



**University of Massachusetts Amherst
Department of Procurement**

**Request for Bids:
Hay for the Hadley Farm Equine Center for FY 2010
per the attached specifications or approved equal**

RFB# AA10-RH-3371

Bid Opening Date – June 23, 2009 @ 1:00 p.m.

The Department of Veterinary and Animal Sciences at the University of Massachusetts Amherst is seeking bids to provide hay for FY 2010. Approximately 220 tons of hay to be delivered as called for during the period of July 1, 2009 through June 30, 2010. The bid will be divided into three separate bid requests. These orders must be able to be increased or decreased as needed throughout the fiscal year.

The quality of the hay is determined by the Hadley Farm Equine Staff. Hadley Farm has the right to refuse any part / or all of delivered hay due to bale size, bale compression and / or density, mold and or field dust within bale, or lack of palatability for horses. If the quality of the hay is not suitable for the Hadley Farm needs, then it will be the responsibility of the vendor to remove the hay and credit the University of Massachusetts Amherst if payment has been made. This applies to hay that cures and molds after delivery as well.

Hay Specifications: Square bales of grass or grass/legume mixed hay, free of mold, dust, weeds, and other foreign material, leafy with fine stems and a fragrant aroma, bright green vs. yellow or brown in color. Less than 15% moisture content. Hay needs to have been baled in current haying season.

Bid # 1: 100 ton of baled hay to be delivered between 7/1/09 through 9/15/09 to be loaded into barn lofts or other facility storage.

Bid # 2: 50-60 ton of baled hay delivered between 9/1/09 through 6/30/10. This will be cured hay delivered in box trailers to be left on the farm until emptied by the Hadley Farm staff. This should be approximately 30-days. Hadley Farm will notify provider seven (7) days prior to needed delivery. 1st or 2nd cut hay will be accepted.

Bid # 3: 50-60 ton baled hay delivered between 9/1/09 through 6/30/10. This hay may be delivered in box trailers or loaded into barn lofts. 1st or 2nd cut hay will be accepted.

Contract Term: July 1, 2009 through June 30, 2010.

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 23, 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-3371***

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 17, 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 18, 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**