



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

**Rental of Four (4) Mobile Office Trailers
for the Athletic Department
per the attached specifications or approved equal**

RFB# AA10-RH-3493

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

The Athletic Department at the University of Massachusetts Amherst is seeking bids to provide the rental of four (4) Mobile Office Trailers.

Contract Term: date of award through May 15, 2010.

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

Include in the Bid Response:

- Daily, weekly or monthly rates in the event the rental terms needs to be extended.
- Minimum lease term.
- A full spec sheet for each office trailer that you recommend.
- A sample of any rental contract the University will be required to sign.
- All Bid Responses must be itemized by project to include the following specifications plus, itemized charges, project total cost and full spec sheet with the drawing of the mobile office trailer recommended. 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.

Specifications:

Project # 1: Location: Football Stadium – Two (2) Mobile Office Trailers

- Trailer size approximately: 45 Ft x 12 Ft
- Deliver to the site on campus.
- Set up the complex - block and level.
- Installation of anchors / tie-downs.
- Heat: Capable of being heated.
- Open floor plan required.
- Stairs at both entrances – 3 steps (per door / per month)
- Paneled interior walls.
- Suspended ceiling.
- Fluorescent ceiling lights.
- Horizontal slider windows.
- All necessary anchoring equipment.
- Engineered (Massachusetts) anchor and removal.
- Itemize the cost of any additional options for trailer (such as skirting, etc.)
- Knockdown / tear down complex.

- Removal of anchors/tie-downs.
- Remove trailer from the site.

Project # 2: Location: Mullins Center Tennis Courts – One (1) Mobile Office Trailer

- Trailer size approximately: 60 Ft. x 12 Ft
- Deliver to the site on campus.
- Set up the complex - block and level.
- Installation of anchors / tie-downs.
- Heat: Capable of being heated
- Open floor plan required with bathroom
- HVAC equipped.
- Stairs at both entrances – 3 steps (per door/per month)
- Paneled interior walls.
- Suspended ceiling.
- Florescent ceiling lights.
- Horizontal slider windows.
- All necessary anchoring equipment.
- Engineered (Massachusetts) anchor and removal.
- Itemize the cost of any additional options for the trailer (such as skirting, etc.)
- Knockdown / tear down complex.
- Removal of anchors/tie-downs.
- Remove trailer from the site.

Project # 3: Location: Crew Boathouse – One (1) Mobile Office Trailer

- Trailer size approximately: 50 Ft x 30 Ft
- Deliver to the site on campus.
- Installation of anchors / tie-downs.
- Set up the complex – block and level.
- Heat: Capable of being heated.
- Open floor plan required with bathroom.
- Stairs at both entrances – 3 steps (per door/per month)
- Paneled interior walls.
- Suspended ceiling.
- Florescent ceiling lights.
- Horizontal slider windows.
- All necessary anchoring equipment.
- Engineered (Massachusetts) anchor and removal.
- Itemize the cost of any additional options for the trailer (such as skirting, etc.)
- Knockdown / tear down complex.
- Removal of anchors/ tie-downs.
- Remove trailer from the site.

Delivery lead-time after receipt of order: _____

Delivery: FOB Destination, Amherst, MA

All pricing is to include delivery to Amherst, MA

Arrangements to deliver are to be made with:

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.

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 AAI0-RH-3493

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.