Softball Complex	9/4/2008	10/30/2008	2	Regular	
Softball Complex	3/23/2009	5/18/2009	1	Handicap	
Softball Complex	3/23/2009	5/18/2009	2	Regular	
Softball Complex	6/30/2009	7/20/2009	1	Handicap	
			2	Regular	

Note: These must be cleaned once per week.

Rudd Field	8/15/2008	11/2/2008	1	Handicap	
	8/15/2008	11/2/2008	2	Regular	

Note: These must be cleaned once per week.

Crew Boathouse	1/19/2009	4/6/2009	1	Regular
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Note: These must be cleaned once per week.

UMass Track	3/23/2009	5/18/2009	1	Handicap
			2	Regular

Note: These must be cleaned once per week.

UMass Tennis	9/4/2008	10/30/2008	1	Handicap
Complex	3/23/2009	5/18/2009	1	Handicap
	6/25/2009	8/15/2009	1	Handicap

Note: These must be cleaned once per week.

UMass Track	4/10/2009	4/13/2009	1	Handicap
Meets			5	Regular
	4/24/2009	4/27/2009	1	Handicap
			5	Regular
	5/8/2009	5/11/2009	3	Handicap
			15	Regular

Note: These units must be cleaned after 6:00 pm on 5/09/2009 OR before 7:00 am on 5/10/2009.

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-2841

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.

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

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.

The University reserves the right to reject any or all bids, in whole or in part, and to make an award in a manner deemed to be in the University's best interest.