



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

**Printing of the 2009 Report on Research
per the attached specifications**

RFB# AA10-RH-3567

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

The Office of Research Liaison and Development at the University of Massachusetts Amherst is seeking bids to provide the printing of the 2009 Report on Research per the following specifications.

Quantity: 9,000 Copies + / - 500s

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.

Page Count: 28 pp + cover

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

Inks: Covers: 4/4 plus aqueous coating (5/4); full bleed
Text: 4/4; full bleed throughout, heavy coverage

Stock: Covers: ChorusArt Silk White 100# cover
Text: ChorusArt Silk White 80# text

NO SUBSTITUTIONS

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

Bindery: Saddlestitched

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: _____

Preparation: Artwork provided on CD as hi res .pdf as well as original QUARK file with all font/art files.
Proofs should include a high resolution color proof.

Press Check: Press check is required for this publication. 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, toll, etc.

Deliver: FOB Destination: Amherst, MA 01003
All pricing is to include all pickups and deliveries to the University of Massachusetts.

Delivery to be 21 days after receipt of files or within 7 working days after approval of final proof. Delivery sites on campus will be determined prior to the completion of the job.

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-3567

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 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.