



**University of Massachusetts Amherst
Procurement Department
Request for Bids:
Bi-Annual Paper Stock Contract
per the attached specifications or approved equal**

**RFB# AA10-RH-3385
Bid Opening Date – June 30, 2009@ 1:00 p.m.**

**TERMS AND CONDITIONS
For the Period of July 1, 2009 through December 31, 2009**

Bids are required for the paper stock items on the attached sheets, to be ordered on “as required” basis by the University of Massachusetts/Amherst Print Services Department, and to be subject to the following.

- (1) Bids shall be submitted on a net price basis, with prices to remain firm for the six month duration of the contract. Bids indicating that they are subject to prices prevailing at time of shipment will be rejected.
- (2) This contract will be rebid semiannually, with bid documents mailed to prospective vendors at least three weeks prior to expiration on current contract.
- (3) Quantities indicated are strictly estimates based on past usage figures. No guarantee of volume is made by the University.
- (4) The paper stock utilized by Print Services must be capable of running on printing and collating equipment of different manufacture without constant adjustment. Acceptable substitutes are indicated on the attached bid sheets where they have been tested and approved. Vendors interested in offering substitutes not listed, may arrange to have their product tested by contacting, Bette Norton, Print Services, Whitmore Administration Building, at (413) 545-2719. Substitutes not listed are deemed unacceptable until they have passed the extensive testing procedure.
- (5) The University reserves the right to reject any or all bids, wholly or in part, and to make the award in a manner deemed to be in its best interest.
- (6) A multi-vendor contract may be awarded to allow the University access to complete product lines, freedom of choice to match standardization plans, to insure continuity of quality and alternative source of supply in case of shortages, and proximity to dealers and service.
- (7) The successful vendors are expected to maintain a reasonable supply of stock for the items they are awarded in order to insure rapid response for orders placed. In most cases, successful bidders should be prepared to deliver stock within two days of the date an order is placed.
- (8) The University will place orders against the contract for quantities not less than 10 junior cartons of assorted product. Bid prices must include delivery and should be based on the assorted stock, 10 junior carton minimum.
- (9) In order to avoid confusion, bidders must indicate the brand being offered in the space provided, for each item listed.
- (10) Successful bidders should mark each ream individually as well as marking the inside contents on the outside of each junior carton.
- (11) The vendors are expected to wrap each ream of paper individually. Wrapper must be printed by manufacturer. If stock is not available at requested size, vendor is responsible for cutting to size, wrapping each ream individually, and marking wrapped reams. Any charge for these services should be reflected in the bid price.
- (12) No private labels will be accepted.

- (13) Must be delivered to Print Services via the loading dock area of the Whitmore Administration Building. Loading dock area has permanent bollards which restrict the size of pallets and their delivery to 50" or smaller.

Delivery: FOB Destination, Amherst, MA

Prices must include delivery to the University of Massachusetts, Amherst.

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 - Click on "Forms" – Click on "University of Massachusetts Substitute W-9 Form".

Bidders shall deliver their bid response to the following address by **Tuesday, June 30, 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# AA10-RH-3385***

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 the 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 E-Mail or FAX only on or before Tuesday, June 23, 2009 @ 1:00 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 or record by formal addendum by Wednesday, June 24, 2009.

The contact information for this individual is:

**University of Massachusetts Amherst
Rosemary A. Hassay, Purchasing Manager
FAX: (413) 545-1643
E-Mail: 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.

UNIVERSITY OF MASSACHUSETTS / AMHERST

Print Services - - - Biannual Paper Stock Contract

The following quantities represent estimated semiannual usage. No guarantee of volume is made. Orders will be placed against the Contract for quantities of not less than 10 junior cartons of assorted products. Bid prices must include delivery on the assorted stock, 10 junior carton minimum.

EST. QUANTITY	UNIT OF MEASURE	SIZE	DESCRIPTION	BRAND NAME	UNIT PRICE	TOTAL PRICE
<i>CARBONLESS: #20 Black Print</i>						
60,000	sets	8½x11	2 Part Pre-Collated NCR rev. sets	NCR Superior		
40,000	sets	8½x11	3 Part Pre-Collated NCR rev. sets	NCR Superior		
30,000	sets	8½x11	4 Part Pre-Collated NCR rev. sets	NCR Superior		
14,000	sets	8½x11	5 Part Pre-Collated NCR rev. sets	NCR Superior		
40,000	sheets	8½x11	NCR Superior – White CFB	NCR Superior		
25,000	sheets	8½x11	NCR Superior – Colors CFB	NCR Superior		
30,000	sheets	8½x11	NCR Superior – White CF	NCR Superior		
20,000	sheets	8½x11	NCR Superior – Colors CF	NCR Superior		
35,000	sheets	8½x11	NCR Superior – White CB	NCR Superior		
30,000	sheets	8½x11	NCR Superior – Colors CB	NCR Superior		
15,000	sheets	8½x11	NCR Premium 7½ Pt tag White CF	NCR Superior		
10,000	sets	17½x22½	2 Part Pre-Collated NCR rev. sets	NCR Superior		
5,000	sets	17½x22½	3 Part Pre-Collated NCR rev. sets	NCR Superior		
20,000	sets	8½x11	2 Part Pre-Collated Straight Xerographic sets			
20,000	sets	8½x11	3 Part Pre-Collated Straight Xerographic sets			
20,000	sets	8½x11	4 Part Pre-Collated Straight Xerographic sets			
<i>MISCELLANEOUS</i>						
10	bdl	12x9x9	Corrugated Boxes - 200# test (25/bdl)			
10	bdl	11x9x6	Corrugated Boxes - 200# test (25/bdl)			
10	bdl	17¼x11¼x9¼	Corrugated Boxes - 200# test (25/bdl)			
5	cartons	8½x11x2 ½	Letterhead boxes RA-1 200/ctn			
3	cartons	4¾x3½x2	Business card folding boxes BCF-23			
3	cartons	6x3½x2	Business card folding boxes BCF-25			
48	rolls	2" x 110 yd.	Heavy wgt. clear sealing tape (cartons over 40 lb.)			
5	cartons	11x17	Chipboard .040			
10	qts.		White padding compound			

EST. QUANTITY	UNIT OF MEASURE	SIZE	DESCRIPTION	BRAND NAME	UNIT PRICE	TOTAL PRICE
10	qts.		N.C.R. padding compound			
2000	sheets	8½x11	60# White Wove Uncoated Offset Perm. Crack & Peel			
BOND: Great White preferred for Express Packs. Please list brand offered						
1,000,000	shts	8½x11	20# White Bond, Express Packs			
25,000	shts	8½x11"	20# White Bond, 100% Recycled			
BOND & WRITING: No substitutes accepted						
1,000,000	shts	8½x11"	20# White Bond, Recycled, Ream Wrapped	Great White		
25,000	shts	8½x14"	20# White Bond, Recycled	Great White		
20,000	shts	11x17"	20# White Bond, Recycled	Great White		
300,000	shts	8½x11"	20# White Bond, Recycled, 3HP	Great White		
BOND & WRITING: No substitutes accepted						
500,000	shts	8½x11"	20# Colored Bond, Recycled	Hammermill Fore MP		
25,000	shts	8½x14"	20# Colored Bond, Recycled	Hammermill Fore MP		
75,000	shts	11x17"	20# Colored Bond, Recycled	Hammermill Fore MP		
300,000	sheets	8½x11	24# Recycled Bright White Imaging	Atlas Bond		
40,000	sheets	8½x11	24# Writing Bright White Wove	Strathmore		
40,000	sheets	8½x11	24# Writing Bright White Laid	Strathmore		
15,000	sheets	8½x11	24# Writing Natural White Wove	Strathmore		
25,000	sheets	8½x11	24# Writing Natural White Laid	Strathmore		
OFFSET: Please list brand offered						
100,000	shts	8½x11"	60# Offset – White			
15,000	shts	12x18"	60# Offset – White			
10,000	shts	8½x14"	60# Offset – White			
50,000	shts	8½x11"	70# Offset – White			
50,000	shts	11x17"	60# Offset – White			
50,000	shts	11x17"	70# Offset – White			
10,000	shts	11x17"	80# Offset – White			
COLORED OFFSET: No substitutes						
30,000	shts	8½x11"	60# Opaque Offset – Colors	Springhill		
20,000	shts	8½x14"	60# Opaque Offset – Colors	Springhill		
60,000	shts	11x17"	60# Opaque Offset – Colors	Springhill		
20,000	shts	11x17"	70# Opaque Offset – Colors	Springhill		

EST. QUANTITY	UNIT OF MEASURE	SIZE	DESCRIPTION	BRAND NAME	UNIT PRICE	TOTAL PRICE
VELLUM BRISTOL: No substitutes						
25,000	shts	8½x11"	67# Vellum Bristol – White	Springhill		
40,000	shts	8½x11"	67# Vellum Bristol – Colors	Springhill		
10,000	shts	11x17"	67# Vellum Bristol – White	Springhill		
20,000	shts	11x17"	67# Vellum Bristol – Color	Springhill		
DIGITAL/COLOR COPY COVER & TEXT - Xerox Color Expressions preferred - acceptable substitutes include Finch Color Copy; Mohawk Color Copy. Please list brand						
12,000	shts	8½x11"	24# Brite White Smooth Text			
6,000	shts	11x17"	24# Brite White Smooth Text			
12,000	shts	8½x11"	28# Brite White Smooth Text			
6,000	shts	11x17"	28# Brite White Smooth Text			
3,000	shts	12"x18"	28# Brite White Smooth Text			
6,000	shts	11x17"	32# Brite White Smooth Text			
4,000	shts	12"x18"	32# Brite White Smooth Text			
5,000	shts	11x17"	60# or 65# Brite White Smooth Cover			
3,000	shts	12x18"	60# or 65# Brite White Smooth Cover			
3,000	shts	11x17"	80# Brite White Smooth Cover			
3,000	shts	12x18"	80# Brite White Smooth Cover			
5,000	shts	8.5 x 11"	100# Brite White Smooth Cover			
3,000	shts	11x17"	100# Brite White Smooth Cover			
3,000	shts	12x18"	100# Brite White Smooth Cover			
COATED STOCK: Sterling Ultra or equivalent. Please list brand and supply sample						
10,000	shts	11x17"	80# Gloss Text			
10,000	shts	12x18"	80# Gloss Text			
3,000	shts	14x20"	80# Gloss Text			
10,000	shts	11x17"	100# Gloss Text			
10,000	shts	12x18"	100# Gloss Text			
3,000	shts	14x20"	100# Gloss Text			
10,000	shts	11x17"	80# Gloss Cover			
10,000	shts	18x12"	80# Gloss Cover			
3,000	shts	14x20"	80# Gloss Cover			
10,000	shts	11x17"	100# Gloss Cover			
10,000	shts	18x12"	100# Gloss Cover			

EST. QUANTITY	UNIT OF MEASURE	SIZE	DESCRIPTION	BRAND NAME	UNIT PRICE	TOTAL PRICE
6,000	shts	11x17"	100# Dull Text			
6,000	shts	12x18"	100# Dull Text			
10,000	shts	18x12"	100# Dull Cover			
10,000	shts	18x12"	100# Dull Cover			
2,000	shts	18x12"	10 pt. Cover C1S			
4,000	shts	18x12"	12 pt. Cover C1S			
TEXT & COVER: No substitutes						
10,000	shts	23x35"	80# Text Smooth - Colors	Mohawk Via		
10,000	shts	23x35"	80# Cover Smooth - Colors	Mohawk Via		
5,000	shts	12x18"	80# Cover – Smooth	Mohawk Superfine		
5,000	shts	11x17"	80# Cover – Smooth	Mohawk Superfine		
5,000	shts	12x18"	65# Cover – Smooth	Mohawk Superfine		
5,000	shts	11x17"	65# Cover – Smooth	Mohawk Superfine		
5,000	shts	8½x11"	65# Smooth Cover – Solar White	Classic Crest		
5,000	shts	8½x11"	80# Smooth Cover – Solar White	Classic Crest		
5,000	shts	8½x11"	80# Smooth Cover – Natural White	Classic Crest		
5,000	sheets	8½x11"	80# Supersmooth Cover - Solar White	Classic Crest		
15,000	shts	11x17"	65# Cover - 17 Colors	Brite Hue		
275,000	shts	8½x11"	60# Text - 17 Colors	Brite Hue		
25,000	shts	11x17"	60# Text - 17 Colors	Brite Hue		
15000	shts	11x17"	70# Smooth Text – White	Finch Opaque Digital		
10000	shts	11x17"	65# Smooth Cover – White	Finch Opaque Digital		
10,000	shts	23x35"	70# Smooth Text – Bright White	Finch Fine Digital		
10,000	shts	23x35"	80# Smooth Text – Bright White	Finch Fine Digital		
10,000	shts	23x35"	100# Smooth Text – Bright White	Finch Fine Digital		
5,000	shts	23x35"	80# Text – Smooth	Cougar		

EST. QUANTITY	UNIT OF MEASURE	SIZE	DESCRIPTION	BRAND NAME	UNIT PRICE	TOTAL PRICE
COVER AND TEXT: Fraser Passport - acceptable substitutes include Crushed Leaf, Royal Fiber						
20,000	shts	23x35"	80# Smooth Cover - All colors			
30,000	shts	8½"x11"	80# Smooth Cover - All colors			
20,000	shts	11x17"	70# Smooth Text - All colors			
20,000	shts	11x17"	24# Smooth Writing - All colors			
20,000	shts	8½"x11"	24# Smooth Writing - All colors			
ENVELOPES: No substitutes						
250,000	env	#10	24# White Wove Window	Printmaster		
300,000	env	#10	24# White Wove Recycled	Printmaster		
150,000	env	#9	24# White Wove	Printmaster		
10,000	env	#6½ (6 x 9)	28# White catalog envelopes	Printmaster		
10,000	env	#10½ (9 x 12)	28# White catalog envelopes	Printmaster		
10,000	env	#9½ (9 x 12)	28# White booklet envelopes	Printmaster		
10,000	env	#13½ (10 x 13)	28# White catalog envelopes	Printmaster		
10,000	env	#13 (10 x 13)	28# White booklet envelopes	Printmaster		
30,000	env	#10	24# Writing wove (Bright & Nat. White)	Strathmore		
25,000	env	#10	24# Writing laid (Bright & Nat. White)	Strathmore		
130,000	env	#10	24# Recycled Bright White Imaging	Atlas		
ANNOUNCEMENTS: No substitutes						
2,500	env	#4 Baronial	Envelopes - Solar White	Classic Crest		
2,500	env	#5 Baronial	Envelopes - Solar White	Classic Crest		
10,000	env	#5½ Baronial	Envelopes - Solar White	Classic Crest		
2,500	env	#6 Baronial	Envelopes - Solar White	Classic Crest		
7,500	env	#4 Baronial	Envelopes - Classic Cream	Classic Crest		
10,000	env	#5 Baronial	Envelopes - Classic Cream	Classic Crest		
5,000	env	#5½ Baronial	Envelopes - Classic Cream	Classic Crest		
20,000	env	#6 Baronial	Envelopes - Classic Cream	Classic Crest		
2,500	shts	# 4 Baronial	Paneled Cards - Solar White	Classic Crest		
2,500	shts	#5 Baronial	Paneled Cards Solar White	Classic Crest		
2,500	shts	#5½ Baronial	Paneled Cards Solar White	Classic Crest		
5,000	shts	#6 Baronial	Paneled Cards Solar White	Classic Crest		
2,500	shts	#6 Baronial	Paneled Folders Solar White	Classic Crest		

EST. QUANTITY	UNIT OF MEASURE	SIZE	DESCRIPTION	BRAND NAME	UNIT PRICE	TOTAL PRICE
7,500	shts	#4 Baronial	Paneled Cards Classic Cream	Classic Crest		
5,000	shts	#5 Baronial	Paneled Cards Classic Cream	Classic Crest		
5,000	shts	#5½ Baronial	Paneled Cards Classic Cream	Classic Crest		
10,000	shts	#6 Baronial	Paneled Cards Classic Cream	Classic Crest		
2,500	shts	#6 Baronial	Paneled Folders Classic Cream	Classic Crest		
5,000	env.	A-6	Envelopes - Solar White	Classic Crest		
5,000	env.	A-7	Envelopes - Solar White	Classic Crest		
3,000	env.	A-7	Envelopes - 70# Smooth – Soft white	Mohawk Superfine		
3,000	env.	A-6	Envelopes – 70# Smooth - Soft White	Mohawk Superfine		
5,000	env.	Lee	Envelopes - Solar White	Classic Crest		
5,000	env.	Lee	Envelopes - Classic Cream	Classic Crest		
TOTAL COST						

Your signature below signifies that your company complies with the RFB.

Vendor Name: _____ Telephone: _____ Fax: _____

Name of Person Submitting Bid: _____ Authorized Signature: _____

Address: _____ City: _____ State: _____

E-Mail Address: _____ Zip: _____