



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-3562

		RFB Opening Date & Time: October 20, 2009 @ 1:00 PM	
		Requested by: Joyce Hahn, Business Manager Department: Athletics Phone: 413-545-3522 Date Prepared: 10/5/2009	
	Description	Unit Price	Total Price
	BIDS ARE REQUESTED TO PROVIDE THE SCREEN PRINTING & EMBROIDERY CONTRACT FOR THE ATHLETIC DEPARTMENT PER THE ATTACHED SPECIFICATIONS FOR THE BID OPENING ON OCTOBER 20, 2009 @ 1:00 P.M.		
	Contract Term: date of award through June 30, 2012. (all pricing is to remain firm throughout the entire contract term)		
	The University reserves the right to make partial awards for the services requested or to make an award to more than one vendor.		
	The successful bidder will be required to enter into a Contract for Services with the University of Massachusetts. http://www.umass.edu/procurement/Fill-In_Forms/CFSL_RE_060208.pdf		

PLEASE DIRECT ANY QUESTIONS REGARDING THIS RFB TO: ROSEMARY A. HASSAY @ 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.
- 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# 68715



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

**Screen Printing & Embroidery Contract
for the Athletic Department
per the attached specifications**

RFB# AA10-RH-3562

Bid Opening Date – October 20, 2009 @ 1:00 p.m.

The Athletic Department at the University of Massachusetts Amherst is seeking bids to provide screen printing & embroidery of all UMass Athletic Department apparel and accessories. The University reserves the right to make partial awards for the services requested or to make an award to more than one vendor.

Contract Term: date of award through June 30, 2012. (Three-year contract)

All prices are to remain firm throughout the entire term of the contract.

Pricing:

- Vendor is requested to complete the attached pricing sheet.
(Please note there are ten (10) different sheets contained in the bid response form.)
- Each vendor is to price out their work for the quantities that are listed on the bid response forms.
- The price should be inclusive of all costs including any shipping and handling fees (if applicable – see note below).
- Up-charges and set-up charges due to varying materials / fabrics will not be accepted and should be considered as part of the pricing structure.
- The items on the bid response form vary by material / fabric (cotton, poly-cotton, nylon, mesh, nylon mesh, spandex, lycra, etc.) and structure (single ply, double ply, etc.). However, we are requesting set/standard pricing regardless of material/fabric and structure.
- There may be circumstances on a case-by-case basis that due to the unusual construction of and item those special printing steps may be required. If that situation does arise, the awarded vendor (s) would be required to contact the Athletic Department administration with the circumstances and the quote for said printing prior to the printing being started.

Delivery:

- Turn-around time on all items must be 7-10 days or less. (This is to include shipping time).
- Items can be dropped off to the vendor by the UMass Athletic Department Staff, if the awarded vendor is 25 miles or less from UMass Amherst.
- If the awarded vendor is more than 25 miles from UMass Amherst, then the vendor will have to pickup or shipping will be required. Be sure to include all shipping and handling charges in the price.

Logos, Fonts and Colors:

- Only the approved UMass Athletic Department logos, colors and fonts may be used. Attached to this bid are the examples of the approved UMass Athletic Department logos – Reference Document # 2.

- Special Note: Font to be used is UMS font. (Specifically designed font for UMass Athletics). Attached to this bid are examples of UMS font. – Reference Document # 1.
- Once the bid is awarded, requests of usage of any logos, colors or fonts outside of the approved specs provided as part of this RFB (or any alterations of these trademarks) would require internal authorization from the Athletic Department Marketing Office.
- Once the bid is awarded – requests for special pricing due to items or special situations not included on this pricing sheet or bid, would require internal authorization from the Athletic Business Office prior to printing. Please contact Joyce Hahn at jhahn@admin.umass.edu or call at 1-413-545-3522.
- Failure to follow the usage of only specified trademarks could result in the contract being terminated.
- Any special logo requests outside of the logos provided and approved by the Athletic Department Marketing Office would be quoted on a case-by-case basis.
- To ensure proper use of logos and marks, all vendors must participate in the UMass licensing program. For details and applications, contact David Curley at dcurley@mail.aux.umass.edu Phone: 413-577-8125.

Products:

- All products to be screen printed and/or embroidered will be provided by the University of Massachusetts Amherst. Please note that a majority of the apparel and accessories are from Adidas. There are catalogs on-line to review the types of applicable products. (<http://adidas-team.com>)
- Please contact Dan Markowski at 1-413-545-0075 if you would like to discuss the most frequently purchased items.

Embroidery:

- Due to the varying sizes of logos (i.e. UM versus Massachusetts, program name added underneath such as baseball or sports medicine, etc.) – it is the discretion of the vendor as to the specific dimensions that are appropriate for the item begin embroidered. Therefore, the bid pricing will be completed on the varying stitch count rather than the dimensions of the logo.
- Embroidery will always be a 4-color standard logo.

Screen Printing:

- Logo Size should be 3.5” (This is referred to as small on the bid response sheet) – recommended for screen printing on sleeve of shirts, jackets, left chest of shirts, jackets, left hip of shorts/pants, middle of upper back on shirts, jackets, etc.
- Logo Size should be 6.0” (this is referred to as medium on bid response sheet) – recommended for screen printing on front center of shirts and on bags.
- Logo Size should be 9.75” (this is referred to as large on bid response sheet) – recommended for screen printing on front center and back center of shirts.
- When screen printing the standard 4-color (as specified) the four colors are: Pantone Black, Cool Grey 3, White and Maroon 506.
- Screen printing a 3-color can be used. Examples of 3-color logo are: i.e. On a white shirt the 3-color logo colors would be Pantone Black, Cool Grey3 and Maroon 506. On a grey shirt the 3-color logo colors would be Pantone Black, White and Maroon 506. On a black shirt the 3-color logo colors would be Cool Grey 3, White and Maroon 506.

Samples:

- Include within the Bid Response one (1) sample of screen printing and one (1) sample of embroidery. Reference RFB# AA10-RH-3562 and your company name and address on each sample. These samples will become part of this request for bid and will not be returned to the vendor.

Damage Policy:

- Include within the Bid Response your policy if an item that we provide is ruined/damaged during the screen printing and/or embroidery process.

Billing:

- Include within the Bid Response if your company will accept the University Purchasing Card (Procard) as the payment method for all invoices.

References:

- 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.

Contract for Services

- The selected vendor(s) will be required to enter into the standard University Contract for Services. The successful vendor must sign the standard University Contract for Services and agree to all Terms and Conditions listed. A copy of the University Contract for Services can be viewed at: http://www.umass.edu/procurement/Fill_In_Forms/CFSL_RE_060208.pdf. Respondents must indicate in their response if they are not willing to sign the Contract for Services without exception. Any vendor indicating that they are not willing to sign the University Contract for Services may be eliminated from the process either during the review process or during the final contact negotiation process at the discretion of the University.

Delivery lead-time after receipt of order: _____

Delivery: FOB Destination, Amherst, MA

All pricing is to include delivery to:

University of Massachusetts
Attn: Joyce Hahn, Business Manager
Athletic Department
205 Boyden Building
131 Commonwealth Avenue
Amherst, MA 01003

The University reserves the right to make partial awards for the services requested or to make an award to more than one vendor.

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 **Tuesday, October 20, 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-3562

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 13, 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 14, 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 - RFB# AA10-RH-3562
Screen Printing & Embroidery Contract for the Athletic Department
Bid Opening Date – October 20, 2009 @ 1:00 p.m.

Document # 1: UMS Font Sheet

A	B	C	D	E	F	G	H
I	J	K	L	M	N	O	P
Q	R	S	T	U	V	W	X
Y	Z						

1 2 3 4 5 6 7 8 9 0



Embroidery:

Due to the varying sizes of logos (i.e. UM versus Massachusetts, program name added underneath such as baseball or sports medicine, etc) – it is the discretion of the vendor as to the specific dimensions that are appropriate for the item being embroidered. Therefore, the bid pricing will be completed on the varying stitch count rather than the dimensions of the logo.

Embroidery should always be a four color standard logo. 3 color logos are not approved for embroidery.

University of Massachusetts Amherst

Bid Response Sheet – Page 1

RFB# AA10-RH-3562

Screen Printing and Embroidery Contract for the Athletic Department

per the attached specifications

Bid Opening Date: October 2, 2009

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.

Screen Printing Size: 4-Color Small Size Logos

	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
	1 to 24	25 to 48	49 to 72	73 to 96	97 to 120	121 to 144	145 +
<i>Practice, warm-up, travel, coaching apparel</i>							
The following list is related to screen printing of all approved 4-Color Small-Size Logos as provided							
T-shirts (cotton, poly-cotton, varying weights, etc.)							
Polos							
Assorted short-sleeve shirts (various materials)							
Assorted long-sleeve shirts (various materials)							
Assorted sleeveless shirts (various materials)							
Sweatshirts (crew and hoodies)							
Assorted jackets (full zip; various materials)							
Assorted pullovers: (no zip and half zip; various materials)							
Sweatpants and fleece pants							
Asst'd Pants: (windpants,rainpants,sideline pants)							
Mesh shorts (single ply, double ply, etc.)							
Asst'd Shorts: (compression shorts, sideline shorts, etc.)							
Assorted garments (sweater vests, sports bras, etc)							
<i>Competition apparel</i>							
Uniforms (jerseys, shorts, skirts, singlets, etc)							
<i>Accessories</i>							
Asst'd Hats: visors, beanies, etc.)							
Asst'd Bags: (duffel bags, wheelbags, sack packs, etc.)							
The following list is related to screen printing of all approved numbers as provided							
Numbers on apparel (uniforms, practice gear, shorts, etc)							

University of Massachusetts Amherst

Bid Response Sheet – Page 2

RFB# AA10-RH-3562

Screen Printing and Embroidery Contract for the Athletic Department

per the attached specifications

Bid Opening Date: October 20, 2009

Screen Printing Size: 4-color Medium Size Logos

	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
	1 to 24	25 to 48	49 to 72	73 to 96	97 to 120	121 to 144	145 +
The following list is related to screen printing of all approved 4-Color Medium Size Logos as provided							
<i>Practice , warm-up, travel, coaching apparel</i>							
T-shirts (cotton, poly-cotton, varying weights, etc.)							
Polos							
Assorted short-sleeve shirts (various materials)							
Assorted long-sleeve shirts (various materials)							
Assorted sleeveless shirts (various materials)							
Sweatshirts (crew and hoodies)							
Assorted jackets (full zip; various materials)							
Asst'd Pullovers: (no zip & half-zip; various materials)							
Sweatpants and fleece pants							
Asst'd Pants: (windpants, rainpants, side pants)							
Mesh shorts (single ply, double ply, etc.)							
Asst'd Shorts: (compression shorts, sideline shorts, etc.)							
Assorted garments (sweater vests, sports bras, etc)							
<i>Competition apparel</i>							
Uniforms (jerseys, shorts, skirts, singlets, etc)							
<i>Accessories</i>							
Asst'd Hats:(visors, beanies, etc.)							
Asst'd Bags: (duffel bags, wheelbags, sack packs, etc.)							
The following list is related to screen printing of all approved numbers as provided							
Numbers on apparel (uniforms, practice gear, shorts, etc)							

The items may vary by material / fabric (cotton, poly-cotton, nylon, mesh, nylon mesh, spandex, lycra, etc.) and Structure (single ply, double ply, etc.) However, we are requesting set/standard pricing regardless of material / fabric and structure.

University of Massachusetts Amherst

Bid Response Sheet – Page 3

RFB# AA10-RH-3562

Screen Printing and Embroidery Contract for the Athletic Department

per the attached specifications

Bid Opening Date: October 20, 2009

Screen Printing Size: 4-Color Large Logos

	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
	1 to 24	25 to 48	49 to 72	73 to 96	97 to 120	121 -144	145 +
The following list is related to screen printing of all approved 4-Color Large Size Logos as provided							
<u>Practice , warm-up, travel, coaching apparel</u>							
T-shirts (cotton, poly-cotton, varying weights, etc.)							
Polos							
Assorted short-sleeve shirts (various materials)							
Assorted long-sleeve shirts (various materials)							
Assorted sleeveless shirts (various materials)							
Sweatshirts (crew and hoodies)							
Assorted jackets (full zip; various materials)							
Asst'd Pullovers: (no zip & half-zip; various materials)							
Sweatpants and fleece pants							
Asst'd Pants: (windpants, rainpants, sideline pants)							
Mesh shorts							
Asst'd Shorts: (compression shorts, sideline shorts, etc.)							
Assorted garments (sweater vests, sports bras, etc)							
<u>Competition apparel</u>							
Uniforms (jerseys, shorts, skirts, singlets, etc)							
<u>Accessories</u>							
Asst'd Hats: (visors, beanies, etc.)							
Asst'd Bags: (duffel; bags, wheelbags, sack packs, etc.)							
The following list is related to screen printing of all approved numbers as provided							
Numbers on apparel (uniforms, practice gear, shorts, etc)							

The items may vary by material / fabric (cotton, poly-cotton, nylon, mesh, nylon mesh, spandex, lycra, etc.) and structure (single ply, double ply, etc.) However, we are requesting set/standard pricing regardless of material / fabric and structure.

University of Massachusetts Amherst

Bid Response Sheet – Page 4

RFB# AA10-RH-3562

Screen Printing and Embroidery Contract for the Athletic Department

per the attached specifications

Bid Opening Date: October 20, 2009

Screen Printing Size: 3-Color Small Logos

	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
	1 to 24	25 to 48	49 to 72	73 to 96	97 to 120	121 to 144	145 +
The following list is related to screen printing of all approved 4-Color Small Size Logos as provided							
<u>Practice , warm-up, travel, coaching apparel</u>							
T-shirts (cotton, poly-cotton, varying weights, etc.)							
Polos							
Assorted short-sleeve shirts (various materials)							
Assorted long-sleeve shirts (various materials)							
Assorted sleeveless shirts (various materials)							
Sweatshirts (crew and hoodies)							
Assorted jackets (full zip; various materials)							
Asst'd Pullovers: (no zip & half-zip; various materials)							
Sweatpants and fleece pants							
Asst'd Pants: (windpants, rainpants, sideline pants)							
Mesh shorts							
Asst'd Shorts: (compression shorts, sideline shorts, etc.)							
Assorted garments (sweater vests, sports bras, etc)							
<u>Competition apparel</u>							
Uniforms (jerseys, shorts, skirts, singlets, etc)							
<u>Accessories</u>							
Asst'd Hats: (visors, beanies, etc.)							
Asst'd Bags: (duffel; bags, wheelbags, sack packs, etc.)							
The following list is related to screen printing of all approved numbers as provided							
Numbers on apparel (uniforms, practice gear, shorts, etc)							

The items may vary by material / fabric (cotton, poly-cotton, nylon, mesh, nylon mesh, spandex, lycra, etc.) and structure (single ply, double ply, etc.) However, we are requesting set/standard pricing regardless of material / fabric and structure.

University of Massachusetts Amherst

Bid Response Sheet – Page 5

RFB# AA10-RH-3562

Screen Printing and Embroidery Contract for the Athletic Department

per the attached specifications

Bid Opening Date: October 20, 2009

Screen Printing Size: 3-Color Medium Logos

	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
	1 to 24	25 to 48	49 to 72	73 to 96	97 to 120	121 to 144	145 +
The following list is related to screen printing of all approved 3-Color Medium Size Logos as provided							
<u>Practice , warm-up, travel, coaching apparel</u>							
T-shirts (cotton, poly-cotton, varying weights, etc.)							
Polos							
Assorted short-sleeve shirts (various materials)							
Assorted long-sleeve shirts (various materials)							
Assorted sleeveless shirts (various materials)							
Sweatshirts (crew and hoodies)							
Assorted jackets (full zip; various materials)							
Asst'd Pullovers: (no zip & half-zip; various materials)							
Sweatpants and fleece pants							
Asst'd Pants: (windpants, rainpants, sideline pants)							
Mesh shorts							
Asst'd Shorts: (compression shorts, sideline shorts, etc.)							
Assorted garments (sweater vests, sports bras, etc)							
<u>Competition apparel</u>							
Uniforms (jerseys, shorts, skirts, singlets, etc)							
<u>Accessories</u>							
Asst'd Hats: (visors, beanies, etc.)							
Asst'd Bags: (duffel; bags, wheelbags, sack packs, etc.)							
The following list is related to screen printing of all approved numbers as provided							
Numbers on apparel (uniforms, practice gear, shorts, etc)							

The items may vary by material / fabric (cotton, poly-cotton, nylon, mesh, nylon mesh, spandex, lycra, etc.) and structure (single ply, double ply, etc.) However, we are requesting set/standard pricing regardless of material / fabric and structure.

University of Massachusetts Amherst

Bid Response Sheet – Page 6

RFB# AA10-RH-3562

Screen Printing and Embroidery Contract for the Athletic Department

per the attached specifications

Bid Opening Date: October 20, 2009

Screen Printing Size: 3-Color Large Logos

	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
	1 to 24	25 to 48	49 to 72	73 to 96	97 to 120	121 to 144	145 +
The following list is related to screen printing of all approved 3-Color Large Size Logos as provided							
<u>Practice , warm-up, travel, coaching apparel</u>							
T-shirts (cotton, poly-cotton, varying weights, etc.)							
Polos							
Assorted short-sleeve shirts (various materials)							
Assorted long-sleeve shirts (various materials)							
Assorted sleeveless shirts (various materials)							
Sweatshirts (crew and hoodies)							
Assorted jackets (full zip; various materials)							
Asst'd Pullovers: (no zip & half-zip; various materials)							
Sweatpants and fleece pants							
Asst'd Pants: (windpants, rainpants, sideline pants)							
Mesh shorts							
Asst'd Shorts: (compression shorts, sideline shorts, etc.)							
Assorted garments (sweater vests, sports bras, etc)							
<u>Competition apparel</u>							
Uniforms (jerseys, shorts, skirts, singlets, etc)							
<u>Accessories</u>							
Asst'd Hats: (visors, beanies, etc.)							
Asst'd Bags: (duffel; bags, wheelbags, sack packs, etc.)							
The following list is related to screen printing of all approved numbers as provided							
Numbers on apparel (uniforms, practice gear, shorts, etc)							

The items may vary by material / fabric (cotton, poly-cotton, nylon, mesh, nylon mesh, spandex, lycra, etc.) and structure (single ply, double ply, etc.) However, we are requesting set/standard pricing regardless of material / fabric and structure.

University of Massachusetts Amherst

Bid Response Sheet – Page 7

RFB# AA10-RH-3562

Screen Printing and Embroidery Contract for the Athletic Department

per the attached specifications

Bid Opening Date: October 20, 2009

Embroidery: 4-Color Logos with stitches between 7,000 and 10,000

	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
	1 to 24	25 to 48	49 to 72	73 to 96	97 to 120	121 to 144	145 +
The following list is related to embroidery of all approved 4-Color Logos with stitches between 7,000 and 10,000 as provided							
<u>Practice , warm-up, travel, coaching apparel</u>							
Polos							
Assorted short-sleeve shirts (various materials)							
Assorted long-sleeve shirts (various materials)							
Assorted sleeveless shirts (various materials)							
Sweatshirts (crew and hoodies)							
Assorted jackets (full zip; various materials)							
Asst'd Pullovers: (no zip & half zip; various materials)							
Sweatpants & Fleece Pants							
Asst'd Pants: (windpants, rainpants, sideline pants)							
Mesh shorts (single ply, double ply, etc.)							
Asst'd Shorts: (compression shorts, sideline shorts, etc.)							
Assorted garments (sweater vests, sports bras, etc)							
<u>Competition apparel</u>							
Uniforms (jerseys, shorts, skirts, singlets, etc)							
<u>Accessories</u>							
Asst'd Hats: (baseball caps, visors, beanies, winter hats, etc.)							
Asst'd Bags: (duffel bags, wheelbags, sack packs, etc.)							

Special Note: Numbers should not be embroidered.

The items may vary by material / fabric (cotton, poly-cotton, nylon, mesh, nylon mesh, spandex, lycra, etc.) and structure (single ply, double ply, etc.) However, we are requesting set/standard pricing regardless of material / fabric and structure.

University of Massachusetts Amherst

Bid Response Sheet – Page 8

RFB# AA10-RH-3562

Screen Printing and Embroidery Contract for the Athletic Department

per the attached specifications

Bid Opening Date: October 20, 2009

**Embroidery: 4-Color Logos with stitches
between 10,001 and 13,000**

	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
	1 to 24	25 to 48	49 to 72	73 to 96	97 to 120	121 to 144	145 +
The following list is related to embroidery of all approved 4-Color Logos with stitches between 10,001 and 13,000 as provided							
<u>Practice , warm-up, travel, coaching apparel</u>							
Polos							
Assorted short-sleeve shirts (various materials)							
Assorted long-sleeve shirts (various materials)							
Assorted sleeveless shirts (various materials)							
Sweatshirts (crew and hoodies)							
Assorted jackets (full zip; various materials)							
Asst'd Pullovers: (no zip & half zip; various materials)							
Sweatpants & Fleece Pants							
Asst'd Pants: (windpants, rainpants, sideline pants, etc.)							
Mesh shorts (single ply, double ply, etc.)							
Asst'd Shorts: (compression shorts, sideline shorts, etc.)							
Assorted garments (sweater vests, sports bras, etc)							
<u>Competition apparel</u>							
Uniforms (jerseys, shorts, skirts, singlets, etc)							
<u>Accessories</u>							
Asst'd Hats: (baseball caps, visors, beanies, winter hats, etc.)							
Asst'd Bags: (duffel bags, wheelbags, sack packs, etc.)							

Special Note: Numbers should not be embroidered.

The items may vary by material / fabric (cotton, poly-cotton, nylon, mesh, nylon mesh, spandex, lycra, etc.) and Structure (single ply, double ply, etc.) However, we are requesting set/standard pricing regardless of material / fabric and structure.

University of Massachusetts Amherst

Bid Response Sheet – Page 9

RFB# AA10-RH-3562

Screen Printing and Embroidery Contract for the Athletic Department

per the attached specifications

Bid Opening Date: October 20, 2009

Embroidery: 4-Color Logos with 13,001 stitches or more

	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
	1 to 24	25 to 48	49 to 72	73 to 96	97 to 120	121 to 144	145 +
The following list is related to embroidery of all approved 4-Color Logos with stitches 13,001 or more as provided							
<u>Practice , warm-up, travel, coaching apparel</u>							
Polos							
Assorted short-sleeve shirts (various materials)							
Assorted long-sleeve shirts (various materials)							
Assorted sleeveless shirts (various materials)							
Sweatshirts (crew and hoodies)							
Assorted jackets (full zip; various materials)							
Asst'd Pullovers: (no zip & half zip; various materials)							
Sweatpants & Fleece Pants							
Asst'd Pants: (windpants, rainpants, sideline pants, etc.)							
Mesh shorts (single ply, double ply, etc.)							
Asst'd Shorts: (compression shorts, sideline shorts, etc.)							
Assorted garments (sweater vests, sports bras, etc)							
<u>Competition apparel</u>							
Uniforms (jerseys, shorts, skirts, singlets, etc)							
<u>Accessories</u>							
Asst'd Hats: (baseball caps, visors, beanies, winter hats, etc.)							
Asst'd Bags: (duffel bags, wheelbags, sack packs, etc.)							

Special Note: Numbers should not be embroidered.

The items may vary by material / fabric (cotton, poly-cotton, nylon, mesh, nylon mesh, spandex, lycra, etc.) and Structure (single ply, double ply, etc.) However, we are requesting set/standard pricing regardless of material / fabric and structure.

University of Massachusetts Amherst

Bid Response Sheet – Page 10

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: _____