



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-3442

		RFB Opening Date & Time: July 30, 2009 @ 1:00 PM	
		Requested by: Rita Campbell Department: Creative Services Phone: 413-545-0123 Date Prepared: 7/17/2009	
	Description	Unit Price	Total Price
QUANTITY	BIDS ARE REQUESTED TO PROVIDE PRINTING OF THE CENTERWIDE BROCHURE/BOOKLETS FOR THE FINE ARTS CENTER PER THE ATTACHED SPECIFICATIONS FOR THE BID OPENING ON JULY 30, 2009 @ 1:00 P.M.		
30,000 Copies	44 pages plus covers		
40,000 Copies	44 pages plus covers		
50,000 Copies	44 pages plus covers		
	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. Payment 30 days.
- 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#67155



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

**Printing of the Centerwide Brochure/Booklets
for the Fine Arts Center
per the attached specifications**

RFB# AA10-RH-3442

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

JOB NAME: Fine Arts Center Centerwide Brochure/Booklet

PAGE SIZE: Text: 10" x 5.5" // flat 10" x 11" finished
Cover: 3 panel saddle stitched to text.
Cover Dimensions: flat: 10" x 16.375" // finished: 10" x 5.5

NO. OF PAGES: 44 plus covers
Cover: 3 panel, 6 page, C fold,

QUANTITY: Please quote on 30,000 // 40,000 // 50,000

STOCK: Cover: 65# cover, Fine Fine, white
Inside: 70# text, Finch Fine, white

BLEEDS: Throughout with interior spread crossovers

BINDING: Saddle stitch on 10" edge // cover 3 panels trimmed, scored C fold, bound flush

INK: Cover: 4/4 plus AQ coating with masked mailing panel
Text: 4/4

PREPARATION: InDesign CS file supplied for output.
Printer to set traps where necessary.
Files expected to be ready July 30, 2009.

PROOFS: Blue proof (salt) and Matchprint or equiv. required for approval.

DELIVERY: Dylux and Matchprint 4 working days after receipt of file.
Printed pieces 10 working days after approval of proofs.

SCHEDULE: **Delivery of complete programs no later than August 11, 2009**

DELIVER TO: TBD
University of Massachusetts, Amherst, MA

FOB: Destination, Amherst, MA

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

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

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-3442

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.