



University of Massachusetts Amherst
Department of Procurement
Request for Bids:
Printing of the Athletic Department Materials
per the attached specifications

RFB# AA09-RH-3308
Bid Opening Date – June 11, 2009 @ 1:00 p.m.

The Athletic Department at the University of Massachusetts is requesting bids to provide the printing of materials per the following specifications.

CONTRACT TERM: July 1, 2009 through June 30, 2010 with the option to renew for an additional two (2) one-year terms based upon the mutual agreement of the University and the awarded vendor. All terms and conditions will remain the same of all option periods. Prices for the two periods may increase ____% (vendor completed percentage) over the current year or by the CPI-U Index for a 12-month period.

STUDENT-ATHLETE HANDBOOK

- Name of Job: Student-Athlete Handbooks
- Description: Booklet – for academic support unit
- Inks: Covers (front, back and inside) 4-color OFC/OBC & BW IFC/BC with full bleeds.
Inside text pages: Black with NO bleeds
- Size: Trim (open) 8.5 x 11”; Folded to final page 5.5 x 8.5”
- Pages: 160 interior + COVER
- Copies: 750
- Binding: Plastic spiral (black)
- Stock: Cover stock, 10 pt. or similar style, coated two sides, gloss OFC/OBC only.
Interior pages: 60 lb. white, uncoated text.
- Coating: Exterior covers to have UV coating or film laminant to make glossy.
- Quantity:
 - * - Include a separate price for each individual job.
 - * - NO OVERS ACCEPTED.
 - * - Quote separate price for additional plus/minus 100s copies for each guide.
 - * - Quote separate price for plus/minus 4 and 8 pages for each guide as well

Item	Delivery Due	Pages	Quantity	PRICE	+/- 4 pgs.	+/- 8 pgs.	+/- 100 copies
Student-Athlete Handbook	Aug. 15	160	750				

- Proofs: Digital Online or via PDF, INsite, Renderview or similar outlet on internet. **MUST BE ON-LINE.**
- Illustrations: ONLY accepted Transmitted Digitally via FTP or online transmission.
- Preparation: UMass and/or designer will supply materials and transmit via FTP (File Transfer Program) such as Fetch, etc. (PhotoShop/PageMaker and/Quark files) or camera ready. **ALL DIGITAL.**
- Delivery: **7 DAYS** following receipt of files via FTP.
To Jason Yellin, 290 Boyden Gym, Umass, Amherst, MA 01003

PRINTER IS RESPONSIBLE FOR UNLOADING TRUCK AND DELIVERING DIRECTLY.
DO NOT DELIVER TO CENTRAL RECEIVING.

NOTE: DUE TO BUDGET CONSTRAINTS ALL ITEMS MAY NOT BE ORDERED. SPECS, QUANTITIES, AND LAYOUT SUBJECT TO CHANGE AT ANY TIME.

MEDIA GUIDES (17 VERSIONS)

Name of Job: University of Massachusetts Media Guides for 17 Teams

Description: Booklet – Media Guide for 17 varsity teams varying page totals and quantities.

Inks: Covers (front, back and inside) 4 color with full bleeds
 Inside text pages: Black with full bleeds.

Size: Trim (open) 17 x 11”; Folded to final Page 8-1/2 x 11”

Binding: Saddle stitch with two staples unless noted (football, men’s basketball, women’s basketball, hockey, men’s lacrosse, softball).
 Those six sports will have portions perfect bound and portions with the plastic spiral (black).

Stock: Cover stock, 10 pt. or similar style, coated two sides, gloss.
 Interior pages: 80 lb. white, coated/glossy text.

Coating: Exterior covers to have UV coating or film laminant to make glossy.

Quantity: * Include a separate price for each individual job.
 * NO OVERS ACCEPTED.
 * Quote separate price for additional plus/minus 100s copies for each guide.
 * Quote separate price for plus/minus 4 and 8 pages for each guide as well

Sport	Delivery Due	Pages	Quantity	PRICE	+/-4 Pages	+/-8 Pages	+/-100 Copies
Football	July 25	208	1,750 TOTAL (1,250 perfect/500 spiral)				
Men’s Soccer	Aug. 20	56	500				
Women’s Soccer	Aug. 20	56	500				
Field Hockey	Aug. 20	56	500				
Men’s Track/XC	Aug. 20	36	500				
Women’s Track/XC	Aug. 20	36	500				
Men’s Swimming	Sept. 15	36	500				
Women’s Swimming	Sept. 15	36	500				
Ice Hockey	Sept. 15	128	1,100 TOTAL (900 perfect/200 spiral)				
Men’s Basketball	Oct. 15	208	1,750 TOTAL (1,400 perfect/350 spiral)				
Women’s Basketball	Oct. 15	128	1,000 TOTAL (800 perfect/200 spiral)				
Men’s Lacrosse	Feb. 1	80	600 (500 perfect/100 spiral)				
Women’s Lacrosse	Feb. 1	56	500				
Baseball	Feb. 1	56	500				
Softball	Feb. 1	80	500 (400 perfect/100 spiral)				
Tennis	Feb. 1	24	300				
Rowing	Mar. 1	24	300				

NOTE: COVERS MAY BE GROUPED TOGETHER BASED ON DUE DATES FOR PRINTING

Proofs: Digital Online or via PDF, Insite, Renderview or similar outlet on internet. **MUST BE ONLINE.**

Illustrations: **ONLY** accepted Transmitted Digitally via FTP or online transmission. Preparation: UMass and/or designer will supply materials and transmit via FTP (File Transfer Program) such as Fetch, etc. (PhotoShop/PageMaker and/Quark files) or camera ready. **ALL DIGITAL.**

Delivery: 7 DAYS following receipt of files via FTP.

POSTERS (16 Sports)

Name of Job: University of Massachusetts Posters

Description: 12 x 18 and 18 x 24 Sports Posters

Inks: Side One (front): 4-color – full bleed
No back side

Quantity: * Include a separate price for each individual job.
* NO OVERS ACCEPTED
* Quote separate price for additional plus/minus 100s.

Sport	Delivery Date	18 x 24	Price +/-100	12 x 18	Price +/- 100
Men's Soccer	Aug. 20	---		500	
Women's Soccer	Aug. 20	---		500	
Field Hockey	Aug. 20	---		500	
Track & Field	Aug. 20	---		500	
Ice Hockey	Aug. 20	1,000		3,000	
Men's Basketball	Oct. 1	1,000		3,000	
Women's Basketball	Oct. 1	1,000		3,000	
Swimming	Oct. 1	---		500	
Skiing	Oct. 1	---		200	
Men's Lacrosse	Feb. 1	---		750	
Women's Lacrosse	Feb. 1	---		500	
Baseball	Feb. 1	---		500	
Softball	Feb. 1	---		500	
Tennis	Feb. 1	---		300	
Rowing	Feb. 1	---		300	
Football	May 1	1,000		3,000	

NOTE: POSTERS MAY BE GROUPED TOGETHER BASED ON DUE DATES.

Size: Either 12 x 18 or 18 x 24

Stock: 80 lb. coated

Proofs: Digital Online or via PDF, Insite, Renderview or similar outlet on internet. **MUST BE ONLINE.**

Illustrations: UMass and/or designer will supply materials and transmit via FTP (File Transfer Program) such as Fetch, etc. (PhotoShop/PageMaker and/Quark files) or camera ready. **ALL DIGITAL.**

Delivery: 7 days following receipt of files via FTP.

SPORT SCHEDULE CARDS (4 SPORTS)

Name of Job: University of Massachusetts Sport Schedule Cards

Description: 2.125 x 3.375 Schedule Cards for Hockey, Men's Basketball, Women's Basketball, Football

Inks: Two-sided 4-color

Quantity: * Include a separate price for each individual job.
* NO OVERS ACCEPTED.
* Quote separate price for additional plus/minus 1,000s

Sport	Delivery Date	Quantity	PRICE	Price +/-1000
Ice Hockey	Aug. 20	10,000		
Men's Basketball	Sept. 1	15,000		
Women's Basketball	Sept. 1	10,000		
Football	May 1	10,000		

Size: Flat size 4.25 x 3.375 folded to 2.125 x 3.375 final size

Stock: Cover stock, 10 pt. or similar style or 80 lb. cover glossy

Coating: UV coating or film laminant to make glossy

Binding: Score and fold

Proofs: Digital Online or via PDF, Insite, Renderview or similar outlet on internet. **MUST BE ONLINE.**

Illustrations: **ONLY** accepted Transmitted Digitally via FTP or online transmission

Preparation: UMass and/or designer will supply materials and transmit via FTP (File Transfer Program) such as Fetch, etc. (PhotoShop/PageMaker and/Quark files) or camera ready. **ALL DIGITAL.**

Delivery: 7 days following receipt of files via FTP

SEASON SCHEDULE/TRADING CARDS (6+ VERSIONS)

Name of Job: University of Massachusetts Season Schedule/Trading Cards

Description: Fall, Winter, Spring Schedule Cards which will be long versions with perforation as well as being cut to individual sport, varying sizes in length always 3.375 tall.

Inks: Side one (front) 4-color
Side two (back) Black

Quantity: * Include a separate price for each individual job.
* NO OVERS ACCEPTED.

Season	Delivery Date	Quantity	Panels (full size)	Quantity Cut to Sport
Fall	Aug. 1	2,000	7 (14.875 x 3.375)	3,000 PRICE:
Hockey	Oct. 15	5,000	10 (21.25 x 3.375)	0 PRICE:
Men's Basketball	Nov. 15	5,000	10 (21.25 x 3.375)	0 PRICE:
Women's Basketball	Nov. 15	5,000	10 (21.25 x 3.375)	0 PRICE:
Other Sport	TBA	2,000	10 (21.25 x 3.375)	0 PRICE:
Winter	Sept. 15	2,000	8 (17 x 3.375)	3,000 PRICE:
Spring	Jan. 15	2,000	8 (17 x 3.375)	3,000 PRICE:

Size: Flat size **Fall** (14.875 x 3.375) ... perforations and/or cut to 2.125 x 3.375 sections by sport
Flat size **Winter** (17 x 3.375) ... perforations and/or cut to 2.125 x 3.375 sections by sport
Flat size **Spring** (17 x 3.375) ... perforations and/or cut to 2.125 x 3.375 sections by sport

Sports 10 (21.25 x 3.375) ... perforations and to 2.125 x 3.375 sections by player

Stock: Cover stock, 10 pt. or similar style or 80 lb. cover glossy

Coating: UV coating or film laminant to make glossy

Binding: Perforated for tear off each 2.125 if in long format

Proofs: Digital online or via PDF, Insite, Renderview or similar outlet on internet. **MUST BE ONLINE.**

Illustrations: **ONLY** accepted Transmitted Digitally via FTP or online transmission

Preparation: UMass and/or designer will supply materials and transmit via FTP (File Transfer Program) such as Fetch, etc. (PhotoShop/PageMaker and/Quark files) or camera ready. **ALL DIGITAL.**

Delivery: 7 days following receipt of files via FTP

MISCELLANEOUS PRINTING

Name of Job: University of Massachusetts Misc. Printing
 Inks: Two sided both 4-color or Black & White
 Quantity: Various jobs to be done at dates to be determined for promotions during the season.
 Please price each job based on the following quantities
 * NO OVERS ACCEPTED.
 * Quote separate price for additional plus/minus 1,000s

HOLIDAY CARD**	Quantity	PRICE
8.5 X 11 inches folded in half to 8.5 x 5.5	1,000 copies	
8.5 x 11" folded in half to 8.5 x 5.5	2,000 copies	

****Holiday Card has a color cover and inside is Black & White (3 versions of BW inside)**

	Price 500 copies	Price 1,000 copies	Price 2,000 copies	Price +/- 100 copies
BASKETBALL NOTECARDS (COLOR 1 SIDE)				
4 x 6 inches (color 1 side)				
4 x 6 inches (color 1 side with foil stamping in each)				
5.5 x 8.5 inches (color 1 side)				
5.5 x 8.5 inches (color 1 side with foil stamping in each)				
BASKETBALL NOTECARDS (COLOR)				
4 x 6 inches (color)				
5.5 x 8.5 inches (color)				
6 x 9 inches (color)				
8.5 x 11 inches (color)				
9 x 16 inches – UMAA (color)				
11 x 14 inches (color)				
11 x 17 inches (color)				
BASKETBALL NOTECARDS (BLACK & WHITE)				
4 X 6 inches (black & white)				
5.5 x 8.5 inches (black & white)				
6 x 9 inches (black & white)				
8.5 x 11 inches (black & white)				
9 x 16 inches – UMAA (black & white)				
11 x 14 inches (black & white)				
11 x 17 inches (black & white)				

Stock: Cover stock, 10 pt. or similar style or 80 lb. cover glossy
Binding: FLAT OR FOLDED
Proofs: Digital Online or via PDF, Insite, Renderview or similar outlet on internet. **MUST BE ONLINE.**
Illustrations: **ONLY** accepted Transmitted Digitally via FTP or online transmission
Preparation: UMass and/or designer will supply materials and transmit via FTP (File Transfer Program) such as Fetch, etc. (PhotoShop/PageMaker and/Quark files) or camera ready. **ALL DIGITAL.**
Delivery: 7 days following receipt of files via FTP

Bidders shall deliver their bid response to the following address by **Thursday, June 11, 2009 at 1:00pm, Eastern Standard Time 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 Building
140 Hicks Way
Amherst, MA 01003
Fax 413-545-1643**

Attention: RFB AA09-RH-3308

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, June 3, 2009 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 5:00 pm on Thursday, June 4, 2009.

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**