





University of Massachusetts Amherst  
Department of Procurement  
Request for Bids:

Printing of the College of Engineering Annual Report - 2009  
per the attached specifications

**RFB# AA10-RH-3506**

**Bid Opening Date – September 10, 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 College of Engineering Annual Report – 2009. Please submit bids based on the specifications below.

**DESCRIPTION:** The *2009 College of Engineering Annual Report* comprises 12-page (plus cover) booklets (some including an inserted 12-page Donor List) and No. 9 booklet-style envelopes. Vendor must follow specific delivery instruction below for various quantities.

**PAGE SIZE:** Annual Report and Donor List: Finished: 8" x 10"  
Envelope: #9 Booklet-style, 8.75" x 11.5"

**NO. OF PAGES:** Annual Report: 12 page plus cover  
Donor List: 12 pages

**QUANTITY:** Annual Report: 5,000 plus/minus 500s  
Donor List: 4,000 plus/minus 500s  
Envelope: 5,000 plus/minus 500s  
No unders; maximum 3% overs.

**STOCK:** Report Text: 80# Chorus Art Silk  
Report Cover: 80# Chorus Art Silk  
Donor List: 70# Starbrite smooth opaque

*Vendor may quote an equivalent stock for any of the above but must specify and provide sample with quote.*

Envelope: #9 booklet-style, white bond

**INK:** Report Covers: 4/4 plus full aqueous coating (5/4); all full bleed  
Report Text: 4/4 plus spot UV on 6 feature story images; full bleed throughout  
Donor List: 2/2 (black and one Pantone), no bleeds

**BINDERY/  
FINISHING:** Score, fold, collate, saddlestitch (with Donor List separately saddlestitched into 4,000), trim, bulk pack according to **Special Instructions**.

**PREPARATION:** Artwork on CD as CS3 file.

**PROOFS:** Hi Res Contract Proof.

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

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

**DELIVERY:** Delivery to be 10 business days after receipt of files to delivery of final pieces. Samples to Creative Services, Munson Hall.

**Special Instructions:**

Donor Lists **stitched into 4,000** Annual Reports.

**3,000 Annual Reports with Donor List** and **3,000 envelopes** delivered to:

Mail Services, South College, Attn: Charlie Apicella

1,000 Annual Reports with Donor List, 1,000 Annual Reports **without** Donor List, a and balance of 2,000 envelopes delivered to:

The College of Engineering, Marston Hall, Attn: Charlie Creekmore

**Awarded vendor to provide stock dummy for approval.**

**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.

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 10, 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-3506***

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.