



# UNIVERSITY OF MASSACHUSETTS-AMHERST

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

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(THIS IS NOT AN ORDER)

## REQUEST FOR BID # AA10-RH-3606

«Name» «Address_1» «Address_2» «City», «State» «Zip»		<b>RFB Opening Date &amp; Time: November 18, 2009 @ 1:00 PM</b>	
		Requested by: Rita Campbell Telephone: 413-545-0123 Department: Creative Services Date Prepared: 11/10/2009	
Quantity	Description	Unit Price	Total Price
	<b>BIDS ARE REQUESTED TO PROVIDE THE PRINTING OF THE NEW STUDENTS ORIENTATION PROGRAM BOOKLET – CLASS OF 2014 - PER THE FOLLOWING SPECIFICATIONS FOR THE BID OPENING ON NOVEMBER 18, 2009 @ 1:00 pm.</b>		
	<b>24 PP Plus Cover</b>		
	<b>28 PP Plus Cover</b>		

PLEASE DIRECT ANY QUESTIONS REGARDING THIS RFB TO: ROSEMARY A. HASSAY @ [procurement@admin.umass.edu](mailto: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# - 74999



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

**Printing of the New Students Orientation Program Booklet  
per the attached specifications**

**RFB# AA10-RH-3606**

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

The Department of Creative Services at the University of Massachusetts Amherst is seeking bids to provide the Printing of the New Students Orientation Program Booklet – Class of 2014 per the following specifications.

**JOB NAME:** NEW STUDENTS ORIENTATION BOOKLET – CLASS OF 2014

**PAGE SIZE:** 14” x 10.5” / 7” x 10.5” finished

**NO. OF PAGES:** Please quote on 24 pages plus cover **and** 28 pages plus cover

**QUANTITY:** 24,000 (no unders; 3% maximum overs)

The University will accept a maximum of 3% 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.

**STOCK:** Cover: Galerie Art Silk 100# cover  
Text: Galerie Art Silk 100# text  
***No substitution on stock.***

**INK:** 7/7 (4/c + PMS 1955 + PMS 873 + spot varnish) throughout, heavy coverage.  
***Note: Several pages contain solid PMS 873 with overprint of black and PMS 1955 text which must be dry-trapped as a separate pass.***  
***No substitution of materials or process.***

**BLEEDS:** Full throughout.

**BINDERY:** Trim, fold, saddlestitch, pack in cartons, ship.

**PREPARATION:** Provided on disk; all artwork to remain the property of the University of Massachusetts.

Process & trap files, 2 rounds loose color (includes one full round of color corrections).

1 full Kodak Color (or comparable) approval proof on specified stock.

If the University requests retouching, this work must be quoted and approved before the printer moves forward with the request.

**DELIVERY:** Must be delivered 10 working days after receipt of files.  
Files will be ready on November 24 for delivery **no later than December 11, 2009.**  
***Vendor must indicate ability to meet deadline.***

Delivery: FOB: Destination, Amherst, MA  
Prices must include delivery to the University of Massachusetts, Amherst, MA.  
One delivery to one location.

Deliver to:

University of Massachusetts Amherst  
Attention: Rita Campbell  
Physical Plant  
360 Campus Center Way  
Amherst MA 01003

**OTHER  
REQUIREMENTS:**

- Provide a plant tour if the University requests a tour.
- **SAMPLES:** As part of the evaluation criteria, vendor must submit at least two samples which incorporate the above specifications.
- Must have Kodak Color or comparable proofing system.
- Must be able to guarantee accurate color by matching proofs to press sheets with color management specifications such as GRACoL 2007.
- Scoring must be a letterpress score to maintain the highest quality product.
- All binding and finishing must be done in house to ensure quality can be controlled and that the University's requirements are met.
- On press time cannot exceed three business days, allowing for UMass Amherst to be on press as needed.
- In order to ensure quality, except for shipping, **no** part of this job may be brokered out to another vendor.

**MISCELLANEOUS:**

**REFERENCES:** Vendor shall submit with the bid a list of at least three past and/or present clients with similar requirements including the company name, address, telephone number, contact person and E-mail address. By submitting this information vendor authorizes the University to contact these or other clients for purposes consistent with the review and analysis of the bid results. Please also note previous work done with the University.

Any additional charges must be so noted and returned with this bid otherwise no other costs will be considered or allowed.

Vendor must complete the Addendum attached to this bid. Vendor may fill in their complete cost on the cover sheet of this RFB or include a separate cost sheet with full breakdown of all costs with their bid response.

**BID EVALUATION:**

The bid will be evaluated based on a point system. The award will be made to the bidder who, in the opinion of the Selection Committee, offers the best overall package.

A review committee comprised of staff and faculty has been appointed to review and evaluate bids based on predetermined criteria which are assigned points that will be used to evaluate the responses to the RFB. A complete set of criteria is sealed and placed in the RFB folder for future use in case any bid protests. The committee will read the bids and score them based on values assigned to each criterion. The points assigned to each criterion are not made public until after the bid is awarded to preserve the integrity of the bid process.

The evaluation will include, but will not necessarily be limited to, the following (in rank order of importance to the University):

- Ability to meet qualifications as specified.
- Cost to the University.
- References
- Samples of similar products as specified
- Ability to meet delivery schedule

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 AA10-RH-3606***

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

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](http://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 Friday, November 13, 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 Monday, November 16, 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.

<b>University of Massachusetts Amherst</b>
<b>Bid Response Sheet</b>
<b>AA10-RH-3606</b>
<b>Printing of the New Student Orientation Booklet - Class 2014</b>
<b>per the attached specification</b>
<b>Bid Opening Date: November 18, 2009 @ 1:00 pm</b>
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.

**Pricing:**  
**24 PP + COVER \$** \_\_\_\_\_ **28 PP + COVER \$** \_\_\_\_\_

**OTHER REQUIREMENTS/CHECKLIST**

**Please provide the following information:**

Type and size of press including coater and number of units: \_\_\_\_\_

Proofing system(s): \_\_\_\_\_

Color Management System: \_\_\_\_\_

G7 Master Certification: Yes \_\_\_\_\_ No \_\_\_\_\_

Samples submitted with bid response: Yes \_\_\_\_\_ No \_\_\_\_\_

Letterpress: Yes \_\_\_\_\_ No \_\_\_\_\_

In-house bindery: Yes \_\_\_\_\_ No \_\_\_\_\_

Ability to deliver job as specified: Yes \_\_\_\_\_ No \_\_\_\_\_

Please provide information on cost for author's alterations (identify cost for all types of revisions and any additional proofs required.)  
 \_\_\_\_\_

**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:** \_\_\_\_\_

List three (3) customers with similar requirements as those of the University of Massachusetts Amherst whom the University may contact for reference purposes, including the company name, contact person, telephone number, address and brief description of business done with the company within the past year. By submitting this information the vendor authorizes the University of Massachusetts Amherst to contact these clients for the purposes consistent with the review of this bid.

**Reference #1**

**Company Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

**Description of Services:** \_\_\_\_\_  
\_\_\_\_\_

**Contact:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_  
**Contract Term:** \_\_\_\_\_ **Through:** \_\_\_\_\_

**Reference # 2**

**Company Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

**Description of Services:** \_\_\_\_\_  
\_\_\_\_\_

**Contact:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_  
**Contract Term:** \_\_\_\_\_ **Through:** \_\_\_\_\_

**Reference #3**

**Company Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

**Description of Services:** \_\_\_\_\_  
\_\_\_\_\_

**Contact:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_  
**Contract Term:** \_\_\_\_\_ **Through:** \_\_\_\_\_

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

Vendor Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of Person Submitting Bid: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Zip: \_\_\_\_\_