





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

**“Trade Press” Titles /Publications  
per the attached specifications**

**RFB# AA10-RH-3415**

**Bid Opening Date – July 23, 2009 @ 1:00 p.m.**

Bids are requested from qualified vendors to provide the University of Massachusetts Amherst, W.E. DuBois Library with “Trade Press” titles/publications. Materials and services shall be provided on an as needed, as called for basis, at the option of the University. The University seeks a full service vendor that is able to provide the University Library with materials/publications as outlined in the specifications contained therein.

### **1.1 Duration of the Contract**

The contract will be in effect from the date of the award to June 30, 2011, with the option to renew for two (2) additional one-year terms, based upon the mutual agreement of the successful bidder(s) and the University at least 30-days prior to the end of the respective fiscal period. The successful bidder(s) will be required to sign a University Contract for Services (CFS), the terms and conditions of which can be viewed at: [http://www.umass.edu/procurement/Fill-In\\_Forms/CFSL\\_RE\\_060208.pdf](http://www.umass.edu/procurement/Fill-In_Forms/CFSL_RE_060208.pdf).

Discounts, markups, and/or prices, as well as terms and conditions shall remain firm throughout the term of the contract. Where a terms or condition in the CFS may be in conflict with a term or condition in this RFB, the RFB term or condition shall prevail.

### **1.2 Acceptance / Rejection of Bids**

Only bids that are received by the bid opening date and time will be considered. The UNIVERSITY reserves the right to reject any or all bids, wholly or in part and to make an award in a manner deemed by the Director of Procurement at the Amherst campus to be in the University’s best interest. The UNIVERSITY reserves the right to make a partial award for the services requested, or to make an award to more than one bidder.

### **1.3 Public Information**

All bids and related documents submitted in response to this RFB are subject to the Massachusetts Freedom of Information Law, M.G.L., Chapter 66, and Section 10 and to M.G.L., Chapter 4, Section 7, Subsection 26, regarding public access to such documents. Statements in the bid process that are inconsistent with those statutes will be disregarded.

### **1.4 Cost to Submit**

The University is not responsible for any expenses that may be incurred by any bidder to prepare or submit bids.

### **1.5 Compensation**

Invoices submitted to the University by the successful bidder for acquisitions under the contract will be itemized and priced out by the successful bidder in accordance with the figures contained in the bidder’s response to this RFB, Part 3, the Bid Response. Therefore, bids must be inclusive. All payment shall be made in arrears, after services have been rendered to the satisfaction of the University.

### **1.6 Alterations to the Bid**

The bidders may not materially alter its bid response after the bids have been opened. Only the Director of Procurement may deem what constitutes a material alteration to a bid.

## **SECTION 2 – SPECIFICATIONS**

### **2.1 Background**

The bidder must be able to provide “trade press publications” through an approval plan profile designed by the University Library. The plan will include trade presses named on the Library’s Approval Plan Publisher Profile, or press list. The Library will be offered the publications of these and any new approval presses that may become active. The bidder will provide consolidated distribution and invoicing for a wide variety of publishers for the University Library to acquire selected library related materials as needed.

On a weekly basis, the bidder shall provide approval slip notifications of items that meet our approval plan criteria as well as be able to ship items to us automatically according to our approval plan criteria should the University Library choose such option. The bidder will provide the University Library access to their databases and services via the World Wide Web without charge. The bidders system must be able to provide information about what the bidder provides to the University Library via its approval plan and firm orders. This system must be capable of detecting duplicate orders. The bidder must have a database system that is compatible to the University’s Library’s automated library system (Innopac) for electronic ordering, claiming and invoicing.

The University Library prefers paper bindings when titles are published simultaneously in cloth and paperback. The bidder will be able to supply approval books and approval notification of the paper edition wherever possible.

The University Library reserves the right to return titles which are deemed inappropriate to its collection for reason of content, subject, style, format, quality, etc. Returns are not expected to exceed 5%. Titles may be returned in resalable condition within 120 days of date of bidders invoice.

### **2.2 Estimated Volume**

It is estimated that the University Library will expend approximately \$ 350,000.00 annually for books and other library related materials. Any approximated dollar figure is an estimate only and is in no way to be construed as a guarantee of usage. Actual usage could vary considerably from any figures contained herein (plus or minus).

### **2.3 Method for Order Placement**

On a weekly basis, the bidder shall provide approval slip notifications of items that meet our approval plan criteria as well as be able to ship items to the University Library automatically according to the approval plan criteria should the University Library choose such an option.

At the Library’s discretion, one of three (3) methods will be used for books and other library related material order placement. For these items, orders will be placed with the bidder using order forms produced by the University Library, order will be submitted electronically by the University Library, or the University Library may place orders directly with the bidder using the on-line system.

### **2.4 Method for Invoicing**

Invoices are to be submitted to the University Library in print or electronic format. Electronic format must be followed by print copies within five (5) business days of receipt.

### **2.5 Bidders Exception to Contract Terms and Conditions**

If this bidder takes exception to any of the contract terms and conditions contained herein, it must be so noted in the bid. Such an exception may be grounds for rejection of the bid, at the option of the University.

### **2.6 Format of the Bid Response**

Where the bidder may find it necessary to respond to this RFB using an attachment, the bidder shall reference in its bid response the respective section, in the order listed in this RFB. The University reserves the right to reject any bid that fails to meet this requirement.

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

Bidders shall deliver **two (2) copies** of their bid response to the following address by Thursday, July 23, 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-3415***

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 15, 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 16, 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](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.

The University of Massachusetts is an Affirmative Action, Equal Opportunity Employer.

**SECTION 3 – BID RESPONSE**

**3.1 Pricing**

Bids shall be based upon a percentage of discounts from the bidder's cost from the publishing house. While publisher's cost may vary, the percentage of discount may not be increased throughout the contract term. Bidder shall also indicate pricing from existing services, if applicable, which may not be increased during the contract term, or any extension thereto.

Should the successfully bidder offer a new service during the contract term for which a fee must be assessed, the service may be added to the contract via written addendum, based upon the mutual agreement of the University and the successful bidder.

Please enter your bid next to each item listed below. At the end of this section you may add services that you feel the UNIVERSITY may wish to utilize if you are awarded the contract.

<b>Description of Publications</b>	<b>% of Markup Over Publisher's Cost to Bidder at time of Order Placement</b>	<b>% of Discount</b>
<b>Approval Plan</b>	_____	_____
<b>Books</b>	_____	_____
<b>Other</b>	_____	_____

<b>Description of Service</b>	<b>Cost:</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Vendor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_

**Name of Person Submitting Bid:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_