





**University of Massachusetts Amherst  
Department of Procurement**

**Request for Bids:  
Cisco Brand Network Equipment  
per the attached specifications**

**RFB# AA10-RH-3600**

**Bid Opening Date – November 18, 2009 @ 1:00 p.m.**

The Office of Information Technology at the University of Massachusetts Amherst is requesting bids to provide the genuine Cisco brand network equipment per the following specifications. This equipment may be new, refurbished or fully tested used. In the bid response it is must be stated if the equipment is refurbished, fully tested used or new.

- All equipment must be genuine Cisco brand. *Alternate vendor “Cisco-compatible” SFP’s in particular are not acceptable.*
- This equipment may be new-in-box, refurbished, or fully tested used.
- Vendor must guarantee equipment is 100% functional.
- Vendor must provide a minimum 90-day warranty on equipment functionality.
- Equipment must be shipped to the University within 14 days of award of the bid.

Bids will be evaluated based on:

1. Overall cost to the University
2. Warranty Length
3. Equipment Condition (new, refurbished or used)

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: Rick Tuthill  
A143B Lederle Grad Research Center  
740 North Pleasant Street  
Amherst, MA 01003

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

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](http://www.umass.edu/procurement) - Click on “Forms” – Click on “University of Massachusetts Substitute W-9 Form”.

All responses to this bid shall be made on the **Bid Response Sheet** or an exact facsimile thereof. Responses in a form which significantly deviate from the stated response parameters will not be reviewed and may be grounds for disqualification at the University’s sole discretion. An agent of the company with full authority to enter into Agreements and contracts on behalf of the company shall sign the certification.

Bidders shall deliver their bid response to the following address by **Wednesday, November 18, 2009 at 1:00pm, Eastern Standard 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# AA10-RH-3600***

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:

**University of Massachusetts Amherst**

**Rosemary A. Hassay, Purchasing Manager**

**FAX: (413) 545-1643**

**E-Mail: [procurement@admin.umass.edu](mailto: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.

**University of Massachusetts Amherst**

**Bid Response Sheet**

**RFB# AA10-RH-3600 - Cisco Brand Network Equipment**

**per the following specifications**

**Bid Opening Date: November 18, 2009 @ 1:00 pm**

All responses to this bid shall be made on this Bid Response sheet or an exact facsimile thereof. Responses in a form which significantly deviate from the stated response parameters will not be reviewed and may be grounds for disqualification by the University.

	<b>Cisco</b>		<b>New, Used or</b>	<b>Unit</b>	<b>Total</b>
<b>Quantity</b>	<b>Part #</b>	<b>Description</b>	<b>Refurbished</b>	<b>Price</b>	<b>Price</b>
2 each	WS-C2950ST-24-LRE	Cisco Catalyst 2950 LRE Switch, 24-port			
24 each	CISCO 575-LRE	Cisco 575 LRE Customer Premise Equipment			
<b>Total Bid Price</b>					

Delivery Lead-time after receipt of order: \_\_\_\_\_

Warranty Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Your signature below signifies that your company complies with the RFB.**

**Vendor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_

**Name of Person Submitting Bid:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_