



**University of Massachusetts Amherst
Department of Procurement**

**Request for Bids:
New IBM LTO4 Tape Cartridges Contract
per the attached specifications or approved equal**

**RFB# AA10-RH-3599
Bid Opening Date – November 18, 2009 @ 1:00 p.m.**

The Office of Information Technology at the University of Massachusetts Amherst is seeking bids to provide new IBM LTO4 Tape Cartridge Contact per following specifications or approved equals.

Specifications:

- Contract Term: December 1, 2009 through November 30, 2010
- Quantity: Annual Estimate – 600 tape cartridges
- New IBM LTO4 Tape Cartridges Labeled with Case – Part # 45E6715 – 800G
- Labeled starting with # 600

Delivery: FOB Destination: Amherst, MA 01003

All shipping and delivery charges are to be included within the bid price.

Deliver to:

University of Massachusetts
Attention: Joe Korzenecki
A106 Lederle Grad Research Center
740 North Pleasant Street
Amherst, MA 01003

Bidders shall deliver their bid response to the following address by **Wednesday, November 18, 2009 at 1:00pm, Eastern Time 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 Building ~ 140 Hicks Way
Amherst, MA 01003
Fax 413-545-1643
*Attention: RFB AA09-RH-3599***

The University is not responsible for any expenses that may be incurred by any bidder to prepare or submit bids.

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”.

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, November 11, 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 5:00 pm on Thursday, November 12, 2009.

The contact information for this individual is:

<p style="text-align: center;">University of Massachusetts Amherst Rosemary A. Hassay, Purchasing Manager Fax: (413) 545-1643 Email: procurement@admin.umass.edu</p>

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.