



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-2858

	RFB Opening Date & Time: July 22, 2008 @ 1:00 PM		
	Requested by: Joyce Hahn Department: Athletics Phone: 413-545-3522 Date Prepared: 7/8/2008		
	Description	Unit Price	Total Price
	BIDS ARE REQUESTED FOR SEASON TICKET STOCK FOR THE ATHLETICS DEPARTMENT PER THE ATTACHED SPECIFICATIONS OR APPROVED EQUAL FOR THE BID OPENING ON JULY 22, 2008 @ 1:00 P.M.		
70,000 Tickets	Project # 1: Spitter/Thermal Ticket Stock		
70,000 Tickets	Project # 2: Spitter/Thermal Ticket Stock		
16,000 Sheets	Project # 3: Season Ticket Stock		
	The University reserves the right to make partial awards for the services requested or to make an award to more than one vendor.		
	Please include shipping costs, if they apply.		
	Total Bid Price>>>>>>>>>>		

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:** _____



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

**Season Ticket Stock
per the attached specifications or approved equal**

**RFB# AA09-RH-2858
Bid Opening Date – July 22, 2008 @ 1:00 p.m.**

Specifications:

Project # 1: Spitter/Thermal Ticket Stock

Stock: 7.5 pt direct thermal tag for 300 dpi printers
Ticket Size: 1.975" x 5.625" perforated at .75" from the left edge and 2.25" from the right edge
Ticket Front: 3 colors (black, cardinal, gray)
Ticket Back: 2 colors (black, white)
Quantity: 70,000

Price: _____

Shipping Cost (if it applies): _____

Project # 2: Spitter/Thermal Ticket Stock

Stock: 7.5 pt direct thermal tag for 300 dpi printers
Ticket Size: 1.975" x 5.625" perforated at .75" from the left edge and 2.25" from the right edge
Ticket Front: 3 colors (black, cardinal, gray)
Ticket Back: 1 color (cardinal)
Quantity: 70,000

Price: _____

Shipping Cost (if it applies): _____

Project # 3: Season Ticket Stock

Stock: 10 point stock
Sheet Size: 8.5" x 14" sheets – 8 tickets per sheet – Sheet is perforated at roughly 3.5" from the top so that ticket header can be removed.
Ticket Size: each ripped ticket is 5.25" x 2.125"
Ticket Front: 3 colors (black, cardinal, gray)
Ticket Back: 2 colors (black, white)
Quantity: 16,000 sheets

Price: _____

Shipping Cost (if it applies): _____

Delivery Lead-time after receipt of order: _____

Must have delivery of season ticket stock by September 10, 2008.

Artwork will be provided to the awarded vendor.

Delivery will be made to:

University of Massachusetts
Attn: Sean Quinn
Mullins Ticket Office
200 Commonwealth Avenue
Amherst, MA 01003
Phone: 1-413-545-4686

Bidders shall deliver their bid response to the following address by **Thursday, July 22, 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-2858

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 Wednesday, July 16, 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 17, 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.