



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

**Steel Lockers for the Athletic Department
per the attached specifications**

RFB# AA10-RH-3561

Bid Opening Date – October 15, 2009 @ 1:00 p.m.

The Athletic Department at the University of Massachusetts Amherst is seeking bids to provide steel lockers for the Softball Team per the following specifications.

Specifications:

- Quantity:** 24 Lockers
- Description:** Powder coated lockers that are 24”wide x 24” deep x 72” high.
The lockers must have:
1. Upper storage compartment with locking capability.
 2. Lower storage with locking capability.
 3. Mid-section for hanging uniform/apparel.
- Color:** Cardinal
Provide cardinal color sample(s) as part of the bid response.
- Assembly:** Lockers should be shipped fully assembled.
- Installation:** Installation of the lockers is not required.
- Warranty:** Include warranty policy in the bid response.
- References:** Include three (3) references of other companies / departments in which you have supplied athletic lockers for in the past two (2) years.
- Delivery:** Requested delivery shall be no later than December 1, 2009
Pricing is to include all delivery and handling charges, if they apply.
FOB Destination: Amherst, MA 01003

Deliver to:

University of Massachusetts Amherst
Attn: Dan Markowski, Assoc. Athletic Director
Boyden Building
131 Commonwealth Avenue
Amherst, MA 01002
Phone: 413-545-3522

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, October 15, 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-3561

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, October 7, 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, October 8, 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.

List three (3) customers with similar requirements as those of the University of Massachusetts Amherst whom the University may contact for reference purposes, including the company name, contact person, telephone number, address and brief description of business done with the company within the past year. By submitting this information the vendor authorizes the University of Massachusetts Amherst to contact these clients for the purposes consistent with the review of this bid.

Reference #1

Company Name: _____

Address: _____

Description of Services: _____

Contact: _____

Phone: _____ **Fax:** _____ **E-Mail:** _____

Contract Term: _____ **Through:** _____

Reference # 2

Company Name: _____

Address: _____

Description of Services: _____

Contact: _____

Phone: _____ **Fax:** _____ **E-Mail:** _____

Contract Term: _____ **Through:** _____

Reference #3

Company Name: _____

Address: _____

Description of Services: _____

Contact: _____

Phone: _____ **Fax:** _____ **E-Mail:** _____

Contract Term: _____ **Through:** _____

Your signature below signifies that your company complies with the RFB.

Vendor Name: _____ Telephone: _____ Fax: _____

Name of Person Submitting Bid: _____ Authorized Signature: _____

Address: _____ City: _____ State: _____

E-Mail Address: _____ Zip: _____