



UNIVERSITY OF MASSACHUSETTS-AMHERST

Procurement Department
407 Goodell Bldg., 140 Hicks Way
Amherst, MA 01003-9334

voice: 413-545-0361 fax: 413-545-1643

email: procurement@admin.umass.edu Web Page: www.umass.edu/procurement

(THIS IS NOT AN ORDER)

REQUEST FOR BID # AA10-RH-3605

«Name» «Address_1» «Address_2» «City», «State» «Zip»		RFB Opening Date & Time: December 2, 2009 @ 1:00 PM	
		Requested by: Joyce Hahn Telephone: 413-545- 3522 Department: Athletics Date Prepared: 11/10/2009	
Quantity	Description	Unit Price	Total Price
	BIDS ARE REQUESTED TO PROVIDE MISCELLANEOUS BASEBALL EQUIPMENT PER THE FOLLOWING SPECIFICATIONS OR APPROVED EQUALS FOR THE BID OPENING ON DECEMBER 2, 2009 @ 1:00 pm.		
	The University reserves the right to make partial awards for the services requested or to make an award to more than one vendor.		
	Total Bid Price >>>>>>>>>>		

PLEASE DIRECT ANY QUESTIONS REGARDING THIS RFB TO: ROSEMARY A. HASSAY @ procurement@admin.umass.edu

IMPORTANT INFORMATION

- It is the bidder's responsibility to insure that their bid is received in its entirety by the University of Massachusetts, Procurement Department, 407 Goodell Building, 140 Hicks Way, Amherst, MA 01003-9334 by 1:00 PM on the bid opening date specified above. Bids received after the specified date/time or at a location other than what is listed in the RFB will be rejected and placed unopened in the bid file.
- Bids may be faxed provided that they are followed up by a hard copy with written signature within 5 days of the bid date. All faxed bids must be received by the Procurement fax by the date and time of the bid above.
- All prices are FOB Destination, delivery free of all charges to: University of Massachusetts Amherst at a location specified on a purchase order.
- Bidders must list their Taxpayer's Identification Number here: _____ - _____
- Bid may not be materially altered after the bids have been opened. Only the Director of Procurement can determine what a material alteration is.
- All prices must be submitted on a Net Basis. Unit price shall prevail in case of mathematical error. Payment: Net 30 Days
- Bids on items that differ from specifications will be rejected at the discretion of the Director of Procurement. Proprietary names are quoted for informational purposes only and are not meant to limit competition. The right is reserved to accept the bid deemed best for the University.
- Exceptions to any terms and conditions contained herein or in the bid specifications, must be noted by bidder in bid. The Director of Procurement reserves the right to reject any bid that does not conform to the specifications.

Vendor Name: _____

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

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

Name of Person Submitting Bid: _____

Authorized Signature: _____

R# 74970



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

**Miscellaneous Baseball Equipment
per the following specifications or approved equal**

RFB# AA10-RH-3605

Bid Opening Date – December 2, 2009 @ 1:00 p.m.

The Athletic Department at the University of Massachusetts Amherst is seeking bids to provide Miscellaneous Baseball Equipment per the following specifications or approved equals.

<u>Quantity</u>	<u>Description</u>
55 Dozen	Rawlings R1 NCAA (A-10) Logo Baseball (no substitutes will be accepted on this item)
2 each	Catcher's Masks – Black – Size 7 (Diamond DFM Pro or approved equal)
8 Dozen	Diamond DBP Batting Practice Balls (no substitutes will be accepted on this item)
10 Dozen	Baden All-Weather Baseballs (no substitutes will be accepted on this item)
12 Dozen	ATEC Leather Pitching Machine Balls (no substitutes will be accepted on this item)
2 Sets	Catcher's Gear (Shin Pads & Chest Protector) – Black (Diamond Pro or approved equal)

Due to budget constraints all items may not be ordered.

Delivery: FOB: Destination, Amherst, MA

Prices must include delivery to the University of Massachusetts, Amherst, MA.

Must be able to take delivery on or before January 26, 2010.

Bidders shall deliver their bid response to the following address by **Wednesday, December 2, 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 AA10-RH-3605***

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

Subject to the appropriation of funds the University reserves the option to award one, multiple, or no vendors.

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.

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.

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 25, 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 on Friday, November 27, 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

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

AA10-RH-3605

**Miscellaneous Baseball Equipment
per the attached specifications or approved equal**

Bid Opening Date: December 2, 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 disqualifications by the University.

Quantity	Description	Unit Price	Total Price
55 Dozen	Rawlings R1 NCAA (A-10) Logo Baseballs		
2 each	Catcher's Masks - Black - Size 7		
8 Dozen	Diamond DBP Batting Practice Balls		
10 Dozen	Baden All-Weather Baseballs		
12 Dozen	ATEC Leather Pitching Machine Balls		
2 Sets	Catcher's Gear - Black (Shin Pads & Chest Protector)		
Total Bid Price >>>>>>>>>>			

Delivery Lead-Time After Receipt of Order: _____

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: _____