



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-3517

«Name» «Address_1» «Address_2» «City», «State» «Zip»	RFB Opening Date & Time: September 17, 2009 @ 1:00 PM		
	Requested by: Sonia Kudla Telephone: 413-545-4155 Department: Fine Arts Center Date Prepared: 9/3/2009		
	Description	Unit Price	Total Price
	BIDS ARE REQUESTED TO PROVIDE THE DESIGN, PRODUCTION, PRINTING AND DELIVERY OF THE "PLAYBILL" CONTRACT PER THE ATTACHED SPECIFICATIONS FOR THE BID OPENING ON SEPTEMBER 17, 2009 @ 1:00 P.M.		
	SPECIAL NOTE: THIS IS A TWO-YEAR CONTRACT Contract Term: Date of award through September 30, 2011.		

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# - 70361



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

**Design, Production, Printing and Mailing
of the "Playbill" Contract
per the attached specifications**

RFB# AA10-RH-3517

Bid Opening Date – September 17, 2009 @ 1:00 p.m.

The Fine Arts Center at the University of Massachusetts Amherst is extending an invitation for the request for bids to provide all aspects of the playbill production including the design, production, printing and delivery of the playbill. This will be a two-year contract. Please bid accordingly. Production schedule and deadlines are attached and can be modified upon award of contract. This schedule should allow for reasonable content revisions prior to the blue line proof.

Contract Term: Date of the award through September 31, 2011.

- Format:** Finished size (trimmed, to accommodate bleeds, and folded) 5.375" x 8.25" booklet (Stitched on 8.25" side – flat size 8 1/4" x 10 3/4")
- Paper:** 70# gloss or dull coated – please bid on most economical paper.
Recycled, minimum 40% Post-Consumer Waste, soy based inks, processed Chlorine Free.
Or provide most eco-friendly alternative. FSC-certified, if possible.
Be sure to state in the bid response the type of paper you are bidding on.
- Bindery:** Fold, saddle stitch and trim to size
- Color:** Full-color cover and back, inside first and last eight-ten pages in full color with black & white pages throughout remainder of booklet.
- Quantity:** Five Issues: (4-5 performances per issue)
Approximately 3000-6000 copies per issue
Total: 22,500 (see attached projected schedule)
- Number of Pages:** 48 pages with flexibility to increase if needed
- Delivery:** All pricing is to include delivery to:

University of Massachusetts
Attn: Shawn Farley
Fine Arts Center Concert Hall
151 Presidents Drive – Office #2
Amherst, MA 01003

FAC PLAYBILL 2009-2010 DEADLINES
Center Series and Asian Arts & Culture Programs Combined

22,500 issues

ISSUE I: From 10/18 – 10/24

of Issues: 4,000

Ads due from advertisers and copy due from artists/agents: August 15, 2009

Copy & Ad Art given to printer: September 11, 2009

Playbills Delivered to Fine Arts Center: October 14, 2009

October 18, Sao Paulo Orchestra, CH

October 22, Dafnis Prieto, BA

October 23, Dan Zanes, CH

October 24, Sitar Concert by Mita Nag, BA

ISSUE II: From: 11/3 – 11/15

of Issues: 5,000

Ads due from advertisers and copy due from artists/agents: September 15, 2009

Copy & Ad Art given to publisher: October 2, 2009

Playbills Delivered to Fine Arts Center: November 2, 2009

November 3, American Shakespeare Center, *Romeo & Juliet*

November 5, Bill T Jones/Arnie Zane, CH

November 7, Bollywood Masala with Kehkashaan Live Band

November 10, Cirque Mechanics, CH

November 15, Angkor Dance Troupe, BA

ISSUE III: From 2/2 – 3/2

of Issues: 4,500

Ads due from advertisers and copy due from artists/agents: December 15, 2009

Copy & Ad Art given to publisher: January 3, 2010

Playbills Delivered to Fine Arts Center: February 1, 2010

February 2, Mark Morris Dance Group, CH

February 3, Imanis/Stefon Harris, BA

February 23, The RFK Project, CH

March 2, Ballet Folklorico, CH

ISSUE IV: From 3/5 – 3/27

of Issues: 4,500

Ads due from advertisers and copy due from artists/agents: January 15, 2010

Copy & Ad Art given to publisher: February 5, 2010

Playbills Delivered to Fine Arts Center: March 3, 2010

March 5, Ensemble Robot & Gamelan

March 9, Black Grace, CH

March 10, The Chieftains, CH

March 27, Zakir Hussain, CH

ISSUE V: From 4/10-4/30

of Issues: 4,500

Ads due from advertisers and copy due from artists/agents: February 15, 2010

Copy & Ad Art given to publisher: March 10, 2010

Playbills Delivered to Fine Arts Center: April 8, 2010

April 10, Ensemble Galilei, CH

April 14, Rokia Traore, CH

April 16, Kenichi Ebina & Dancers, CH

April 30, Aspen Santa Fe Ballet, CH

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-3517***

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-3517				
Design, Production, Printing and Mailing				
of the "Playbill" Contract				
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.				
Quantity	Description	Bid Price	Pricing plus 1,000 's	Pricing minus 1,000's
4,000 Copies	Issue # I			
5,000 Copies	Issue # II			
4,500 Copies	Issue # III			
4,500 Copies	Issue # IV			
4,500 Copies	Issue # V			
Total Bid Price				

Is your company FSC Certified? Yes: _____ No: _____
 If yes, please include a copy of the FSC Certification with this Bid Response.

Specify Paper: _____

Specify Ink: _____

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: _____