



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-2861

		RFB Opening Date & Time: July 24, 2008 @ 1:00 PM	
		Requested by: Jenna Rostek Department: Housing Services Phone: 413-545-6933 Date Prepared: 7/9/2008	
	Description	Unit Price	Total Price
	BIDS ARE REQUESTED TO PROVIDE TOILET TISSUE TO HOUSING SERVICES PER THE ATTACHED SPECIFICATIONS OR APPROVED EQUAL FOR THE BID OPENING ON JULY 24, 2008 @ 1:00 P.M.		
	The University reserves the right to make partial awards for the services requested or to make an award to more than one vendor.		
	Contract Term: July 1, 2008 – June 30, 2009 with the option to renew for one-additional term.		
	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: _____

R# 40453



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

**Toilet Tissue
per the attached specifications or approved equal**

**RFB# AA09-RH-2861
Bid Opening Date – July 24, 2008 @ 1:00 p.m.**

Housing Operations at the University of Massachusetts, Amherst, requests bids for the supply and weekly delivery of SQP/Valay #304 or Morcon M125 toilet tissue or (no substitutions) per the following specifications:

Description

SQP/Valay #304 toilet tissue OR Morcon M125 toilet tissue

24 rolls per case
2500 sheets per roll

Substitutions will not be considered for this bid. However, proposed equals may be submitted for review and consideration during the academic semester. Approved equals may be added to the specification list for future bids.

Scope of Contract

The Southwest/North, Southwest/South, Northeast/Sylvan and Orchard Hill/Central residential areas will each issue their own blanket purchase orders (PO numbers to be assigned), one for each area, to the successful vendor. The successful vendor will make weekly deliveries to five locations specified in the section titled Delivery. Separate invoices shall be generated and shall reference the purchase order number for the appropriate area.

Term of Contract

This contract will service four Housing and Residence Life residential areas from the date of the award of this bid through June 30, 2009 with the option to renew for one-additional annual term with the mutual consent of the University of Massachusetts, Amherst and the Supplier. Prices for the one-option period may increase by _____% (Bidder to fill in percentage). All terms and conditions shall remain the same for all option periods, if no percentage is filled in, it is agreed that a zero percent rate will apply. Please signify your acceptance of renewal

Yes _____ No _____ Initials _____

Anticipated Volume

Housing and Residence Life experiences fluctuations in the occupancy of the residence halls throughout the year. September through December and February through May are the months of highest occupancy. January is the quietest month, and the summer months of June, July and August vary depending on the number of conferences utilizing our space.

As a result, we can only predict the following requirements for usage during our peak months:

Southwest/North	30 cases per week
Southwest/South	35 cases per week
Northeast/Sylvan	35 cases per week
Orchard Hill/Central	35 cases per week

No guarantee of quantity shall be made, and weekly quantity amount may be changed at the request of Housing Operations staff.

Bid Award

The University reserves the right to reject any or all bids, wholly or in part, and to make an award in the best interest of the University, as deemed by the Director of Procurement at the Amherst campus. The University reserves the right to make a partial award, or to make an award to more than one vendor.

Brand

Please indicate which brand of paper you are bidding: _____

Pricing

Please provide two different pricing options:

Option A

Unit price per case includes free dispensers \$ _____

Free dispensers are defined as dispensers provided at no cost to the University, with no intent for the University to exchange these new dispensers for used or damaged ones. Dispenser shall be Valay 1007 metal with lock, or approved equal.

Indicate how toilet tissue dispensers are allocated – i.e. what is the ratio of free dispensers to volume of cases purchased:

Option B

Unit price per case, no dispensers included \$ _____

Unit price per dispenser ordered separately as needed \$ _____

Dispenser shall be Valay 1007 metal, or approved equal.

Replacement Dispensers

Will the vendor provide free replacement dispensers on a one-for-one ratio in exchange for damaged ones?

The University has used multiple vendors for this contract over the years. As such, our dispensers have been acquired from various sources, though all are Valay model 1007. Will the vendor facilitate the exchange of damaged dispensers on a one-to-one ratio even though the dispensers may not have originally been acquired through you?

Please identify the contact person or person(s) with whom the University should work to facilitate easy exchange of damaged dispensers:

Name: _____

Phone: _____

Email: _____

Notice to Change Order

Bidders shall specify the number of hours/days notice required if the areas would like to adjust their delivery for any given week. Bidders shall also specify the number of hours/days notice necessary to change the delivery day if the regularly scheduled delivery day is a University holiday.

a. _____ hours/days notice is required

b. Please indicate the name and phone number of the person(s) who may be contacted to make changes to the weekly delivery schedule:

Delivery

All deliveries shall be made on Wednesdays between 8:00 a.m. and 11:00 a.m. This day provides the most consistency in terms of avoiding days when the University may be closed. Bidders shall specify if they are unable to meet this delivery schedule.

Delivery shall be made to the following drop-off points:

Southwest/North	Coolidge Tower loading dock
Southwest/South	Washington Tower first floor
Northeast/Sylvan	Lewis House
Orchard Hill/Central	SPLIT DELIVERY – Grayson House and Brett House

Successful vendor will be given contact information and specific unloading instructions at time of bid award.

Variations

Variations to any of the bid terms should be clearly noted on this bid response or on a page securely attached. If no variance is noted, the University will assume that the Bidder can and shall meet that specification.

Bidders shall deliver their bid response to the following address by **Thursday, July 24, 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-2861

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 Thursday, July 17, 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 Friday, July 18, 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.