



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-3514

«Name» «Address_1» «Address_2» «City», «State» «Zip»	RFB Opening Date & Time: September 17, 2009 @ 1:00 PM		
	Requested by: David Lafond Telephone: 413-577-0524 Department: Grad. School Date Prepared: 9/2/2009		
	Description BIDS ARE REQUESTED TO PROVIDE PRINTING, 6-8 ISSUES OF "THE VOICE", THE GRADUATE STUDENT SENATE (GSS) NEWSLETTER PER THE ATTACHED SPECIFICATIONS FOR THE BID OPENING ON SEPTEMBER 17, 2009 @ 1:00 P.M.	Unit Price	Total Price
	DELIVERY LEAD-TIME AFTER RECEIPT OF ORDER: _____		

PLEASE DIRECT ANY QUESTIONS REGARDING THIS RFB TO: ROSEMARY A. HASSAY AT 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.
- 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: Net 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# - 70232



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

**Printing of "*The Voice*"
the Graduate Student Senate (GSS) Newsletter
per the attached specifications**

**RFB# AA10-RH-3514
Bid Opening Date – September 17, 2009 @ 1:00 p.m.**

The University of Massachusetts Amherst is extending an invitation for the request for bid to provide the printing of "*The Voice*" – the Graduate Student Senate (GSS) Newsletter.

Please submit bids based on the specifications below.

Specifications:

- 1.1 **Quantity:** 3,000, 3,500, 4,000, 4,500 and 5,000 copies per issue
- 1.2 **Issues:** 6 to 8 issues are anticipated
- 1.3 **Size:** Flat size: 22" x 17": _____ Finished size: 11" x 17" (folded)
- 1.4 **Stock:** 34", 30 Lb. Newsprint
- 1.5 **Ink:** All black ink
- 1.6 **Artwork:** Copy provided camera-ready. All artwork will remain the property of the University of Massachusetts.
- 1.7 **Additional Costs:** **Line Shots:** _____
Halftones: _____
Charge for additional color: (Spot Color) _____
- 1.8 **Turnaround Time:** *Quick turn-around time is essential.*
Specify approximate turn-around time: _____
- 1.9 **Delivery:** All delivery and handling costs are to be included in the bid. FOB Destination – Amherst, MA
- 1.10 **Delivery Location:**
University of Massachusetts
Attn: Graduate Student Senate
Campus Center Loading Dock
919 Campus Center
1 Campus Center Way
Amherst, MA 01003

Please indicate ability to accept PC-based electronic layouts. Yes: _____ No: _____

Publisher should have the following software: Adobe Publisher/Indesign, Adobe PhotoShop & Adobe Illustrator.

Layout can be sent to printer in any needed format. Photos and ads are usually embedded in the layout.

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 - 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 17, 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-3514***

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 September 9, 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 5:00 pm on September 10, 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

Bid Response Sheet

RFB# AA10-RH-3514

Printing of "The Voice"

the Graduate Student Senate (GSS) Newsletter

per the attached specifications

Bid Opening Date: September 17, 2009 @ 1:00 pm

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.

	Pricing 3,000 copies	Pricing 3,500 copies	Pricing 4,000 copies	Pricing 4,500 copies	Pricing 5,000 copies
8 Pages					
12 Pages					
16 Pages					
20 Pages					
24 Pages					

Additional Costs: Line Shots: _____

Halftones: _____

Charge for additional color: (Spot Color) _____

Turnaround Time: *Quick turn-around time is essential.*

Specify approximate turn-around time: _____

Please indicate ability to accept PC-based electronic layouts. Yes: _____ No: _____

Vendor Name: _____

Address: _____ **City:** _____ **State:** _____ **ZIP:** _____

Telephone: _____ **FAX:** _____ **E-Mail Address:** _____

Name of Person Submitting Bid: _____

Authorized Signature: _____