



# 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](mailto:procurement@admin.umass.edu) Web Page: [www.umass.edu/procurement](http://www.umass.edu/procurement)

(THIS IS NOT AN ORDER)

## REQUEST FOR BID # AA10-RH-3499

		RFB Opening Date & Time: <b>September 3, 2009</b> <b>@ 1:00 PM</b>	
		Requester: Rita Campbell, Business & Production Mgr. Department: Creative Services Phone: 413-545-0123 Date Prepared: 8/20/2009	
	Description	Unit Price	Total Price
	<b>BIDS ARE REQUESTED TO PROVIDE PRE-PRESS, PRINTING, LABELING, SORTING AND MAILING OF THE UMASS AMHERST MAGAZINE – 2009 FALL EDITION PER THE ATTACHED SPECIFICATIONS FOR THE BID OPENING ON SEPTEMBER 3, 2009 @ 1:00 P.M.</b>		
	Delivery lead-time after receipt of order: _____		

PLEASE DIRECT ANY QUESTIONS REGARDING THIS RFB TO: ROSEMARY A. HASSAY @ [procurement@admin.umass.edu](mailto: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 Terms: Net Due-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# 68393



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

**Pre-press, Printing, Labeling, Sorting and Mailing  
of the UMass Amherst Magazine – 2009 Fall Edition  
per the attached specifications**

**RFB# AA10-RH-3499**

**Bid Opening Date – September 3, 2009 @ 1:00 p.m.**

The University of Massachusetts Amherst is extending this invitation for the request for bid on the pre-press, printing, labeling, sorting and mailing of the UMass Amherst Magazine – 2009 Fall Edition. Please submit bids based on the specifications below.

***Specifications for Printing, Labeling, Sorting and Mailing:***

- DESCRIPTION:** FALL 2009 ISSUE OF *UMASS AMHERST* MAZAGINE
- PAGE SIZE:** 8” X 10-3/4” finished
- NO. OF PAGES:** Please quote on 48 pages plus cover
- QUANTITY:** Quote on quantities ranging from 195,000 to 225,000 copies.  
(Refer to the attached Bid Response Sheet)
- STOCK:** Cover: 100 lb. Sterling Dull  
Text: 45 lb., #5 Coated Groundwood
- INK:** Cover: 4/4, full bleed  
Text: 4/4, full bleed
- PREPARATION:** Upload PDF and mail color laser proofs to printer to indicate screen breaks and photo placement.
- PROOFS:** Hi Res Contract Proof and a soft-proofing system such as Kodak InSite.  
**Please identify in your bid response.**
- BINDERY:** Trim, fold, saddlestitch.
- FINISHING:** Presort, label and drop ship to the appropriate postal facility;  
see MAILING INSTRUCTIONS below.
- SCHEDULE:** The job needs to be completed within 15 working days of receipt of files.

**PRESS CHECKS: A press check will be required.**

Art Director to check cover and all signatures on press.

Please plan on 24-hour notice for press check.

In the event that the bidder's facility is located more than 90-miles from the University of Massachusetts Amherst, the bidder is expected to rebate the University at the rate of \$1.00 per mile (after the first 90-miles) for the travel to and from the bidders' location. Depending upon the awarded vendors' location, travel re-imbusement will include, but not be limited to, lodging, meals and all other travel expenses including fares, tolls, etc.

**MAILING INSTRUCTIONS:**

- Mailing agent must possess non-profit authorization for entry point drop shipment of completed mail
- Mailing software must be PAVE® Certified
- Mailing must be processed to maximize automation discounts and must be CASS® certified including DPV™ and LACS. Documentation form 3553 produced on request of UMASS
- Must use POSTNET® including ZIP+4® and delivery point bar coding including DPV™ and meet MERLIN eligibility requirements.
- Must possess ink-jet capabilities to accommodate mail address block requirements of up to 9 lines of information and 3 postal compliant lines (total 12 lines) with 75 characters width each or offer an accommodation to be approved in advance, in writing, by UMass Magazine.
- Must pay postage up front and bill the University later. Must provide verified copies of all PS 3602 upon request.
- All additional magazines to be delivered to UMass Amherst Magazine, Munson Hall, University of Massachusetts, Amherst, MA 01003, VIA Distribution Services, 134 Physical Plant Building.
- UMass will FTP files to printer in zip order. Printer to convert to ink jet label system and mail
- Must have knowledge of non-profit eligibility requirements to assure customer compliance.

**This bid is exclusive of actual postage costs.**

**The awarded vendor must agree to pre-pay postage and submit a separate invoice for payment within 30-days of receipt of invoice.**

**INVOICES MUST BE ITEMIZED ACCORDING TO SPECIFICATIONS.**

Delivery: FOB Destination, Amherst, MA

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

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](http://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, September 3, 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-3499***

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](mailto: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-3499**

**Pre-press, printing, labeling, sorting and mailing  
of the UMass Amherst Magazine - 2009 Fall Edition**

**per the attached specifications**

**Bid Opening Date: September 3, 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.

	<b>Pricing</b>	<b>Pricing</b>	<b>Pricing</b>		
<b>Quantity</b>	<b>48 pp Plus Cover</b>	<b>add 1,000's</b>	<b>minus 1,000's</b>		
195,000					
200,00					
205,000					
210,000					
215,000					
220,000					
225,000					

**Special Note: Please provide information on your proofing systems. Include any soft-proofing system in your Bid Response. Thank You.**

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**Delivery lead-time after receipt of order:** \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_

**Name of Person Submitting Bid:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_