



University of Massachusetts Amherst
Department of Procurement
Request for Bids:
Printing of the 2010 Faculty & Staff Telephone Directory
per the attached specifications

RFB# AA10-RH-3526
Bid Opening Date – September 24, 2009 @ 1:00 p.m.

Specifications:

TRIM SIZE: 8.5” X 11” with bleed on cover

QUANTITY: 8,000

NO. OF PAGES: 368 plus cover, printed as:

272 white, plus or minus 8s

80 yellow (can be color of paper or ink), plus or minus 8s

16 Green (can be color of paper or ink), plus or minus 8s

(Collating order: 24 White, 80 yellow, 248 white, 16 green)

STOCK:

Inside:

35# white groundwood
minimum brightness 78
minimum opacity 92.

Cover:

10pt. Coated one side (white).

INK:

Inside: Black throughout

Covers 1 & 4: 4-Color Process

Covers 2 & 3: Blank

BINDERY:

Adhesive, perfect bound

PREPARATION:

InDesign CS3 Macintosh files (including halftones) on disk ready for printer on/or before November 30th, 2009. All artwork will remain the property of the University.

PROOFS:

Blueline proof for all inside pages; Colormatch proof for covers or press sheet if fully digital printing

DELIVERY:

On or before December 28th, 2009.

List accordingly the guaranteed date of delivery or the number of working days required in the bid response.

Pricing is to include all pickups and deliveries at UMass Amherst.

Delivery: FOB Destination, Amherst, MA

Deliver to:

University of Massachusetts
Attn: Karen Howard, Telecommunication Services
Loading Dock
360 Campus Center Way
Amherst, MA 01003

Special Note: Notify Karen Howard at 413-545-4706 no later than 48 hours before delivery.

NOTE: Please include all alternatives and variables in bid (includes delivery).
Be advised, maximum allowance for overruns is 3%.
The University is not responsible whatsoever for overruns exceeding 3%.

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 - 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 24, 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-3526***

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 16, 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 on Thursday, September 17, 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**