



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

**Printing, Binding, Mail Preparation of the
Winter 2009/2010 Issue of UMass Magazine
per the attached specifications**

RFB# AA10-RH-3566

Bid Opening Date – October 27, 2009 @ 1:00 p.m.

Specifications for Printing, Labeling, Sorting and Mailing:

JOB NAME: **UMASS AMHERST MAGAZINE - WINTER 2009/2010 ISSUE**

DESCRIPTION: An 80-page magazine plus covers and insert.
Contains two sections: a 48-page front section and a 32-page *Annual Report of Donors*.
The sections are separated by an inserted single-sheet “cover” printed on the same stock as the outside cover.
The 32-page section will repaginate starting at page 1.
Each copy will have a #9 remittance envelope tipped in between the last page and cover 3.

This bid is exclusive of postage costs. The awarded vendor must agree to pre-pay postage and submit a separate invoice for payment within 30 days of receipt of invoice

PAGE SIZE: Magazine: 8” X 10-3/4” finished
Envelope: #9 remittance envelope

NO. OF PAGES: 80 pages plus inner “cover” plus 4-page outer cover
Please also quote on plus/minus 4 text pages

QUANTITY: Please quote on quantities ranging from 195,000 to 225,000 on the follow Bid Response Form.
Maximum overage: 1.5%, no unders
Anything beyond the quantity of 1.5% 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.

STOCK: Covers 1-4 and inside cover: 100 lb. Sterling Dull
Text: 45 lb. #5 Coated Groundwood
Envelope: #9 remittance envelope, 24# bond

INK: Covers: 5/4 (4/4 plus varnish), full bleed
Text: 4/4, full bleed
Envelope: 2/2 (black & 1 PMS)

PREPARATION: Upload PDF and mail color laser proofs to vendor to indicate screen breaks and photo placement.
PROOFS: Hi Res Contract Proof and a soft-proofing system such as Kodak InSite. **Please identify in your bid response.**
Option: Vendor may need to produce loose color for designer.
Do not include in cost, but quote as a separate option in bid response.

Please quote charges for author's alterations.

BINDING: Perfect bind with remittance envelope tipped in as described above.

FINISHING: Presort, label and drop ship to appropriate postal facility; see MAILING INSTRUCTIONS below.

PRESS CHECKS: **A press check will be required.**

Art director to check cover and all signatures on press.

A 24-hour advance notice for press check is required.

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

SCHEDULE: The job must be completed within 15 working days of receipt of files.
The files will be available mid-December.

**MAILING
INSTRUCTIONS:**

This bid is exclusive of actual postage costs.

Vendor agrees to prepay postage and bill the University on a separate invoice which will be processed and paid within 30 days of receipt of invoice.

- Mailing agent must possess nonprofit authorization for entry point drop shipment of completed mail. Any subcontractor fees incurred in distribution will be the responsibility of the vendor.
- Mailing agent must possess nonprofit authorization for entry point drop shipment of completed mail.
- Mailing software must be PAVE® Certified.
- Mailing must be processed to maximize automation discounts and must be CASS® certified including DPV™ and LACS. Documentation form 3553 must be produced on request of UMass.
- The vendor must use POSTNET® including ZIP+4® and delivery point bar coding including DPV™ and meet MERLIN eligibility requirements.
- The vendor must possess ink-jet capabilities to accommodate address-block requirements of up to 9 lines of information and 3 postal-compliant lines (total 12 lines) with 75 characters width each or offer an accommodation to be approved in advance, in writing, by UMass Magazine.
- The vendor must pre-pay postage and bill the University later, providing verified copies of all PS 3602 forms upon request.
- All additional magazines are to be delivered to Distribution Services, 134 Physical Plant Building, 360 Campus Center Way, Amherst, MA 01003. Attn: Carol Cambo, Munson Hall.
- UMass will FTP files to vendor in zip order. Vendor will convert to inkjet label system and mail.
- The vendor must meet nonprofit eligibility requirements to assure customer compliance.

- Vendor and any subcontractor hired by the vendor shall be bonded against fraud, theft and willful misconduct or negligence. In addition, it is expressly understood that all information concerning University mail, including but not limited to names and addresses, is confidential and any release of that information by the vendor its employees or subcontractors constitutes a violation of the law and a breach of contract.

INVOICES MUST BE ITEMIZED ACCORDING TO SPECIFICATIONS.

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 27, 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-3566

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 21, 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 22, 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.

RFB# AA10-RH-3566 - UMASS MAGAZINE, WINTER 2009/2010 ISSUE

Bid Opening Date: Tuesday, October 27, 2009 @ 1:00 pm

BID RESPONSE FORM: FILL IN YOUR QUOTE ON THIS FORM.

Page 1

MAGAZINE

	<i>80 pp plus Cover</i>	<i>plus 4 pages</i>	<i>minus 4 pages</i>
195,000	\$ _____	\$ _____	\$ _____
<i>plus 1,000s</i>	\$ _____	\$ _____	\$ _____
<i>minus 1,000s</i>	\$ _____	\$ _____	\$ _____
200,000	\$ _____	\$ _____	\$ _____
<i>plus 1,000s</i>	\$ _____	\$ _____	\$ _____
<i>minus 1,000s</i>	\$ _____	\$ _____	\$ _____
205,000	\$ _____	\$ _____	\$ _____
<i>plus 1,000s</i>	\$ _____	\$ _____	\$ _____
<i>minus 1,000s</i>	\$ _____	\$ _____	\$ _____
210,000	\$ _____	\$ _____	\$ _____
<i>plus 1,000s</i>	\$ _____	\$ _____	\$ _____
<i>minus 1,000s</i>	\$ _____	\$ _____	\$ _____
215,000	\$ _____	\$ _____	\$ _____
<i>plus 1,000s</i>	\$ _____	\$ _____	\$ _____
<i>minus 1,000s</i>	\$ _____	\$ _____	\$ _____
200,000	\$ _____	\$ _____	\$ _____
<i>plus 1,000s</i>	\$ _____	\$ _____	\$ _____
<i>minus 1,000s</i>	\$ _____	\$ _____	\$ _____
225,000	\$ _____	\$ _____	\$ _____
<i>plus 1,000s</i>	\$ _____	\$ _____	\$ _____
<i>minus 1,000s</i>	\$ _____	\$ _____	\$ _____

BID RESPONSE FORM: FILL IN YOUR QUOTE ON THIS FORM.

#9 REMITTANCE ENVELOPE

	<i>Envelope</i>	<i>+ 1,000s</i>	<i>- 1,000s</i>
195,000	\$ _____	\$ _____	\$ _____
200,000	\$ _____	\$ _____	\$ _____
205,000	\$ _____	\$ _____	\$ _____
210,000	\$ _____	\$ _____	\$ _____
215,000	\$ _____	\$ _____	\$ _____
200,000	\$ _____	\$ _____	\$ _____
225,000	\$ _____	\$ _____	\$ _____

Please provide information on your proofing systems. Include any soft-proofing system in your response.

Please provide information on cost for loose color proofs, if required:

BID RESPONSE FORM: FILL IN YOUR QUOTE ON THIS FORM.

Please provide information on cost for author's alterations (identify cost for all types of revisions and any additional proofs required).

VENDOR AGREES TO PREPAY POSTAGE AND BILL THE UNIVERSITY ON A SEPARATE INVOICE WHICH WILL BE PROCESSED AND PAID WITHIN 30 DAYS OF RECEIPT OF INVOICE.

YES _____ NO _____

Delivery Lead-time after receipt of order: _____

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

Vendor Name: _____

Address: _____ **City:** _____ **State:** _____ **ZIP:** _____

Telephone: _____ **FAX:** _____ **E-Mail Address:** _____

Name of Person Submitting Bid: _____

Authorized Signature: _____