



University of Massachusetts Amherst
Department of Procurement
Request for Bids:

Three (3) Leather Sofas Embroidered with the UMass Softball Logo
per the attached specifications or approved equal

RFB# AA10-RH-3571

Bid Opening Date – November 5, 2009 @ 1:00 p.m.

The Athletic Department at the University of Massachusetts Amherst is requesting bids to provide three (3) Leather Sofa's Embroidered with the UMass Softball Logo per the following specifications or approved equal.

Specifications:

- Three (3) black three-cushion leather sofas including arms of sofa in leather
- Size: 72" x 36" x 34"
- Embroidered with the UMass Softball Logo in the center of the back cushion (logo attached)
- This must be approved by the California Fire-Code - **CAL TB 133**
- Requested delivery no later than December 18, 2009.

Bidders to specify earliest delivery date after receipt of order: _____

- Due to budget constraints, quantity purchased may vary.

Deliver: FOB Destination: Amherst, MA 01003

All pricing is to include delivery to the University of Massachusetts Amherst.

Special Note: If you are submitting a bid on an "approved equal" all detailed information on the product must be included within the bid. Failure to include this information may disqualify the bid.

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, November 5, 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-3571

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 28, 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 29, 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.

