



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 # AA10-RH-3376

		RFB Opening Date & Time: June 22, 2009 @ 1:00 PM	
		Requested by: Rita Campbell Telephone: 413-545-0123 Department: Creative Services Date Prepared: 6/10/2009	
Quantity	Description	Unit Price	Total Price
	BIDS ARE REQUESTED TO PROVIDE PRINTING OF THE MASS HIGHWAY BOOKLET PER THE ATTACHED SPECIFICATIONS FOR THE BID OPENING ON JUNE 22, 2009 @ 1:00 P.M.		
1,000 Copies	Mass Highway Booklet per the attached specifications		
1,500 Copies	Mass Highway Booklet per the attached specifications		
2,000 Copies	Mass Highway Booklet per the attached specifications		
2,500 Copies	Mass Highway Booklet per the attached specifications		
	Delivery Lead-time after receipt of order: _____		

PLEASE DIRECT ANY QUESTIONS REGARDING THIS RFB TO: ROSEMARY A. HASSAY, Purchasing Manager, Procurement Dept.
E-Mail: procurement@admin.umass.edu

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. No electronic bids will be accepted.
- 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. Payment net 30 days.
- 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: _____

R# 64488



**University of Massachusetts Amherst
Department of Procurement**

Request for Bids:

**Printing of the Mass Highway Booklet
per the attached specifications**

RFB# AA10-RH-3376

Bid Opening Date – June 22, 2009 @ 1:00 p.m.

JOB NAME: *MASS HIGHWAY BOOKLET*

PAGE SIZE: Finished: 4.5" x 7"

NO. OF PAGES: 48 Pages, Self Cover

QUANTITY: Bid on four quantities: 1000; 1500; 2000; 2500

STOCK: 80# Bright White Opaque Text

INK: 4/4, No Bleeds

BINDERY & FINISHING: 5 Mil Gloss Poly Laminate two (2) sides; Round 2 Corners; Collate;
Wire-O Bind on 4.5" Edge
(See attached pdf file for reference)

PREPARATION: File(s) available on disk on June 22, 2009.

PROOFS: Hi Res Contract proof required for approval.

DELIVERY: **No later than 5 pm on Monday, July 6, 2009.**

All pricing is to include delivery to:

University of Massachusetts
Attn: Christopher Ahmadjian, Program Director
UMass Transportation Center
Physical Plant Distribution Dock
360 Campus Center Way
Amherst, MA 01003
Phone: 413-545-2604

Delivery Lead-time after receipt of order: _____

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 22, 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-3376***

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**

MASS  **HIGHWAY**



**Work Zone
Safety**

Guidelines
For Massachusetts Municipalities
And Contractors