



**University of Massachusetts Amherst
Department of Procurement**

**Request for Bids:
Season Ticket Stock for the Athletic Department
per the attached specifications or approved equal**

RFB# AA10-RH-3364

Bid Opening Date – June 19, 2009 @ 1:00 p.m.

The Athletic Department at the University of Massachusetts Amherst is requesting bids to provide Season Ticket Stock per the following specifications or approved equal. If you are submitting a bid response of an “approved equal”, you must include all specifications and technical information in the bid response. Failure supply this information may be grounds for rejection by the University.

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)
The ticket back contains a .5” black timing bar located 1.0625” from the leading edge.
Red sequential numbering on the back.
Quantity: 70,000 tickets
Special Note: No imaging on tickets.

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)
The ticket back contains a .5” black timing bar located 1.0625” from the leading edge.
Red sequential numbering on the back.
Quantity: 70,000 tickets
Special Note: No imaging on tickets.

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 the 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)
Red sequential number on the back.
Quantity: 6,000 sheets
Special Note: No imaging on tickets.

Delivery Lead-time after receipt of order: _____

Must have delivery of season ticket stock by August 21, 2009.

All artwork will be provided to the successful awarded vendor.

Delivery: FOB Destination: Amherst, MA

Pricing is to include all delivery charges to: University of Massachusetts
Attn: Sean Quinn
Mullins Ticket Office
200 Commonwealth Avenue
Amherst, MA 01003
Phone: 1-413-545-4686

The University reserves the right to make partial awards for the services requested or to make an award to more than one vendor.

Each bidder is solely responsible for the accuracy and completeness of its bid. Errors or omissions may be grounds for rejection, or may be interpreted in favor of the University.

The successful bidder will be required to provide original signed W-9 form to the University if they are not already a recognized University vendor. A copy of this form can be accessed at: www.umass.edu/procurement - Click on "Forms" – Click on "University of Massachusetts Substitute W-9 Form".

Bid Opening Time and Date: Bidders shall deliver their bid response to the following address by **June 19, 2009 at 1:00pm, Eastern 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 AA10-RH-3364***

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, June 11, 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 June 12, 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**