



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-3465

		RFB Opening Date & Time: August 13, 2009 @ 1:00 PM	
		Requested by: Lynne Ivers Thompson Department: UMass Extension Service Phone: 413-545-6546 Date Prepared: 7/31/2009	
	Description	Unit Price	Total Price
	BIDS ARE REQUESTED TO PROVIDE PRINTING OF THE “<i>Notes-To-Go Newsletter</i>” SERIES FOR THE UMASS EXTENSION NUTRITION EDUCATION PROGRAM PER THE ATTACHED SPECIFICATIONS FOR THE BID OPENING ON AUGUST 13, 2009 @ 1:00 P.M.		
	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#68081



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

**Printing of the “*Notes-To-Go Newsletter*” Series
for the UMass Extension Nutrition Education Program
per the attached specifications**

RFB# AA10-RH-3465

Bid Opening Date – August 13, 2009 @ 1:00 p.m.

Specifications:

PAGE SIZE: 8.5” X 14”, no folds, deliver flat

NO. OF PAGES: one page, 2 sided

QUANTITY: September – 18,575

October – 19,000

November - 19,000

December - 19,100

January – 18,775

February – 17,350

March – 18,700

April – 18,300

May – 18,100

June – 17,650

July – 8,975

August – 8,975

STOCK: Text: white 70# opaque

INK: 2/2: black and 1 PMS (both sides) PMS color changes for each of 12 newsletter

BLEEDS: none

BINDERY: none

PREPARATION: camera ready

PROOFS: TO: Lynne Thompson, 201 Chenoweth Lab, 100 Holdsworth Way UMass 413-545-6546

SCHEDULE: Entire job shipped and billed by September 15, 2009

DELIVERY:

- UMass Extension Office, 56 Roland Street, Suite 56-R, Boston, MA 02129-1223
- UMass Extension Office, 34 School Street, Mezzanine, Brockton, MA 02301
- UMass Extension Office, 422 Mariano Bishop Blvd, Fall River, MA 02720
- UMass Extension Office, 7 Hadley Street, 2nd Floor, South Hadley, MA 01075
- UMass Extension Office, Family Service Bldg, 430 North Canal Street, #2, Lawrence, MA 01840
- UMass Extension Office, 140 Wilbraham Ave, Springfield, MA 01109
- UMass Extension Office, 237 Chandler Street, Worcester, MA 01609
- Extension Bookstore, 101 University Drive, Ste A4, Amherst, MA 01002-2385

PRESS CHECKS: It is expected the printer will work closely with Lynne Thompson, Graphic Designer for the University of Massachusetts. All required reviews and press checks will be performed by Ms Thompson.

In the event a bidder's facility is located more than 90 miles from the University of Massachusetts Amherst, the bidder is expected to rebate the University \$1.00 per mile for Ms Thompson travel to and from the bidder's location.

INSTRUCTIONS: All cartons **MUST** be labeled with their quantity. Prices include file pickups in Amherst and deliveries to various offices listed above. **NO MORE THAN 3% OVERS OR UNDERS**

Schedule for "Nutrition Notes to Go" Newsletters

Month	Amherst	Boston	Brockton	Fall River	South Hadley	Springfield	Lawrence	Worcester	Quantity
September '09	2375	0	1200	0	5500	700	7800	1000	18575
October '09	2275	0	1000	775	5500	700	7750	1000	19000
November '09	2225	0	1000	775	5500	700	7800	1000	19000
December '09	2225	0	1200	775	5500	700	7700	1000	19100
January '10	2225	0	800	750	5500	700	7800	1000	18775
February '10	2125	0	200	575	5500	700	7250	1000	17350
March '10	2225	600	200	775	5500	700	7700	1000	18700
April '10	2225	300	0	525	5500	700	8050	1000	18300
May '10	2125	400	0	775	5500	700	7600	1000	18100
June '10	2125	200	0	525	5500	700	7600	1000	17650
July '10	1325	400	0	0	5500	700	850	200	8975
August '10	1325	400	0	0	5500	700	850	200	8975
								Total =	202500

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, August 13, 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-3465

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, August 5, 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, August 6, 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.