



# 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](mailto:procurement@admin.umass.edu) Web Page: [www.umass.edu/procurement](http://www.umass.edu/procurement)

(THIS IS NOT AN ORDER)

## REQUEST FOR BID # AA10-RH-3546

		RFB Opening Date & Time: October 13, 2009 @ 1:00 pm	
		Requested by: Anne Marie Morse Department: Outreach – Marketing & Communications Phone: 413-545-2723 Date Prepared: 9/22/2009	
	Description	Unit Price	Total Price
	<b>BIDS ARE REQUESTED TO PROVIDE PRINTING OF THE 2010 / 2011 NEW ENGLAND VEGETABLE MANAGEMENT GUIDE PER THE ATTACHED SPECIFICATIONS FOR THE BID OPENING ON OCTOBER 13, 2009 @ 1:00 P.M.</b>		
2,000 Copies	<b>Option A: Mead Sig-Nature Recycled Glass 100# Cover</b>		
2,000 Copies	<b>Option B: Printers choice of recycled stock equivalent in quality to above.</b> Specify paper: _____		
	<b>DELIVERY LEAD-TIME AFTER RECEIPT OF ORDER:</b> _____		

PLEASE DIRECT ANY QUESTIONS REGARDING THIS RFB TO: ROSEMARY A. HASSAY @ [procurement@admin.umass.edu](mailto: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. **No electronic bids will be accepted.**
- 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 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# 71480



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

**Printing of the 2010/ 2011  
New England Vegetable Management Guide  
per the attached specifications**

**RFB# AA10-RH-3546**

**Bid Opening Date – October 13, 2009 @ 1:00 p.m.**

The Department of Outreach – Marketing and Communications at the University of Massachusetts Amherst is seeking bids to provide the printing of the 2010 / 2011 New England Vegetable Management Guide per the following specifications. The 2010 / 2011 New England Vegetable Management Guide is 236 pages + covers and will be spiral-bound together with pre-printed copies of the 2008 / 2009 New England Pest ID Supplements at the back. The covers of the Vegetable Management Guide will enclose both parts. *Please note: special bindery instructions below.*

***Specifications:***

**Size:** Open: 11” x 17” (plus width of spiral binding)  
Closed: 8.5” x 11” (plus width of spiral binding)

236 pp plus covers

**Bleed:** Text Pages: No  
Outside Cover: Yes  
Inside Cover: No

**Ink:** Cover: Black + 1 PMS w/varnish over black  
(Outside Covers: Black + 1 PMS + Varnish)  
(Inside Covers: Black Only)  
Text: Black Only

**Art:** Files will be supplied to the awarded printer on disk in InDesign CS3/Mac.  
Printer must output files at minimum 2540 dpi resolution.  
We will supply relevant linked files and fonts.

**Paper:** **Cover Option A:** Mead Sig-Nature Recycled Gloss 100# Cover  
[REQUIRED PRICE: All bids must contain price on this stock ONLY – no substitutions allowed]

**Cover Option B:** Printer’s choice of stock equivalent in quality to above. Stock must be recycled.  
Printers choosing to provide such an optional price must specify type of paper.  
[OPTIONAL PRICE: Bids will be considered without this option]

Text: 60# white offset, recycled

**Binding:** Spiral bound (NOT “wire-o”) with heavy, white plastic-coated wire.  
The existing Pest ID Guide is a 52-page, self-cover, 8.5 x 11, saddle-stitched booklet. 3/16” of the bound (long) edge will have to be trimmed off. The loose pages will be drilled for wire-o binding and bound into the back of the Vegetable Management Guide. There will be a slight difference in page size between the 2-parts of the finished product, because of the 3/16” trim.

2,000 copies of the Pest ID Guide will be picked up by printer from our offices at 101 University Drive. *A sample of the Pest ID Guide is available to bidders for pickup upon request.*

**Quantity:** 2,000 copies – this is essential – **No unders.**

The University will accept a maximum of 3% overs.

Anything beyond the quantity of 3% overs that is sent to the University will not be paid for, however, will be accepted as a donation to the University from the vendor.

**Proofs:** Salt proofs required.

The awarded vendor is responsible for pickup and delivery of project materials and proofs to customers office at 101 University Drive, Amherst, MA.

**Schedule:** 20-working day turnaround.

(Anticipated job to the printer will be 10/23/09; with a requested delivery date of 11/20/09)

**Packing/Shipping:**

Delivery: FOB Destination: Amherst, MA

Pricing is to include delivery of to:

University of Massachusetts  
Attn: Anne Marie Morse  
Extension Bookstore – Suite A4  
101 University Drive  
Amherst, MA 01002

Additional copies will be UPS drop shipped by the awarded vendor in six (6) batches to other selected locations at additional cost to us for shipping. The quantity and locations will be determined by Susan Handlen at the time of award.

**This bid is exclusive of actual postage costs.**

**The awarded vendor must agree to pre-pay shipping charges and submit a separate invoice for payment within 30-days of receipt of invoice.**

**Press Checks: A press check will be required.**

Art Director to check cover and all signatures on press.

Please plan on 24-hour notice for press check.

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

**Samples:** Two (2) samples of printed material relevant in printing complexity and specifications must accompany Bid Response.

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 Tuesday, October 13, 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-3546***

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 Tuesday, October 6, 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 Wednesday, October 7, 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.