



# 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-3505

		RFB Opening Date & Time: <b>September 8, 2009</b> <b>@ 1:00 PM</b>	
		Requester: Rita Campbell, Business & Production Mgr. Department: Creative Services Phone: 413-545-0123 Date Prepared: 8/21/2009	
	Description	Unit Price	Total Price
	<b>BIDS ARE REQUESTED TO PROVIDE OF THE “<i>Taste of Home</i>” – UMass Family Recipe Book PER THE ATTACHED SPECIFICATIONS FOR THE BID OPENING ON SEPTEMBER 8, 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# 69722



University of Massachusetts Amherst  
Department of Procurement  
Request for Bids:

***“Taste of Home” – UMass Family Recipe Book***  
**per the attached specifications**

**RFB# AA10-RH-3505**

**Bid Opening Date – September 8, 2009 @ 1:00 p.m.**

The University of Massachusetts Amherst is extending this invitation for the request for bid to provide the printing of the ***“Taste of Home” – UMass Family Recipe Book***. Please submit bids based on the specifications below.

- PAGE SIZE:** Finished 5.5” x 8-1/2 “
- NO. OF PAGES:** 128 pp. +/- 8 pp. plus cover plus four (4) section introduction pages
- QUANTITY:** 4,000 +/- 500s
- STOCK:** Cover and section introduction sheets: Chorus Art Gloss 80# cover, white  
Text: Chorus Art Silk, 70# text, white  
*Vendor may quote an equivalent stock for above but must specify and provide sample with quote*  
*Stock must be FSC certified to allow for placement of FSC logo.*  
Plastic spiral binding: *standard* color to be determined.
- INK:** Cover and section introduction sheets: 5/4C (4/4 plus aqueous)  
Text: 2/2
- BLEEDS:** Cover and section separators, full bleed
- BINDERY:** Trim, fold, gather, collate and spiral bind.  
**Section separators to be collated into booklet where indicated by designer.**
- PREPARATION:** Artwork on CD.
- DELIVERY:** **Delivery required no later than 4 pm on September 24, 2009.**  
Files will be available to vendor on the date of the bid opening and vendor must indicate ability to deliver as required.  
  
Delivery location to be determined.
- OTHER:** Prices include all pickups and deliveries at UMass Amherst.

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 **Tuesday, September 8, 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-3505***

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, September 2, 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, September 3, 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-3505**

**Printing of "Taste of Home"**

**UMass Amherst Family Recipe Book**

**per the attached specifications**

**Bid Opening Date: September 8, 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.

Quantity	120 +/- plus cover	128 +/- plus cover	136 +/- plus cover		
3,500 Copies					
4,000 Copies					
4,500 Copies					

**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:** \_\_\_\_\_