



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

**Printing of the Spring 2010 Course Catalog
per the attached specifications**

RFB# AA10-RH-3565

Bid Opening Date – October 22, 2009 @ 1:00 p.m.

The Office of Marketing and Technology at the University of Massachusetts Amherst is seeking bids to provide the printing of the Spring 2010 Course Catalog per the following specifications.

Quantity: 15,000 Copies

The University will accept a maximum of 3% unders / 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.

Format: Magazine, Self-cover

Page Size: 8-1/2" x 11", trimmed

Page Count: 24 pages

Inks: 4 (process colors) full bleed; all pages
Gloss varnish outside (except mailer area)

Stock: 70# text, Chorus Art, gloss white

Stock must be FSC certified to allow for placement of FSC logo.

Cover Printing: Quantity of all catalogs *without* mailing indicia, to be carton packed
(with cartons labeled: no indicia)

Files: InDesign CS4 Macintosh files (or PDF files) on disk for output
(halftones, screens, traps included in files)

Proofs: Color Matchprint proof for all pages or press sheet.

Finishing: Saddlestitch (2 staples) and trim

FSC Certification: Vendors must be certified by: The Forest Stewardship Council (FSC)

Only vendors that have current FSC certification will be considered.

Please include a copy of the current FSC Certification with this Bid Response.

Specify the paper you are bidding on: _____

Specify the ink you are bidding on: _____

Deliver: FOB Destination: Amherst, MA 01003
All pricing is to include delivery to the University of Massachusetts.

Inside Delivery / (12,000 copies)
University of Massachusetts
Attn: Continuing & Professional Education
360 Campus Center Way
Amherst, MA 01003

AND

Inside Delivery / (1,900 copies)
University of Massachusetts
Attn: Charlie Apicella
Continuing & Professional Education
South College Loading Dock
Amherst, MA 01003

Inside Delivery / (300 copies)
University of Massachusetts
Attn: Continuing & Professional Education
101 University Drive; First Floor
Amherst, MA 01003

AND

Inside Delivery / (800 copies)
University of Massachusetts
Attn: Continuing & Professional Education
100 Venture Way; Suite 201
Amherst, MA 01003

Artwork / Disk: Disk to printer on October 22, 2009

Delivery Date: November 6, 2009 / Disk and samples to George Barham, Production Coordinator,
UMass Outreach Marketing and Technology

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 22, 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-3565

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 14, 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 15, 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.