



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- 3311

«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 POCKET FOLDERS AND COVERS 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 Pocket Folders and Covers
per the attached specifications**

**RFB# CA10-RH-3311
Bid Opening Date – May 21, 2009 @ 1:00 p.m.**

FISCAL 2010 ANNUAL CONTRACT FOR POCKET FOLDERS & COVERS

NOTICE: The 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.

Please submit bids based on specifications provided. Actual jobs may vary; specifications are to insure equality of bid basis. All prices include pick-ups and deliveries by vendor at UMass, Amherst. Third party pickups and deliveries by mutual consent only. Press checks by UMass personnel, beyond 90-mile radius of Amherst, will be at vendor's expense.

**Please note that no single job issued against this contract may exceed \$5,000.00.
All other jobs in excess of that amount are subject to bid through the public bid system.**

BASIC JOB includes standard pre-press services, low resolution digital proof for approval (high resolution digital proof on 4/C Process work), collating, folding, trimming, packaging, and delivery as noted below in delivery schedule.

Please read all information before figuring prices.

DISK. Jobs are ordinarily supplied on CD. Normal output required is 2540 dpi.

DELIVERY SCHEDULE. Average publications will require a low resolution digital proof (plus a high resolution digital proof on 4/C Process work) within three (3) working days from receipt of files, followed by printing and delivery within five (5) working days of approval of final proof. More extensive publications will require a mutually agreed upon schedule arranged through Creative Services.

Delivery will be to the Receiving Room, Physical Plant Bldg., or another designated building, at the University of Massachusetts, Amherst. Return CD and/or all artwork plus 12 samples of each job to the Creative Services, Munson Hall, University of Massachusetts, Amherst, MA 01003.

PRICING. *Please read all information before figuring prices.* All prices are *exclusive of paper stock and cost of die.* To calculate total cost, vendor must *add* price of paper to the printing charges.

FILES/ARTWORK. Digital files created by printer become the property of UMass. Printer to archive a copy of files for a minimum of three (3) years.

Please advise of any additional charges which could be incurred, but are not specifically requested on these pages.

INVOICES must be itemized according to specifications. Invoices not itemized may be returned to vendor for clarification.

OVERRUNS/UNDERRUNS. The University will accept no more than 3% Overs/Unders.

Inquiries on clarification of the printing and production specifications should be directed to CREATIVE SERVICES @ 413-545-1023.

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-3311

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.

I. DIE CUT OR EMBOSS COVER (and print, if specified, one side only).

Page size: **8-1/2" x 11" with 4-1/2" x 2-1/2" round corner die cut window.** Placement of die on cover may vary.

	100	200	300	Add'l 100s (up to 1,000)	Add'l 500s (over 1,000)
Die Cut Only (No Printing)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Die Cut and Print					
One Ink	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Two Inks	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Print Only (No Die Cut)					
One Ink	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Two Inks	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Add'l Cost to Emboss*	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

*Exclusive of cost to produce die. The cost of a die varies greatly due to changes in size, complexity and other factors. Prices for embossing dies are to be quoted based on actual specifications at or before time of order.

PAPER STOCK	100	200	300	Add'l 100s (Up to 1,000)	Add'l 500s (over 1,000)
Carolina 12 pt. C1S	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cougar Opaque, 80# cover	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mohawk Via, 80# cover	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mohawk Vellum, 65# cover	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Paper prices will also apply if blank stock only is ordered (e.g., back covers; no print, no die-cut). Please attach price schedule, if available, for various standard sizes and styles of embossing dies.

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

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

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

II. POCKET FOLDERS

Size (flat): 19-3/4" x 11-3/4" with two 4-1/2" high or 5" high pockets. No Bleeds.

(Folders to be printed flat, one side, and die cut, scored, glued, and fabricated.)

	100	200	300	Add'l 100s (up to 1,000)	Add'l 500s (over 1,000)
Black Ink Only	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1 PMS Ink Only	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Black plus one PMS Ink	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Two PMS Inks	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4/C Process	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Varnish	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Additional for Business Card					
Slits in One Pocket	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

PAPER STOCK	100	200	300	Add'l 100s (Up to 1,000)	Add'l 500s (over 1,000)
Carolina 12 pt. C1S	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cougar Opaque, 80# cover	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mohawk Via, 80# cover	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mohawk Vellum, 65# cover	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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

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

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