



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-2851

«Name» «Address_1» «Address_2» «City», «State» «Zip»	RFB Opening Date & Time: July 10, 2008 @ 1:00 PM Requested by: Lori Weaver Telephone: 413-545-2036 Department: Office of Information Technology Date Prepared: 6/24/2008
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	Description	Unit Price	Total Price
	BIDS ARE REQUESTED FOR PRINTER PARTS FOR FISCAL YEAR 2009 FOR THE UNIVERSITY OF MASSACHUSETTS HARDWARE SUPPORT DEPARTMENT PER THE ATTACHED SPECIFICATIONS OR APPROVED EQUAL FOR THE BID OPENING ON JULY 10, 2008 @ 1:00 P.M.		
	Contract Term: July 1, 2008 – June 30, 2009 with the option to renew for two (2) additional one-year terms.		
	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# 39168



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

**Printer Parts
per the attached specifications or approved equal**

**RFB# AA09-RH-2851
Bid Opening Date – July 10, 2008 @ 1:00 p.m.**

CAMPUS CONTRACT – COMPUTER PRINTER PARTS

Bids are requested for the purchase of printer parts, to be furnished as needed, for the period from date of the award through June 30, 2009 per the following terms and conditions:

1. This contract shall be for the use of the University of Massachusetts – Amherst, Hardware Support (HS) department. The University will issue a blanket purchase order to the successful bidder(s), against which Hardware Support will place their orders as need occurs.
2. This is a new contract. It is anticipated that approximately \$15,000.00 of business will be done during the contract term. However, no guarantee as to the actual volume to be realized is made.
3. All prices shall be bid FOB Destination with freight allowed, unless the bidder specifies otherwise.
4. Delivery in a timely manner is critical. Bidder shall indicate parts availability and approximate delivery time from date of request.
5. The Vendor's bid shall be on a percentage off the current manufacturer's list price.
6. The Director of Procurement of the University of Massachusetts reserves the right to reject any or all bids, wholly or in part and to make the award in a manner deemed to be in the University's best interest.
7. A multi-vendor award may be made to insure availability of parts.
8. Hardware Support will monitor the vendors' performance. This will include, but is not limited to, prices quoted, delivery time, delivery dates as promised, if not a stock item, defective material (DOA), and RMA turn around time.
9. Technical questions concerning this contract should be directed to Lori Weaver or Greg Fay, Hardware Support at (413) 545-2036.

The Vendor must bid as follows:

- The attached list is a representation of the items that may be ordered throughout the term of the contract. As customer demands vary and technology changes, additional parts will be requested throughout the term of the contract.
- The bidder shall bid unit prices that will show the vendors most current list price.
- At the time of a purchase, Hardware Support will call the award winner(s) to obtain the current pricing of items to be ordered.

- ❑ The vendors discount from list must remain firm throughout the term of the contract. As the market pricing fluctuates, the vendor will be allowed to change their pricing as needed, to reflect the change in the market, but the discounts will remain fixed.
- ❑ Bidder shall furnish a copy of his current retail price list with his bid.
- ❑ From time to time, the successful bidder may offer special sale prices, or “One Time Only Prices”, which, if better than the contract price, shall be offered to the University.
- ❑ Bidder must offer a “Lifetime Warranty” on all memory.
- ❑ All memory provided will be tested to assure the bidders Quality Standards meeting the OEM Specifications and Standards”.
- ❑ The bidder must specify all “OEM Certifications of Compliance” with computer manufacturers.
- ❑ Bidder must specify the discount from list price that is offered to the University here: _____% discount off the manufacturer’s most current suggested list prices. **Vendor to fill in % amount in blank space.**
- ❑ The successful bidder's invoices shall reflect the list price, less the contract percentage of discount, and the net price for each item, along with the Purchase Order Number.
- ❑ Bidder must supply a copy of their “Returned Material Authorization” (RMA) policy and any form(s) needed, if applicable.
- ❑ Bidder must supply a list of contacts, with phone numbers, for the Sales, Billing, Technical Support, and RMA departments.
- ❑

DESCRIPTION OF REQUISITION:

OIT HARDWARE SUPPORT, A22 LGRC Lowrise, WOULD LIKE TO ESTABLISH A COMPUTER CONTRACT AS PER THE ATTACHED LIST FOR THE PERIOD OF 7/1/08 - 6/30/09

BID MAY BE AWARDED TO MULTIPLE VENDORS ON A PER ITEM BASIS.

SUBJECT TO THE APPROPRIATION OF FUNDS, MAY THE UNIVERSITY EXTEND THIS CONTRACT FOR TWO ADDITIONAL YEARS WITH ALL DISCOUNTS TERMS & CONDITIONS REMAINING THE SAME? YES___NO___

Initials of Approver _____

TO INSURE LEGIBILITY, PLEASE TYPE YOUR BID RESPONSE.

Signature Title Date

Company Name

Address

City State Zip

Phone Number Fax Number

WWW Homepage /

OIT Hardware Support
Printer Parts Bid for FY09

FUSING SECTIONS

Purchase

Exchange

SERIES	QTY	PART #
LJ 5SI,8000	12	RG5-4447
LJ 8100	12	RG5-4318
LJ 4000	12	RG5-2661
CLJ 4500	6	RG5-5154
LJ9000	12	RG5-5750

PICKUP ROLLER/SEPARATION PAD

LJ 5L	FEED	50	RG5-3486
	SEP	50	RY7-5077
LJ 1100	FEED	50	RB2-4026
	SEP	50	RF5-2886
LJ 4000	PICKUP	50	RB1-8865
	FEED	100	RF5-1885
LJ 5SI	PICKUP	100	RF5-1835
	FEED	200	RF5-1834
	TRANS	50	RF5-1412
LJ4	EXIT	200	RF5-0425
LJ9000	FEED	50	RF5-3338
	PICKUP	50	RF5-3340

MISC

CLJ4500	MAINT. KIT	6	C4197A
LJ8100	MAINT. KIT	6	C3914A
LJ9000	MAINT. KIT	6	C9152A

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-2851

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.