



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

**Portable Restrooms for the Athletic Department
per the attached specifications**

RFB# AA10-RH-3431

Bid Opening Date – July 30, 2009 @ 1:00 p.m.

Bids are requested from qualified vendors to provide the University of Massachusetts Amherst with portable restrooms for the Athletics per the following specifications.

- The contract will be in effect from the date of the award to June 30, 2010.
- 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. 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.
- 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.
- Toilets must be cleaned per the schedule on the following chart.
- Toilets can be left on campus after the spring season at Lorden Field, Softball Complex and Tennis Complex if less expensive to the University, than having the portable restrooms removed and put back in place for the remaining dates.
- Itemized billing is required for each location.
- All responses to this bid shall be made on the following 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. 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.
- Delivery: FOB Destination, Amherst, MA

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

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.

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

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. Therefore, bids must be inclusive. All payment shall be made in arrears, after services have been rendered to the satisfaction of the University.

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 **two (2) copies** of their bid response to the following address by Thursday, July 30, 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-3431

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 22, 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 23, 2009 and post the questions and response on the Procurement Web-Site at: www.umass.edu/procurement/openbids. 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.

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

University of Massachusetts Amherst

Bid Response Sheet

RFB# AA10-RH-3431 - Portable Restrooms

per the following specifications

Bid Opening Date: July 30, 2009 @ 1:00 pm

All responses to this bid shall be made on this Bid Response sheet or an exact facsimile thereof. Responses in a form which significantly deviate from the stated response parameters will not be reviewed and may be grounds for disqualification by the University.

Location	Date In	Date Out	Quantity	Portable Restroom Type	Unit Price	Total Price
McGurk Stadium	9/8/2009	12/14/2009	2	Handicap		
McGurk Stadium	9/8/2009	12/14/2009	60	Regular		
<i>These must be cleaned before each home football game.</i>						
Lorden Field	09/08/09	11/02/09	1	Handicap		
Lorden Field	09/08/09	11/02/09	2	Regular		
Lorden Field	03/22/10	05/19/10	1	Handicap		
Lorden Field	03/22/10	05/19/10	2	Regular		
Lorden Field	07/01/10	07/31/10	1	Handicap		
Lorden Field	07/01/10	07/31/10	2	Regular		
<i>These must be cleaned once a week.</i>						
Softball Complex	9/8/2009	10/30/2009	1	Handicap		
Softball Complex	9/8/2009	10/30/2009	2	Regular		
Softball Complex	3/22/2010	5/16/2010	1	Handicap		
Softball Complex	3/22/2010	5/16/2010	3	Regular		
Softball Complex	6/26/2010	7/20/2010	1	Handicap		
Softball Complex	6/26/2010	7/20/2010	2	Regular		
<i>These must be cleaned once a week.</i>						
Crew Boathouse	1/18/2010	4/2/2010	1	Regular		
<i>These must be cleaned once a week.</i>						
UMass Track	3/22/2010	5/16/2010	1	Handicap		
UMass Track	3/22/2010	5/16/2010	2	Regular		
<i>These must be cleaned once a week.</i>						

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UMass Tennis Complex	9/3/2009	10/30/2009	1	Handicap		
UMass Tennis Complex	3/22/2010	8/14/2010	1	Handicap		
<i>These must be cleaned once a week.</i>						
UMass Track	9/18/2009	9/21/2009	1	Handicap		
UMass Track	9/18/2009	9/21/2009	2	Regular		
UMass Track	4/10/2010	4/13/2010	1	Handicap		
UMass Track	4/10/2010	4/13/2010	5	Regular		
A10 Track Meet	4/30/2010	5/3/2010	3	Handicap		
A10 Track Meet	4/30/2010	5/3/2010	20	Regular		
<i>The units must be cleaned after 6:00 pm on 5/1/2010 or before 7:00 am on 5/2/2010</i>						
A10 Softball Championship	5/11/2010	5/16/2010	2	Handicap		
A10 Softball Championship	5/11/2010	5/16/2010	10	Regular		
<i>The units must be cleaned before 9:00 am on 5/13; 5/14 and 5/15/2010.</i>						
Total Bid Price						

Vendor Name: _____

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

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

Name of Person Submitting Bid: _____

Authorized Signature: _____