



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-3399

		RFB Opening Date & Time: July 9, 2009 @ 1:00 PM	
		Requested by: Rita Campbell Department: Creative Services Phone: 413-545-0123 Date Prepared: 6/25/2009	
	Description	Unit Price	Total Price
	BIDS ARE REQUESTED FOR THE PRINTING OF THE 2009 FALL EDITION OF "The Commonwealth Magazine" PER THE ATTACHED SPECIFICATIONS FOR THE BID OPENING ON JULY 9, 2009 @ 1:00 P.M.		
6,000 Copies	32-pages including cover and #9 remittance envelopes		
10,000 Copies	32-pages including cover and # 9 remittance envelopes		
15,000 Copies	32-pages including cover and # 9 remittance envelopes		
	Delivery Lead-Time After Receipt of Order: _____		

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: _____



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

**Printing of the 2009 Fall Edition of
"The Commonwealth Magazine"
per the attached specifications**

RFB# AA10-RH-3399

Bid Opening Date – July 9, 2009 @ 1:00 p.m.

DEPARTMENT: ISENBERG SCHOOL OF MANAGEMENT

JOB NAME: *The Commonwealth Magazine - Fall 2009*

PAGE SIZE: Finished: 8.5" x 11"

NO. OF PAGES: 32 pages including cover
#9 remittance envelope

QUANTITY: Bid on 6,000, 10,000 and 15,000

STOCK: Magazine (self cover): #80 Novalith gloss *or equivalent*.
Please specify alternate stock and submit sample.
Envelope: #9 – 24# remittance envelope

BLEEDS: Full, throughout

INK: Magazine: 4/Color Process throughout. Aqueous Coating on Cover.
Envelope: Black ink only.

BINDERY: Collate, insert envelope, fold, saddle-stitch, trim, pack in cartons, ship.

PREPARATION: File(s) available on disk on or about July 10, 2009.

PROOFS: Hi Res Contract proof required for approval.

DELIVERY: **No more than 15 working days after receipt of originals.**

All pricing is to include pickups and delivery to:

University of Massachusetts
Physical Plant Distribution Dock
360 Campus Center Way
Amherst, MA 01003
Attn: Charles Apicella, Manager of Mail and Distribution Services
Phone: (413) 577-1149

NO MORE THAN 3% OVERS. ABSOLUTELY NO UNDERS.

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 University will not increase the purchase order to the successful vendor for omissions or oversights not due to the fault of the University or its agents. All changes must be approved in writing.

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 9 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-3399

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 Wednesday, July 1, 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 Thursday, July 2, 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**

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.