



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 # CA10-RH- 3310

«Name» «Address_1» «Address_2» «City», «State» «Zip»	RFB Opening Date & Time: May 21, 2009 @ 1:00 PM Requested by: Rita Campbell Telephone: 413-545-0123 Department: Creative Services Date Prepared: 4/28/2009		
	Description	Unit Price	Total Price
	BIDS ARE REQUESTED FOR THE UNIVERSITY OF MASSACHUSETTS ANNUAL CONTRACT FOR THE PRINTING OF T-SHIRTS AND POLO SHIRTS PER THE ATTACHED SPECIFICATIONS FOR THE BID OPENING ON MAY 5, 2009 @ 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, 2009 through June 30, 2010.		

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.
- 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:
University of Massachusetts Annual Contract:
for the printing of T-Shirts and Polo Shirts
per the attached specifications**

**RFB# CA10-RH-3310
Bid Opening Date – May 21, 2009 @ 1:00 p.m.**

FISCAL 2010 ANNUAL CONTRACT FOR T-SHIRTS and POLO SHIRTS

NOTICE: Successful vendor shall not accept any job without first receiving a hard copy purchase order, electronic or actual, that bears the signature of the Director of Procurement, University of Massachusetts.

1. This contract will cover the imprinting of T-Shirts and Polo Shirts for the fiscal year from July 1, 2009 to June 30, 2010. Prices quoted will remain firm for the period, unless, by mutual agreement and allowance for certain economic changes, to be noted and agreed upon.
2. All prices include shipping or delivery to UMass, Amherst.
3. T-Shirt and Polo Shirt prices will include printing 1 color, from vector art, on either the front or back, as specified. For more than 1 color, or side, or if not vector art, see Additional Charge Schedule on page #.

NOTE: Please indicate alternatives, variables, offerings and charges not covered here, if any. Also, indicate if prices for quantities not covered will be:

Pro-Rated Given separately

Further, it is understood that specialties, such as hoods or sweatshirts, etc., will be treated separately.

4. The University 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 its best interest.
5. A multi-vendor contract may be awarded to allow the University access to complete product lines, freedom of choice to match parts standardization plans, and to insure continuity of quality and alternative sources of supply in case of shortages and proximity to dealers for support and service.
6. Subject to the appropriation of funds, may the University extend this contract for two additional one-year terms with all prices and conditions to remain the same? _____ Yes _____ No
7. Please indicate your business telephone number for placing orders _____.
8. It is estimated that this contract has the potential of generating between 7,500 and 10,000 T-Shirts and/or Polo Shirts during the coming year; however, the University does not make any guarantees as to the volume.
9. All first quality T-Shirts and Polo Shirts are to be Hanes or approved equivalent. Samples may be requested if alternates are offered.
All promotional weight garments will be Gildan 5000 or other equivalent 5.5 oz. brand. Please identify brand. Samples may be requested.
10. **PLEASE QUOTE PER PIECE.**

Bidders shall deliver their bid response to the following address by **Thursday, May 21, 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 CA10-RH-3310

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, May 12, 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, May 14, 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**

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.

Campus Contract: CA10-RH-3010 – T-Shirts and Polo Shirts

Bid Opening Date: May 21, 2009 @ 1:00 PM

T-SHIRTS

I. 50/50 FIRST QUALITY - Mid-weight HANES T-Shirt or equivalent _____.

WHITE

LIGHT COLORS

<u>Quantity</u>	WHITE			LIGHT COLORS		
	S / M / L	XL	XXL	S / M / L	XL	XXL
24-49	_____	_____	_____	_____	_____	_____
50-99	_____	_____	_____	_____	_____	_____
100-199	_____	_____	_____	_____	_____	_____
200-299	_____	_____	_____	_____	_____	_____
300-399	_____	_____	_____	_____	_____	_____
400-500	_____	_____	_____	_____	_____	_____

DARK COLORS

<u>Quantity</u>	DARK COLORS		
	S / M / L	XL	XXL
24-49	_____	_____	_____
50-99	_____	_____	_____
100-199	_____	_____	_____
200-299	_____	_____	_____
300-399	_____	_____	_____
400-500	_____	_____	_____

Vendor Name: _____ **Telephone:** _____ **Fax:** _____

Name of Person Submitting Bid: _____ **Authorized Signature:** _____

Address: _____ **E-Mail Address:** _____

E-Mail: _____

Campus Contract: CA10-RH-3010 – T-Shirts and Polo Shirts

Bid Opening Date: May 21, 2009 @ 1:00 PM

T-SHIRTS

II. 100% Cotton FIRST QUALITY HANES T-Shirt or equivalent _____.

WHITE

LIGHT COLORS

<u>Quantity</u>	S / M /	XL	XXL	S / M /	XL	XXL
	L			L		
24-49	_____	_____	_____	_____	_____	_____
50-99	_____	_____	_____	_____	_____	_____
100-199	_____	_____	_____	_____	_____	_____
200-299	_____	_____	_____	_____	_____	_____
300-399	_____	_____	_____	_____	_____	_____
400-500	_____	_____	_____	_____	_____	_____

DARK COLORS

<u>Quantity</u>	S / M /	XL	XXL
	L		
24-49	_____	_____	_____
50-99	_____	_____	_____
100-199	_____	_____	_____
200-299	_____	_____	_____
300-399	_____	_____	_____
400-500	_____	_____	_____

Vendor Name: _____ **Telephone:** _____ **Fax:** _____

Name of Person Submitting Bid: _____ **Authorized Signature:** _____

Address: _____ **E-Mail Address:** _____

E-Mail: _____

Campus Contract: CA10-RH-3010 – T-Shirts and Polo Shirts

Bid Opening Date: May 21, 2009 @ 1:00 PM

T-SHIRTS

III. 50/50 - Promotional Weight T-Shirt – Gildan 5000 or equivalent 5.5 oz. T-Shirt

or equivalent - Identify: _____

WHITE

LIGHT COLORS

<u>Quantity</u>	S / M / L	XL	XXL	S / M / L	XL	XXL
24-49	_____	_____	_____	_____	_____	_____
50-99	_____	_____	_____	_____	_____	_____
100-199	_____	_____	_____	_____	_____	_____
200-299	_____	_____	_____	_____	_____	_____
300-399	_____	_____	_____	_____	_____	_____
400-500	_____	_____	_____	_____	_____	_____

DARK COLORS

<u>Quantity</u>	S / M / L	XL	XXL
24-49	_____	_____	_____
50-99	_____	_____	_____
100-199	_____	_____	_____
200-299	_____	_____	_____
300-399	_____	_____	_____
400-500	_____	_____	_____

Vendor Name: _____ **Telephone:** _____ **Fax:** _____

Name of Person Submitting Bid: _____ **Authorized Signature:** _____

Address: _____ **E-Mail Address:** _____

E-Mail: _____

Campus Contract: CA10-RH-3010 – T-Shirts and Polo Shirts

Bid Opening Date: May 21, 2009 @ 1:00 PM

T-SHIRTS

IV. 100% Cotton Heavyweight T-Shirt -- White Body with Colored Trim on Neck and Sleeve

or equivalent - Identify: _____

WHITE

LIGHT COLORS

<u>Quantity</u>	S / M /	XL	XXL	S / M /	XL	XXL
	L			L		
24-49	_____	_____	_____	_____	_____	_____
50-99	_____	_____	_____	_____	_____	_____
100-199	_____	_____	_____	_____	_____	_____
200-299	_____	_____	_____	_____	_____	_____
300-399	_____	_____	_____	_____	_____	_____
400-500	_____	_____	_____	_____	_____	_____

DARK COLORS

<u>Quantity</u>	S / M /	XL	XXL
	L		
24-49	_____	_____	_____
50-99	_____	_____	_____
100-199	_____	_____	_____
200-299	_____	_____	_____
300-399	_____	_____	_____
400-500	_____	_____	_____

Vendor Name: _____ **Telephone:** _____ **Fax:** _____

Name of Person Submitting Bid: _____ **Authorized Signature:** _____

Address: _____ **E-Mail Address:** _____

E-Mail: _____

Campus Contract: CA10-RH-3010 – T-Shirts and Polo Shirts

Bid Opening Date: May 21, 2009 @ 1:00 PM

T-SHIRTS

V. 100% Cotton Heavyweight Fruit Of The Loom T-Shirt

or equivalent - Identify: _____

WHITE

LIGHT COLORS

<u>Quantity</u>	S / M /	XL	XXL	S / M /	XL	XXL
	L			L		
24-49	_____	_____	_____	_____	_____	_____
50-99	_____	_____	_____	_____	_____	_____
100-199	_____	_____	_____	_____	_____	_____
200-299	_____	_____	_____	_____	_____	_____
300-399	_____	_____	_____	_____	_____	_____
400-500	_____	_____	_____	_____	_____	_____

DARK COLORS

<u>Quantity</u>	S / M /	XL	XXL
	L		
24-49	_____	_____	_____
50-99	_____	_____	_____
100-199	_____	_____	_____
200-299	_____	_____	_____
300-399	_____	_____	_____
400-500	_____	_____	_____

Vendor Name: _____ **Telephone:** _____ **Fax:** _____

Name of Person Submitting Bid: _____ **Authorized Signature:** _____

Address: _____ **E-Mail Address:** _____

E-Mail: _____

Campus Contract: CA10-RH-3010 – T-Shirts and Polo Shirts

Bid Opening Date: May 21, 2009 @ 1:00 PM

POLO-SHIRTS

VI. 50/50 FIRST QUALITY Mid-weight Hanes Polo Shirt or equivalent _____.

<u>Quantity</u>	WHITE			LIGHT COLORS		
	S / M / L	XL	XXL	S / M / L	XL	XXL
24-49	_____	_____	_____	_____	_____	_____
50-99	_____	_____	_____	_____	_____	_____
100-199	_____	_____	_____	_____	_____	_____
200-299	_____	_____	_____	_____	_____	_____
300-399	_____	_____	_____	_____	_____	_____
400-500	_____	_____	_____	_____	_____	_____

<u>Quantity</u>	DARK COLORS		
	S / M / L	XL	XXL
24-49	_____	_____	_____
50-99	_____	_____	_____
100-199	_____	_____	_____
200-299	_____	_____	_____
300-399	_____	_____	_____
400-500	_____	_____	_____

Vendor Name: _____ **Telephone:** _____ **Fax:** _____

Name of Person Submitting Bid: _____ **Authorized Signature:** _____

Address: _____ **E-Mail Address:** _____

E-Mail: _____

Campus Contract: CA10-RH-3010 – T-Shirts and Polo Shirts

Bid Opening Date: May 21, 2009 @ 1:00 PM

POLO-SHIRTS

VII. 100% Cotton FIRST QUALITY Hanes Polo Shirt or equivalent _____.

WHITE

LIGHT COLORS

<u>Quantity</u>	WHITE			LIGHT COLORS		
	S / M / L	XL	XXL	S / M / L	XL	XXL
24-49	_____	_____	_____	_____	_____	_____
50-99	_____	_____	_____	_____	_____	_____
100-199	_____	_____	_____	_____	_____	_____
200-299	_____	_____	_____	_____	_____	_____
300-399	_____	_____	_____	_____	_____	_____
400-500	_____	_____	_____	_____	_____	_____

DARK COLORS

<u>Quantity</u>	DARK COLORS		
	S / M / L	XL	XXL
24-49	_____	_____	_____
50-99	_____	_____	_____
100-199	_____	_____	_____
200-299	_____	_____	_____
300-399	_____	_____	_____
400-500	_____	_____	_____

Vendor Name: _____ **Telephone:** _____ **Fax:** _____

Name of Person Submitting Bid: _____ **Authorized Signature:** _____

Address: _____ **E-Mail Address:** _____

E-Mail: _____

Campus Contract: CA10-RH-3010 – T-Shirts and Polo Shirts

Bid Opening Date: May 21, 2009 @ 1:00 PM

ADDITIONAL CHARGE SCHEDULE

Above prices include one (1) ink. Add _____ *each* to above price for *each* additional ink.

Screen Charges: First screen in a design: \$_____.

Each additional screen: \$_____.

Front and Back Printing: Add _____ each for first ink.

Add _____ for each additional ink.

Sleeve Printing (if available): Add _____ each for first ink.

Add _____ for each additional ink.

Vector Conversion Charges: \$_____ per hour.

Lettering: \$_____ per character.

Ink color changes within a run: \$_____ per color.

Is a catalog available? _____.

Other: Attach any additional price schedules or offerings.

Vendor Name: _____ **Telephone:** _____ **Fax:** _____

Name of Person Submitting Bid: _____ **Authorized Signature:** _____

Address: _____ **E-Mail Address:** _____

E-Mail: _____