



**University of Massachusetts Amherst
Department of Procurement
Request for Bids:
Bagged Shavings – Horse Bedding
per the attached specifications or approved equal**

**RFB# AA10-RH-3543
Bid Opening Date – September 25, 2009 @ 1:00 p.m.**

The Department of Veterinary and Animal Sciences at the University of Massachusetts Amherst is seeking bids to provide Bagged Shavings – Horse Bedding per the following specifications or approved equals.

Specifications:

- Bagged Shavings
- Minimum 3.2 Cubic Ft. per bag
- Between 36 to 50 Lbs weight per bag
- Dry Soft Wood (pine, spruce, fir) or dust extracted corrugated bedding
- Preferred in wrapped plastic bags.
- Quantity 4,800 bags
- Deliver by tractor trailer truck on pallets
- May drop ship tractor trailer load.
- Total delivery to consist of four (4) tractor-trailer loads for this entire RFB.
- Total number will not be less than three (3), but no more than five (5) loads
- Shipment may be refused if shaving quality is too fine and dusty.
- Pricing is to include all delivery charges. (if they apply)

Delivery: FOB Destination: Amherst, MA

Special Note: If you are submitting a bid on an “approved equal” all detailed information on the product must be included within the bid. Failure to include this information may disqualify the bid.

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 Friday, September 25, 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
RFB# AA10-RH-3543

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 23, 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 24, 2009. The contact information for this individual is:

<p>University of Massachusetts Amherst Rosemary A. Hassay, Purchasing Manager Fax: (413) 545-1643 Email: procurement@admin.umass.edu</p>

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.