



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 # CA10-RH-3386

		RFB Opening Date & Time: June 30, 2009 @ 1:00 PM	
		Requested by: Rita Campbell Department: Creative Services Phone: 413-545-0123 Date Prepared: 6/17/2009	
	Description	Unit Price	Total Price
	BIDS ARE REQUESTED BY THE UNIVERSITY OF MASSACHUSETTS AMHERST ANNUAL CONTRACT FOR THE PRINTNG OF NEWSLETTERS PER THE ATTACHED SPECIFICATIONS FOR THE BID OPENING ON JUNE 30, 2009 @ 1:00 P.M.		
	The University reserves the right to make partial awards for the services requested or to make an award to more than one vendor.		
	Contract Term: July 1, 2009 – June 30, 2010.		

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. **No electronic bids will be accepted.**
- 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.
- 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: _____



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

**Campus Contract: Printing of Newsletters
per the attached specifications**

**RFB# CA10-RH-3386
Bid Opening Date – June 30, 2009 @ 1:00 p.m.**

FISCAL 2010 ANNUAL CONTRACT FOR PRINTING NEWSLETTERS (*Offset Printing*)

NOTICE. Successful vendor shall not accept any job without first receiving a hard copy purchase order, electronic or actual, that bears the signature of the Director of Procurement, University of Massachusetts.

Please submit bids based on specifications provided. Actual jobs may vary; specifications are to insure equality of bid basis. All prices include pick-ups and deliveries by vendor at UMass, Amherst. Third party pickups and deliveries by mutual consent only. Press checks by UMass personnel, beyond 90-mile radius of Amherst, will be at vendor's expense.

BASIC JOB includes standard pre-press services (except as noted in Additional Charges Schedule), low resolution digital proof for approval (high resolution digital proof on 4/C Process work), collating, folding, trimming, packaging, and delivery as noted below in Delivery Schedule. **Please read all information before figuring prices.**

DISK. Jobs are ordinarily supplied on CD. Normal output required is 2540 dpi.

DELIVERY SCHEDULE. Average publications will require a low resolution digital proof (plus a high resolution digital proof on 4/C Process work) within three (3) working days from receipt of files, followed by printing and delivery within five (5) working days of approval of final proof. More extensive publications will require a mutually agreed upon schedule arranged through Creative Services. Delivery will be to the Receiving Room, Physical Plant Bldg., or another designated building, at the University of Massachusetts, Amherst. Return CD and/or all artwork plus 20 samples of each job to the Creative Services, Munson Hall, University of Massachusetts, Amherst, MA 01003.

PRICING. *Please read all information before figuring prices.* All prices are *exclusive of paper stock*. To calculate total cost, vendor must *add* price of paper to the printing charges.

FILES/ARTWORK. Digital files created by printer become the property of UMass. Printer to archive a copy of files for a minimum of three (3) years.

Please advise of any additional charges which could be incurred, but are not specifically requested on these pages.

INVOICES must be itemized according to specifications. Invoices not itemized may be returned to vendor for clarification.

OVERRUNS/UNDERRUNS. **The University will accept no more than 3% Overs/Unders.**

Inquiries on clarification of the printing and production specifications should be directed to CREATIVE SERVICES at 413.545.0123.

The University reserves the right to make partial awards for the services requested or to make an award to more than one vendor.

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.

All responses to this bid shall be made on the Bid Response Sheet or an exact facsimile thereof. Responses on a form which significantly deviates from the stated response parameters will not be reviewed and may be grounds for disqualification at the University's sole discretion.

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 their bid response to the following address by **Tuesday, June 30, 2008 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
*Attention: RFB CA10-RH-3386***

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 Tuesday, June 23, 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 3:00 pm on Wednesday, June 24, 2008. 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.

SECTION I – PREPARATION OF ARTWORK

A. SYSTEM WORK

Vendor to **check/create traps on disk**, at our request: \$_____ per hour **OR** \$_____ per trap.

Photoshop retouching (if available), hourly rate: \$_____.

B. HIGH RESOLUTION COLOR PROOFS from digital files.

Hi-Res Digital Proof <u>Size</u>	Price per side
8.5" x 11"	\$_____
11" x 17"	\$_____
Other	\$_____ Largest size: _____

Vendor Name: _____

SECTION II – PRINTING

A. TWO-PAGE NEWSLETTER

Single sheet, 8-1/2" x 11", folded to letterfold or 5-1/2" x 8-1/2", as specified

			500	1,000	2,000	5,000	Additional 500s
NOTE: Prices are exclusive of paper. To calculate total cost, add these prices and any additional options to price of paper from list below.	Black Ink Only	1 side: 1/0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides: 1/1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	1 PMS Ink Only	1 side: 1/0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides: 1/1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Black + 1 PMS Ink	1 side: 2/0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides: 2/2	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Add'l PMS any one side	1 side:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	4/Color Process Only	1 side:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

PAPER STOCK	500	1,000	2,000	5,000	Additional 500s
Finch Opaque, 70# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cougar Opaque, 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mohawk Via (colored stock), 70# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art (gloss), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art Silk (dull), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Vendor Name: _____

B. FOUR-PAGE NEWSLETTER

17" x 11" folded to 8-1/2" x 11" then to letterfold or 5-1/2" x 8-1/2", as specified.

			500	1,000	2,000	5,000	Additional 500s
NOTE: Prices are exclusive of paper. To calculate total cost, add these prices and any additional options to price of paper from list below.	Black Ink Only	1 side: 1/0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides: 1/1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	1 PMS Ink Only	1 side: 1/0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides: 1/1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Black + 1 PMS Ink	1 side: 2/0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides: 2/2	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Add'l PMS any one side	1 side:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	4/Color Process Only	1 side:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

PAPER STOCK	500	1,000	2,000	5,000	Additional 500s
Finch Opaque, 70# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cougar Opaque, 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mohawk Via (colored stock), 70# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art (gloss), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art Silk (dull), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Vendor Name: _____

C. FOUR-PAGE NEWSLETTER WITH ONE INSERT

11" x 17" plus one 8-1/2" x 11" insert collated and folded to 8-1/2" x 11" then to letterfold or 5-1/2" x 8-1/2", as specified.

			500	1,000	2,000	5,000	Additional 500s
NOTE: Prices are exclusive of paper. To calculate total cost, add these prices and any additional options to price of paper from list below.	Black Ink Only	1 side: 1/0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides: 1/1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	1 PMS Ink Only	1 side: 1/0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides: 1/1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Black + 1 PMS Ink	1 side: 2/0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides: 2/2	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Add'l PMS any one side	1 side:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	4/Color Process Only	1 side:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

PAPER STOCK	500	1,000	2,000	5,000	Additional 500s
Finch Opaque, 70# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cougar Opaque, 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mohawk Via (colored stock), 70# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art (gloss), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art Silk (dull), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Vendor Name: _____

D. SIX-PAGE NEWSLETTER

25-1/2" x 11" folded to 8-1/2" x 11" (minus allowances for folds) then to letterfold, or 5-1/2" x 8-1/2", as specified.

			500	1,000	2,000	5,000	Additional 500s
NOTE: Prices are exclusive of paper. To calculate total cost, add these prices and any additional options to price of paper from list below.	Black Ink Only	1 side: 1/0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides: 1/1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	1 PMS Ink Only	1 side: 1/0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides: 1/1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Black + 1 PMS Ink	1 side: 2/0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides: 2/2	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Add'l PMS any one side	1 side:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	4/Color Process Only	1 side:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

PAPER STOCK	500	1,000	2,000	5,000	Additional 500s
Finch Opaque, 70# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cougar Opaque, 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mohawk Via (colored stock), 70# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art (gloss), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art Silk (dull), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Vendor Name: _____

E. EIGHT-PAGE NEWSLETTER

Two 17" x 11" spreads collated and folded to 8-1/2 "x 11", then to letterfold or to 5-1/2" x 8-1/2", as specified.

			500	1,000	2,000	5,000	Additional 500s
NOTE: Prices are exclusive of paper. To calculate total cost, add these prices and any additional options to price of paper from list below.	Black Ink Only	1 side: 1/0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides: 1/1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	1 PMS Ink Only	1 side: 1/0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides: 1/1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Black + 1 PMS Ink	1 side: 2/0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides: 2/2	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Add'l PMS any one side	1 side:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	4/Color Process Only	1 side:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

PLEASE NOTE: Saddle stitching is extra. Please call vendor for pricing.

PAPER STOCK	500	1,000	2,000	5,000	Additional 500s
Finch Opaque, 70# text <i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cougar Opaque, 80# text <i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mohawk Via (colored stock), 70# text <i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art (gloss), 80# text <i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art Silk (dull), 80# text <i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____