



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-3491

		RFB Opening Date & Time: September 1, 2009 @ 1:00 PM	
		Requested by: Joyce Hahn, Business Manager Department: Athletics Phone: 413-545-3522 Date Prepared: 8/17/2009	
	Description	Unit Price	Total Price
	BIDS ARE REQUESTED TO PROVIDE THE SCREEN PRINTING & EMBROIDERY CONTRACT FOR THE ATHLETIC DEPARTMENT PER THE ATTACHED SPECIFICATIONS FOR THE BID OPENING ON SEPTEMBER 1, 2009 @ 1:00 P.M.		
	Contract Term: date of award through June 30, 2012. (all pricing is to remain firm throughout the entire contract term)		
	The University reserves the right to make partial awards for the services requested or to make an award to more than one vendor.		
	The successful bidder will be required to enter into a Contract for Services with the University of Massachusetts. http://www.umass.edu/procurement/Fill-In_Forms/CFSL_RE_060208.pdf		

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: _____

R# 68715



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

**Screen Printing & Embroidery Contract
for the Athletic Department
per the attached specifications**

RFB# AA10-RH-3491

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

The Athletic Department at the University of Massachusetts Amherst is seeking bids to provide screen printing & embroidery of all UMass Athletic Department apparel and accessories. The University reserves the right to make partial awards for the services requested or to make an award to more than one vendor.

Contract Term: date of award through June 30, 2012.

All prices are to remain firm throughout the entire term of the contract.

Pricing:

- All responses to this bid shall be made on the 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.
- Pricing must be inclusive of all costs including shipping and handling (if applicable).
- Items not included on the Bid Response Sheet will be quoted on a case-by-case basis.

Delivery:

- Turn-around time on all items must be 7-10 days or less. (This is to include shipping time).
- Items can be dropped off to the vendor by the UMass Athletic Department Staff, if the awarded vendor is 25 miles or less from UMass Amherst.
- If the awarded vendor is more than 25 miles from UMass Amherst, then the vendor will have to pickup or shipping will be required. Be sure to include all shipping and handling charges in the price.

Logos, Fonts and Colors:

- Only the approved UMass Athletic Department logos, colors and fonts may be used. Attached to this bid are the examples of the approved UMass Athletic Department logos – Reference Document # 2.
- Special Note: Font to be used is UMS font. (Specifically designed font for UMass Athletics). Attached to this bid are examples of UMS font. – Reference Document # 1.
- Requests of usage of any logos, colors or fonts outside of the approved specs provided as part of this RFB (or any alterations of these trademarks) would require internal authorization from the Athletic Department Marketing Office.
- Failure to follow the usage of only specified trademarks could result in the contract being terminated.

- Any special logo requests outside of the logos provided and approved by the Athletic Department Marketing Office would be quoted on a case-by-case basis.
- To ensure proper use of logos and marks, all vendors must participate in the UMass licensing program. For details and applications, contact David Curley at dcurley@mail.aux.umass.edu Phone: 413-577-8125.

Products:

- All products to be screen printed and/or embroidered will be provided by the University of Massachusetts Amherst. Please note that a majority of the apparel and accessories are from Adidas. There are catalogs on-line to review the types of applicable products. (<http://adidas-team.com>)
- Please contact Dan Markowski at 1-413-545-0075 if you would like to discuss the most frequently purchased items.

Damage Policy:

- Include within the Bid Response your policy if an item that we provide is ruined/damaged during the screen printing and/or embroidery process.

Billing:

- Include within the Bid Response if your company will accept the University Purchasing Card (Procard) as the payment method for all invoices.

Samples:

- Include within the Bid Response one (1) sample of screen printing and one (1) sample of embroidery. Reference RFB# AA10-RH-3491 and your company name and address on each sample. These samples will become part of this request for bid and will not be returned to the vendor.

References:

- List three (3) customers with similar requirements as those of the University of Massachusetts Amherst whom the University may contact for reference purposes, including the company name, contact person, telephone number, address and brief description of business done with the company within the past year. By submitting this information the vendor authorizes the University of Massachusetts Amherst to contact these clients for the purposes consistent with the review of this bid.

Contract for Services

- The selected vendor(s) will be required to enter into the standard University Contract for Services. The successful vendor must sign the standard University Contract for Services and agree to all Terms and Conditions listed. A copy of the University Contract for Services can be viewed at: http://www.umass.edu/procurement/Fill_In_Forms/CFSL_RE_060208.pdf. Respondents must indicate in their response if they are not willing to sign the Contract for Services without exception. Any vendor indicating that they are not willing to sign the University Contract for Services may be eliminated from the process either during the review process or during the final contact negotiation process at the discretion of the University.

Delivery lead-time after receipt of order: _____

Delivery: FOB Destination, Amherst, MA

All pricing is to include delivery to:

University of Massachusetts
Attn: Joyce Hahn, Business Manager
Athletic Department
205 Boyden Building
131 Commonwealth Avenue
Amherst, MA 01003

The University reserves the right to make partial awards for the services requested or to make an award to more than one vendor.

All responses to this bid shall be made on the 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.

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 **Tuesday, September 1, 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-3491

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 26, 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 27, 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.

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

University of Massachusetts Amherst - RFB# AA10-RH-3491
Screen Printing & Embroidery Contract for the Athletic Department
Bid Opening Date – September 1, 2009 @ 1:00 p.m.

Document # 1: UMS Font Sheet

A	B	C	D	E	F	G	H
I	J	K	L	M	N	O	P
Q	R	S	T	U	V	W	X
Y	Z						

1	2	3	4	5	6	7	8	9	0
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University of Massachusetts Amherst - RFB# AA10-RH-3491
Screen Printing & Embroidery Contract for the Athletic Department
Bid Opening Date – September 1, 2009 @ 1:00 p.m.
Document # 1: UMass Logo Sheet



**Embroidery –
Recommended
Size for these
logos is 2.375”**



**Embroidery –
Recommended
Size for these
logos is 3.5”**

Screen Printing:

Logo Size Should be 3.5” (this is referred to as small on bid pricing sheet) – recommended for screen printing on sleeve of shirts, jackets, etc, left chest of shirts, jackets, etc, left hip of shorts/pants, middle of upper back on shirts, jackets, etc

Logo Size Should be 6” (this is referred to as medium on bid pricing sheet) – recommended for screen printing on front center of shirts and on bags

Logo Size Should be 9.75” (this is referred to as large on bid pricing sheet) – recommended for screen printing on front center and back center of shirts

Colors:

The Athletic Department’s official colors for athletic apparel and accessories are Pantone Black, Cool Grey 3, Maroon 506 (this is the standard cardinal color that is purchased in all Adidas apparel and accessories. Therefore it is important to have the embroidery or screen printing match the apparel or accessory that it is being placed on) and fourth color if necessary is White.

University of Massachusetts Amherst

Bid Response Sheet – Page 1

RFB# AA10-RH-3491

Screen Printing and Embroidery Contract for the Athletic Department

per the attached specifications

Bid Opening Date: September 1, 2009

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.

Screen Printing Size: Small Logo

	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
	1 to 24	25 to 48	49 to 72	73 to 96	97 to 120	121 to 144	145 +
<i>Practice, warm-up, travel, coaching apparel</i>							
The following list is related to screen printing of all approved logos as provided							
T-shirts							
Polos							
Assorted short-sleeve shirts (various materials)							
Assorted long-sleeve shirts (various materials)							
Assorted sleeveless shirts (various materials)							
Sweatshirts (crew and hoodies)							
Assorted jackets (full zip; various materials)							
Assorted pullovers: (no zip and half zip; various materials)							
Sweatpants							
Asst'd Pants: (fleece, windpants, rainpants, sideline pants)							
Mesh shorts							
Asst'd Shorts: (compression shorts, sideline shorts, etc.)							
Assorted garments (sweater vests, sports bras, etc)							
<i>Competition apparel</i>							
Uniforms (jerseys, shorts, skirts, singlets, etc)							
<i>Accessories</i>							
Asst'd Hats: (baseball caps, visors, beanies, winter hats ,etc.)							
Asst'd Bags: (duffel bags, wheelbags, sack packs, etc.)							
The following list is related to screen printing of all approved numbers as provided							
Numbers on apparel (uniforms, practice gear, shorts, etc)							

University of Massachusetts Amherst

Bid Response Sheet – Page 2

RFB# AA10-RH-3491

Screen Printing and Embroidery Contract for the Athletic Department

per the attached specifications

Bid Opening Date: September 1, 2009

Screen Printing Size: Medium Logo

	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
	1 to 24	25 to 48	49 to 72	73 to 96	97 to 120	121 to 144	145 +
The following list is related to screen printing of all approved logos as provided							
<u>Practice , warm-up, travel, coaching apparel</u>							
T-shirts							
Polos							
Assorted short-sleeve shirts (various materials)							
Assorted long-sleeve shirts (various materials)							
Assorted sleeveless shirts (various materials)							
Sweatshirts (crew and hoodies)							
Assorted jackets (full zip; various materials)							
Asst'd Pullovers: (no zip & half-zip; various materials)							
Sweatpants							
Asst'd Pants: (fleece, windpants, rainpants, side pants)							
Mesh shorts							
Asst'd Shorts: (compression shorts, sideline shorts, etc.)							
Assorted garments (sweater vests, sports bras, etc)							
<u>Competition apparel</u>							
Uniforms (jerseys, shorts, skirts, singlets, etc)							
<u>Accessories</u>							
Asst'd Hats:(baseball caps, visors, beanies, winter hats)							
Asst'd Bags: (duffel bags, wheelbags, sack packs, etc.)							
The following list is related to screen printing of all approved numbers as provided							
Numbers on apparel (uniforms, practice gear, shorts, etc)							

University of Massachusetts Amherst

Bid Response Sheet – Page 3

RFB# AA10-RH-3491

Screen Printing and Embroidery Contract for the Athletic Department

per the attached specifications

Bid Opening Date: September 1, 2009

Screen Printing Size: Large Logo

	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
	1 to 24	25 to 48	49 to 72	73 to 96	97 to 120	121 to 144	145 +
The following list is related to screen printing of all approved logos as provided							
<u><i>Practice , warm-up, travel, coaching apparel</i></u>							
T-shirts							
Polos							
Assorted short-sleeve shirts (various materials)							
Assorted long-sleeve shirts (various materials)							
Assorted sleeveless shirts (various materials)							
Sweatshirts (crew and hoodies)							
Assorted jackets (full zip; various materials)							
Asst'd Pullovers: (no zip & half-zip; various materials)							
Sweatpants							
Asst'd Pants: (fleece, windpants, rainpants, sideline pants)							
Mesh shorts							
Asst'd Shorts: (compression shorts, sideline shorts, etc.)							
Assorted garments (sweater vests, sports bras, etc)							
<u><i>Competition apparel</i></u>							
Uniforms (jerseys, shorts, skirts, singlets, etc)							
<u><i>Accessories</i></u>							
Asst'd Hats: (baseball caps, visors, beanies, winter hats)							
Asst'd Bags: (duffel; bags, wheelbags, sack packs, etc.)							
The following list is related to screen printing of all approved numbers as provided							
Numbers on apparel (uniforms, practice gear, shorts, etc)							

University of Massachusetts Amherst

Bid Response Sheet – Page 4

RFB# AA10-RH-3491

Screen Printing and Embroidery Contract for the Athletic Department

per the attached specifications

Bid Opening Date: September 1, 2009

Embroidery Size: 2.375" Logo

	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
	1 to 24	25 to 48	49 to 72	73 to 96	97 to 120	121 to 144	145 +
The following list is related to embroidery of all approved logos as provided							
<u>Practice , warm-up, travel, coaching apparel</u>							
T-shirts							
Polos							
Assorted short-sleeve shirts (various materials)							
Assorted long-sleeve shirts (various materials)							
Assorted sleeveless shirts (various materials)							
Sweatshirts (crew and hoodies)							
Assorted jackets (full zip; various materials)							
Asst'd Pullovers: (no zip & half zip; various materials)							
Sweatpants							
Asst'd Pants: (fleece, windpants, rainpants, sideline pants)							
Mesh shorts							
Asst'd Shorts: (compression shorts, sideline shorts, etc.)							
Assorted garments (sweater vests, sports bras, etc)							
<u>Competition apparel</u>							
Uniforms (jerseys, shorts, skirts, singlets, etc)							
<u>Accessories</u>							
Asst'd Hats: (baseball caps, visors, beanies, winter hats)							
Asst'd Bags: (duffel bags, wheelbags, sack packs, etc.)							

University of Massachusetts Amherst

Bid Response Sheet – Page 5

RFB# AA10-RH-3491

Screen Printing and Embroidery Contract for the Athletic Department

per the attached specifications

Bid Opening Date: September 1, 2009

Embroidery Size: 3.5" Logo

	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
	1 to 24	25 to 48	49 to 72	73 to 96	97 to 120	121 to 144	145 +
The following list is related to embroidery of all approved logos as provided							
<u>Practice , warm-up, travel, coaching apparel</u>							
T-shirts							
Polos							
Assorted short-sleeve shirts (various materials)							
Assorted long-sleeve shirts (various materials)							
Assorted sleeveless shirts (various materials)							
Sweatshirts (crew and hoodies)							
Assorted jackets (full zip; various materials)							
Asst'd Pullovers: (no zip & half zip; various materials)							
Sweatpants							
Asst'd Pants: (fleece, windpants, rainpants, sideline pants)							
Mesh shorts							
Asst'd Shorts: (compression shorts, sideline shorts, etc.)							
Assorted garments (sweater vests, sports bras, etc)							
<u>Competition apparel</u>							
Uniforms (jerseys, shorts, skirts, singlets, etc)							
<u>Accessories</u>							
Asst'd Hats: (baseball caps, visors, beanies, winter hats)							
Asst'd Bags: (duffel bags, wheelbags, sack packs, etc.)							

List three (3) customers with similar requirements as those of the University of Massachusetts Amherst whom the University may contact for reference purposes, including the company name, contact person, telephone number, address and brief description of business done with the company within the past year. By submitting this information the vendor authorizes the University of Massachusetts Amherst to contact these clients for the purposes consistent with the review of this bid.

Reference #1

Company Name: _____
Address: _____

Description of Services: _____

Contact: _____
Phone: _____ **Fax:** _____ **E-Mail:** _____
Contract Term: _____ **Through:** _____

Reference # 2

Company Name: _____
Address: _____

Description of Services: _____

Contact: _____
Phone: _____ **Fax:** _____ **E-Mail:** _____
Contract Term: _____ **Through:** _____

Reference #3

Company Name: _____
Address: _____

Description of Services: _____

Contact: _____
Phone: _____ **Fax:** _____ **E-Mail:** _____
Contract Term: _____ **Through:** _____

Your signature below signifies that your company complies with the RFB.

Vendor Name: _____ Telephone: _____ Fax: _____

Name of Person Submitting Bid: _____ Authorized Signature: _____

Address: _____ City: _____ State: _____

E-Mail Address: _____ Zip: _____