



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-3390

		RFB Opening Date & Time: July 2, 2009 @ 1:00 PM	
		Requested by: Barbara S. Miller Department: Animal Care Phone: 413-545-0668 Date Prepared: 6/18/2009	
	Description	Unit Price	Total Price
	BIDS ARE REQUESTED TO PROVIDE ANIMAL VETERINARY CONSULTING SERVICES PER THE ATTACHED SPECIFICATIONS FOR THE BID OPENING ON JULY 2, 2009 @ 1:00 P.M.		
	Contract Term: date of award – June 30, 2010 with the option to renew for an additional three (3) one-year terms.		
	The successful bidder will be required to enter into a Contract for Services with the University of Massachusetts. http://www.umass.edu/procurement/Fill-In_Forms/CFSL_RE_060208.pdf		

PLEASE DIRECT ANY QUESTIONS REGARDING THIS RFB TO: ROSEMARY A. HASSAY @ 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: _____

Address: _____ City: _____ State: _____ ZIP: _____

Telephone: _____ FAX: _____ E-Mail Address: _____

Name of Person Submitting Bid: _____

Authorized Signature: _____

R# 64159



**University of Massachusetts Amherst
Department of Procurement
Request for Bids:**

**To provide Animal Veterinary Consulting Services
per the attached specifications**

RFB# AA10-RH-3390

Bid Opening Date – July 2, 2009 @ 1:00 p.m.

The Department of Animal Care Service at the University of Massachusetts Amherst is requesting bids to provide a consulting clinical laboratory animal veterinarian on a part-time basis.

The individual will have primary responsibility to establish, maintain and supervise programs of disease control, pre-procedural and post-procedural care, nutrition, euthanasia and adequate veterinary care for all laboratory animals on the University premises.

The individual will also provide consultative and technical support to research scientists regarding handling, immobilization, anesthesia, analgesia, tranquilization and euthanasia.

He/she will, in conjunction with the veterinary technician, provide on-call emergency veterinary care. The attending veterinarian will be a voting member of the IACUC. He/she is also expected to have highly developed interpersonal skills to interact with investigators and to participate in departmental services such as teaching and protocol review.

Qualifications include a D.V.M. degree from an AVMA accredited veterinary school and licensure to practice veterinary medicine in the United States.

Experience in an academic research environment is preferred, but not required.

Postdoctoral training in Laboratory Animal Medicine or commensurate experience leading to ACLAM board eligibility is desirable.

A service oriented outlook, diplomacy and strong written and verbal skills are essential.

Job Description:

Contract Term: Date of award to June 30, 2010 with the option to renew for three additional one-year terms.

Indicate if you are willing to extend this contract with all terms and conditions, subject to the appropriation of funds?

Yes _____ No _____

If the University elects to extend this contract, you will be notified in writing 30-days prior to the expiration date.

Estimated Time: 2-12 hours per week on campus for clinical veterinary care and program development/maintenance.

Estimated Time: 4-6 hours per month IACUC responsibility.

Must be available for telephone and E-mail consultation.

Submission Requirements:

Submit a letter / statement supporting your qualifications and experience in regards to the position outlined in this request for bid.

The name, address, title, phone and E-mail Addresses of three references.

The Bid Offering:

Hourly rate for the above referenced services: \$ _____ per hour.

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 selected vendor(s) will be required to enter into the standard University Contract for Services. The successful vendor must sign the standard University Contract for Services and agree to all Terms and Conditions listed. A copy of the University Contract for Services can be viewed at: http://www.umass.edu/procurement/Fill-In_Forms/CFSL_RE_060208.pdf. Respondents must indicate in their response if they are not willing to sign the Contract for Services without exception. Any vendor indicating that they are not willing to sign the University Contract for Services may be eliminated from the process either during the review process or during the final contact negotiation process at the discretion 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".

Bidders shall deliver their bid response to the following address by **Thursday, July 2, 2009 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-3390

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**

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.

List three (3) customers with similar requirements as those of the University of Massachusetts Amherst whom the University may contact for reference purposes, including the company name, contact person, telephone number, address and brief description of business done with the company within the past year. By submitting this information the vendor authorizes the University of Massachusetts Amherst to contact these clients for the purposes consistent with the review of this bid.

Reference #1 Company Name: _____ Address: _____ Description of Services: _____ Contact: _____ Phone: _____ Fax: _____ E-Mail: _____ Contract Term: _____ Through: _____
Reference # 2 Company Name: _____ Address: _____ Description of Services: _____ Contact: _____ Phone: _____ Fax: _____ E-Mail: _____ Contract Term: _____ Through: _____
Reference #3 Company Name: _____ Address: _____ Description of Services: _____ Contact: _____ Phone: _____ Fax: _____ E-Mail: _____ Contract Term: _____ Through: _____

Your signature below signifies that you comply with the specifications in this request for bid.

Vendor Name: _____ Telephone: _____ Fax: _____

Name of Person Submitting Bid: _____ Authorized Signature: _____

Address: _____ City: _____ State: _____

E-Mail Address: _____ Zip: _____