



# 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](mailto:procurement@admin.umass.edu)    Web Page: [www.umass.edu/procurement](http://www.umass.edu/procurement)

(THIS IS NOT AN ORDER)

## REQUEST FOR BID # AA10-RH-3381

	RFB Opening Date & Time: <b>June 29, 2009 @ 1:00 PM</b>		
	Requested by: Christopher Howland Department: Auxiliary Services Phone: 413-545-5385 Date Prepared: 6/15/2009		
	Description	Unit Price	Total Price
	<b>BIDS ARE REQUESTED TO PROVIDE "SMALLWARES" TO THE AUXILIARY SERVICES DEPARTMENT PER THE ATTACHED SPECIFICATIONS OR APPROVED EQUAL FOR THE BID OPENING ON JUNE 29, 2009 @ 1:00 P.M.</b>		
	<b>The University reserves the right to make partial awards for the services requested or to make an award to more than one vendor.</b>		
	<b>Contract Term: July 1, 2009 – June 30, 2010.</b> <b>Please Note: Quantities listed are for immediate Fall Requirements.</b> <b>Bid prices are to remain firm through June 30, 2010.</b>		
	Total Bid Price>>>>>>>>>>		

PLEASE DIRECT ANY QUESTIONS REGARDING THIS RFB TO: ROSEMARY A. HASSAY @ [procurement@admin.umass.edu](mailto: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.
- 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# 64745**



**University of Massachusetts Amherst  
Department of Procurement  
Request for Bids:  
“Smallwares”  
per the attached specifications or approved equals**

**RFB# AA10-RH-3381**

**Bid Opening Date – June 29, 2009 @ 1:00 p.m.**

The Department of Auxiliary Services at the University of Massachusetts Amherst is seeking bids to supply “Smallwares” per the following specifications. The term of this contract is from July 1, 2009 to June 30, 2010. The quantities listed are for Fall requirements only. Bid prices are to remain firm 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.

All responses to this bid shall be made on the Bid Response Sheet or an exact facsimile thereof. Responses on a form which significantly deviates from the stated response parameters will not be reviewed and may be grounds for disqualification at the University’s sole discretion.

**Special Note: If you are submitting a bid response of an “approved equal” you must include all details, specifications and technical information in the bid response.**

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](http://www.umass.edu/procurement) - Click on “Forms” – Click on “University of Massachusetts Substitute W-9 Form”.

Bidders shall deliver their bid response to the following address by **Monday, June 29, 2008 at 1:00pm, 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 Bldg. ~ 140 Hicks Way  
Amherst, MA 01003  
Fax 413-545-1643  
*Attention: RFB AA10-RH-3381***

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, June 23, 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 3:00 pm on Wednesday, June 24, 2008. 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](mailto: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.

# Smallwares Needs FY 2010 – AA10-RH-3381

ITEM	MANUFACTURER	Unit	Totals	Unit Price	Total Price
<b>PLATES &amp; BOWLS</b>					
Noodle Bowl Dynasty M-807-L	MELAMINE	Dozen	20		
Salad Bowl Mardi Gras Celebration B139A	MELAMINE	Dozen	10		
Bowl 4.5 oz Mardi Gras Celebration B-454 CE	MELAMINE	Dozen	28		
<b>PLATE 9" N-P 9</b>	MELAMINE				
Peacock Blue		Dozen	95		
Rio Orange		Dozen	95		
Rainforest Green		Dozen	95		
Tropical Yellow		Dozen	95		
<b>PLATE 6" NARROW RIM NP-6-A</b>	MELAMINE				
Peacock Blue		Dozen	55		
Rio Orange		Dozen	55		
Rainforest Green		Dozen	55		
Tropical Yellow		Dozen	55		
<b>BOWL 12OZ 7.5" B-127</b>	MELAMINE				
Peacock Blue		Dozen	20		
Rio Orange		Dozen	20		
Rainforest Green		Dozen	20		
Tropical Yellow		Dozen	20		
<b>BOWL 4.5OZ 4.5" 5-454</b>	MELAMINE				
Peacock Blue		Dozen	20		
Rio Orange		Dozen	20		
Rainforest Green		Dozen	20		
Tropical Yellow		Dozen	20		
<b>MUG 8OZ TM-1308</b>	MELAMINE				
Peacock Blue		Dozen	25		
Rio Orange		Dozen	25		
Rainforest Green		Dozen	25		
Tropical Yellow		Dozen	25		

<b>UTENSILS – RFB# AA10-RH-3381</b>				<b>Unit Price</b>	<b>Total Price</b>
Forks/Stainless	Oneida Winner	Dozen	<b>514</b>		
Knives/Stainless	Oneida Winner	Dozen	<b>364</b>		
Teaspoons	Oneida Winner	Dozen	<b>314</b>		
Soup Spoons	Oneida Winner	Dozen	<b>294</b>		
<b>ITEM</b>	<b>MANUFACTURER</b>	<b>Unit</b>	<b>Totals</b>		
<b>CUTTERS</b>					
DOUGH	DEXTER-RUSSELL	Each	<b>24</b>		
<b>EGG SLICERS</b>	UPDATE	Each	<b>16</b>		
<b>GLASSES</b>					
GLASS 12 OZ TAHITI TUMBLER CLEAR 2212C	MELAMINE	Dozen	<b>520</b>		
<b>KNIVES</b>					
BONING	DEXTER-RUSSELL	Each	<b>6</b>		
FRENCH 8"	DEXTER-RUSSELL	Each	<b>12</b>		
FRENCH 10"	DEXTER-RUSSELL	Each	<b>12</b>		
PARER HRRNGTN S197	DEXTER-RUSSELL	Each	<b>96</b>		
SLICING 8"	DEXTER-RUSSELL	Each	<b>24</b>		
VEG PEELER (BLACK HANDLE)	UPDATE	Each	<b>113</b>		
CARVING	DEXTER-RUSSELL	Each	<b>6</b>		
10" SERATED	DEXTER-RUSSELL	Each	<b>36</b>		
<b>ITEM</b>	<b>MANUFACTURER</b>	<b>Unit</b>	<b>Totals</b>		
<b>LADLES</b>					
1 OZ	VOLLRATH	Each	<b>24</b>		
2 OZ	VOLLRATH	Each	<b>39</b>		
4 OZ	VOLLRATH	Each	<b>15</b>		
6 OZ	VOLLRATH	Each	<b>12</b>		
<b>MEASURERS</b>					
1/2 GALLON	UPDATE	Each	<b>4</b>		
1 GALLON	UPDATE	Each	<b>4</b>		
<b>PANS</b>					
1/3 X 4 PAN BLACK	CAMBRO	Each	<b>24</b>		
1/3 X 6 PAN BLACK	CAMBRO	Each	<b>24</b>		

ITEM – RFB# AA10-RH-3381	MANUFACTURER	Unit	Totals	Unit Price	Total Price
<b>STAINLESS STEEL PANS</b>					
4" 1/2 pan		Each	10		
4" 1/3 <sup>rd</sup> pan		Each	10		
4" 1/6 <sup>th</sup> pan		Each	10		
<b>PASTRY</b>					
BRUSH 1 1/2"	CARLISLE/SPARTA	Each	5		
BRUSH 2 1/2"	CARLISLE/SPARTA	Each	29		
<b>SANDWICH SPRDR</b>	DEXTER-RUSSELL	Each	48		
<b>SCOOPS</b>					
#12	VOLLRATH	Each	12		
#16	VOLLRATH	Each	18		
#30	VOLLRATH	Each	6		
OLD FASHION SOLID	VOLLRATH	Each	12		
<b>SPATULAS</b>					
CAKE	DEXTER-RUSSELL	Each	24		
GRILL	DEXTER-RUSSELL	Each	14		
<b>SERVING SPOONS</b>					
SOLID W/BLACK HANDLE		Each	36		
SLOTTED SERVING		Each	36		
<b>THERMOMETER</b>					
<b>TOMATO SHARK</b>	LINCOLN	Each	101		
<b>TONGS</b>					
CLEAR PLASTIC 6"	VOLLRATH/CARLISLE	Each	24		
CLEAR PLASTIC 9"	VOLLRATH/CARLISLE	Each	24		
CLEAR PLASTIC 15"	VOLLRATH/CARLISLE	Each	24		
METAL 9"		Each	36		
BLACK PLASTIC 6"		Each	72		
BLACK PLASTIC 9"		Each	48		
ITEM	MANUFACTURER	Unit	Totals		
<b>SQUEEGES</b>					
24"		Each	14		

