



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

**Contract: Bi-Annual Paper Stock
January 1, 2012 through June 30, 2012
per the attached specifications or approved equal**

**RFB# AA12-RH-4450
Bid Opening Date – December 15, 2011 @ 1:00 p.m. EST**

TERMS AND CONDITIONS

The Department of Print Services at the University of Massachusetts Amherst is seeking bids to provide for the Contract: Bi-Annual Paper Stock per the attached specifications or approved equal which will be ordered on “as required” basis by the University of Massachusetts/Amherst Print Services Department, and to be subject to the following.

- (1) Bids shall be submitted on a net price basis, with prices to remain firm for the six month duration of the contract. Bids indicating that they are subject to prices prevailing at time of shipment will be rejected.
- (2) This contract will be rebid semiannually, with bid documents mailed to prospective vendors at least three weeks prior to expiration on current contract.
- (3) Quantities indicated are strictly estimates based on past usage figures. No guarantee of volume is made by the University.
- (4) The paper stock utilized by Print Services must be capable of running on printing and collating equipment of different manufacture without constant adjustment. Acceptable substitutes are indicated on the attached bid sheets where they have been tested and approved. Vendors interested in offering substitutes not listed, may arrange to have their product tested by contacting, Bette Norton, Print Services, Whitmore Administration Building, at (413) 545-2719. Substitutes not listed are deemed unacceptable until they have passed the extensive testing procedure.
- (5) The University reserves the right to reject any or all bids, wholly or in part, and to make the award in a manner deemed to be in its best interest.
- (6) A multi-vendor contract may be awarded to allow the University access to complete product lines, freedom of choice to match standardization plans, to insure continuity of quality and alternative source of supply in case of shortages, and proximity to dealers and service.
- (7) The successful vendors are expected to maintain a reasonable supply of stock for the items they are awarded in order to insure rapid response for orders placed. In most cases, successful bidders should be prepared to deliver stock within two days of the date an order is placed.
- (8) The University will place orders against the contract for quantities not less than 10 junior cartons of assorted product. Bid prices must include delivery and should be based on the assorted stock, 10 junior carton minimum.
- (9) In order to avoid confusion, bidders must indicate the brand being offered in the space provided, for each item listed.
- (10) Successful bidders should mark each ream individually as well as marking the inside contents on the outside of each junior carton.

- (11) The vendors are expected to wrap each ream of paper individually. Wrapper must be printed by manufacturer. If stock is not available at requested size, vendor is responsible for cutting to size, wrapping each ream individually, and marking wrapped reams. Any charge for these services should be reflected in the bid price.
- (12) No private labels will be accepted.
- (13) Must be delivered to Print Services via the loading dock area of the Whitmore Administration Building. Loading dock area has permanent bollards which restrict the size of pallets and their delivery to 50" or smaller.

Delivery: FOB Destination, Amherst, MA

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

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

To arrange for delivery, please contact:

University of Massachusetts
Attention: Ms. Bette Norton
Print Services
139 Whitmore Administrative Building
181 President's Drive
Amherst, MA 01060
Phone: 413-577-9500 / E-Mail: norton@admin.umass.edu

Contract Term:

This contract shall commence from January 1, 2012 through June 30, 2012.

All pricing and terms and conditions shall remain firm throughout the term of this contract.

Termination of Contract:

- With Cause: The contract may be terminated, for just cause, by either party at any time by giving the other party (60) sixty days written notice of such termination. If the affected party corrects the problem within the (60) sixty-day period, the contract will remain in effect.
- Without Cause: The contract may be terminated, without cause, by the University at any time giving (120) one hundred twenty days written notice to the vendor.

Cancellation for Cause:

Any purchase agreement or contract arising from this solicitation will be subject to cancellation by the University of Massachusetts upon written notice and without penalty to the University of Massachusetts if, in the opinion of the University of Massachusetts, the quality, delivery schedule, specifications, terms, conditions, and other service requirements are not maintained as originally stated and accepted by the vendor.

Obligations in Event of Termination or Cancellation:

1. Upon termination of this Contract, all finished or unfinished documents, data, studies and reports prepared by the Contractor pursuant to this Contract, shall become the property of the University.
2. Upon termination of this Contract, without cause, the University shall promptly pay the Contractor for all services performed to the effective date of termination, subject to offset of sums due the Contractor against sums

owed by the Contractor to the University, and provided Contractor is not in default of this Contract and Contractor submits to the University a properly completed invoice, with supporting documentation covering such services, no later than thirty (30) calendar days after the effective date of termination.

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.

“Or Approved Equal” Specifications:

Any reference to brand names and numbers in this solicitation is descriptive, but not restrictive, unless otherwise specified. Offers on equivalent items meeting the standards of quality thereby indicated will be considered, unless otherwise specified, providing the offer clearly describes the article offered and how it differs from the referenced brands. Unless the respondent specified otherwise, it is understood that the respondent is offering a referenced brand item as specified in the solicitation. The University will determine whether a substitute offer is equivalent to and meets the standards of quality indicated by the brand name referenced; and the University may require a respondent offering a substitute to supply additional descriptive material and a sample.

If items requested have quality guidelines of brand name or equal; the items offered must be equal to or better than the brands and model numbers specified as determined by the University of Massachusetts. The use of brand names in this solicitation are for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to limit or restrict competition. Substantially equivalent products to those designated may be considered for award. “Or Equal” submissions will not be rejected because of minor differences in design, construction or features that do not affect the suitability of the product for its intended use.

Damages and/or Defective Merchandise:

The successful bidder will be required to replace at no charge to the University of Massachusetts (including freight and handling) any shipment in which defects or damages are discovered and/or merchandise is non-conforming to specifications, after the shipment has been received. The awarded vendor must address these defects or damage complaints within 7-working days of such complaints.

If the vendor fails to perform, provides non-conforming or damaged merchandise or the order is cancelled for cause, the University may be entitled to compensation by reimbursement or by other legal remedy liquidated damages including, but not limited to, the following:

1. The additional cost of services or goods bought elsewhere
2. Cost of repeating the bid or proposal procedure
3. Any expense incurred because of delay in service or delivery
4. Any other damages caused by or antecedent to a breach of contract by the vendor

Cancellation for Cause:

Any purchase agreement or contract arising from this solicitation will be subject to cancellation by the University of Massachusetts upon written notice and without penalty to the University of Massachusetts if, in the opinion of the University of Massachusetts, the quality, delivery schedule, specifications, terms, conditions, and other service requirements are not maintained as originally stated and accepted by the vendor.

Order Placement:

University Department will place orders with a University Purchase Orders or use of the University PROCard Credit Card.

Payment:

The University’s payment terms are net thirty (30) days from the date of receipt of contractor’s invoice, with late penalty interest assessable at rates established by the Commonwealth after 45 days in accordance with Massachusetts General Laws ch. 29 §29C and with Commonwealth regulation 815 C.M.R. 4.00.

Certification:

Contractor certifies under the pains and penalties of perjury that pursuant to Mass. Gen. Laws ch.62C, §49A, that the contractor has filed all state tax returns, paid all taxes and complied with all applicable laws relating to taxes; and that pursuant to Mass. Gen. Laws ch.151A, §19A(b), has complied with all laws of the Commonwealth relating to contributions and payment in lieu of contributions to the Employment Security System; and with all laws of the Commonwealth relating to Worker's Compensation, ch.152. Pursuant to federal law, contractor shall verify the immigration status of all workers assigned to the contract without engaging in unlawful discrimination; and contractor shall not knowingly or recklessly alter, falsify, or accept altered or falsified documents from any such worker.

Independent Contractor Status:

The contractor is an independent contractor and not an employee or agent of the University. No act or direction of the University shall be deemed to create an employer/employee or joint employer relationship. The University shall not be obligated under any contract, subcontract, or other commitment made by the contractor.

Compliance with Laws and Regulations:

The contractor shall observe and obey all laws, ordinances, regulations, and rules of the Federal Government, the Commonwealth of Massachusetts, local municipalities, and the University of Massachusetts Amherst which may be applicable to its operation herein, and shall, at its own cost, obtain and maintain all permits and licenses necessary of and to its operation.

Affirmative Action, Equal Opportunity Employer:

The University of Massachusetts is an Affirmative Action, Equal Opportunity Employer and as such prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, gender identity and expression, genetic information and any other class of individuals protected from discrimination under state or federal law in any aspect of the admission or treatment of students or in employment. The successful Contractor shall adhere to the same principles.

Rehabilitation Compliance:

In accordance with Section 504 of the Rehabilitation Act of 1973 and the implementing regulations of that Federal Act (45 CFR 84), the University of Massachusetts / Amherst does not discriminate on the basis of handicap in admission or access to, or treatment of employment in the programs and activities which the University operates. Inquiries concerning compliance with the regulations stated in the Federal Act should be directed to the Chancellor's Office; Whitmore Building; Amherst, MA 01003
Phone: 413-545-2004.

Recordkeeping, Audit and Inspection of Records:

The contractor shall maintain books, records and other compilations of data pertaining to the requirements of the Contract to the extent and in such detail as shall properly substantiate claims for payment under the Contract. All such records shall be kept for a period of six (6) years or for such longer period as is specified herein. All retention periods start on the first day after final payment under this Contract. If any litigation, claim, negotiation, audit or other action involving the records is commenced prior to the expiration of the applicable retention period, all records shall be retained until completion of the action and resolution of all issues resulting therefrom, or until the end of the applicable retention period, whichever is later. The Governor, the Secretary of Administration and Finance, the State Comptroller, the State Auditor, the Attorney General, the Federal grantor agency (if any), the University, or any of their duly authorized representatives or designees shall have the right at reasonable times and upon reasonable notice, to examine and copy, at reasonable expense, the books, records, and other compilations of data of the contractor which pertain to the provisions and requirements of this Contract. Such access shall include on-site audits, review, and copying of records.

Political Activity Prohibited – Anti Boycott Warranty:

The contractor may not use any Contract funds and none of the services to be provided by the contractor may be used for any partisan political activity or to further the election or defeat of any candidate for public office. During the term of this Contract, neither the contractor nor any controlled group, within the meaning of §993 (a) (3) of the Internal Revenue Code, as amended, shall participate in or cooperate with any international boycott, as defined in §999(b) (3) and (4) of the Internal Revenue Code of 1986, as amended; nor shall either engage in conduct declared to be unlawful by Mass Gen. Laws Ch.151E §2.

Choice of Law:

The laws of the Commonwealth of Massachusetts, without giving effect to its conflicts of law principles, govern all matters arising out of or relating to this Contract and all of the transactions it contemplates, including, without limitation, its validity, interpretation, construction, performance and enforcement. The contractor agrees to bring any federal or state legal proceedings arising under this Contract in which the Commonwealth or the University is a party, in a court of competent jurisdiction within the Commonwealth of Massachusetts. This paragraph shall not be construed to limit any other legal rights of the Parties.

Indemnification of the University:

The contractor shall defend, indemnify, and hold harmless the Commonwealth, the University, its Trustees, Officers, servants, and employees from and against any and all claims, liability, losses, third party claims, damages, costs, or expenses (including attorneys' and experts' fees) arising out of or resulting from the performance of the services performed by the contractor, its agents, servants, employees, or subcontractors under this Contract, provided that any such claims, liability, losses, third party claims, damages, costs, or expenses are attributable to bodily injury, personal injury, pecuniary injury, damage to real or tangible personal property, resulting there- from and caused in whole or in part by any intentional or negligent acts or omissions of the contractor, its employees, servants, agents, or subcontractors. The foregoing express obligation of indemnification shall not be construed to negate or abridge any other obligation of indemnification running to the Commonwealth and/or the University that would otherwise exist. The University shall give the contractor prompt and timely notice of any claims, threatened or made, or any law suit instituted against it which could result in a claim for indemnification hereunder. The extent of this Contract of indemnification shall not be limited by any obligation or any term or condition of any insurance policy. The obligations set forth above shall survive the expiration or termination of this Contract.

Tax Exempt Status:

The University is exempt from federal excise, state, and local taxes; therefore, sales to the University are exempt from Massachusetts sales and use taxes. If the University should become subject to any such taxes during the term of this Contract, the University shall reimburse the contractor for any cost or expense incurred. Any other taxes imposed on the contractor on account of this Contract shall be borne solely by the contractor.

Sustainability:

Jack Wilson, UMass President, signed the President's Climate commitment in 2007. See link for more information: www.presidentsclimatecommitment.org The University is committed to reducing the adverse environmental impact of our purchasing decisions; we are committed to buy goods and services from manufacturers and suppliers who share our environmental concern and commitment. We encourage proposals to include economical and environmentally friendly products and service options which serve to minimize waste, reduce excess packaging, recycle, reduce, reuse, prevent pollution and/or offer resource efficiency. It is our goal to maximize environmental responsibility on the UMass Campuses. Please propose details on how your company can support our initiative to provide sustainable products and services to our end-users.

- ◆ Describe the tools and resources that are available to our campuses.
- ◆ Describe what initiatives your company has implemented and is working on.
- ◆ Are green and recycled products clearly identified on your web ordering system so users can easily recognize them when ordering?

The University recommends that vendors use recycled paper and double-sided copying for production of all printed and photocopied documents.

Data Security and Breach Notification:

The vendor shall protect data and information provided by the University to Vendor (“University Data”) to commercially acceptable standards and no less rigorously than it protects its own confidential information.

The vendor shall develop, implement, maintain and use appropriate administrative, technical, and physical security measures to preserve the confidentiality, integrity, and availability of University data.

The Vendor will not provide any University data to and sub-contractor or agent without the prior express written permission of the University or as otherwise provided under the agreement.

The Vendor shall retain any University data only as long as needed for the specified purposed and to securely dispose of any University data when there is no longer a business need to retain that data.

The Vendor agrees to notify the University immediately if any breach of the security, confidentiality or integrity of University data occurs; assist the University in any subsequent investigation and notification processes; and to otherwise comply with all applicable Massachusetts and federal laws and regulations regarding data security and breach notifications, such as M.G.L. c. 93H and Health Information Technology for Economic and Clinical Health Act (HITECH Act).

PCI-DSS (Payment Card Industry-Data Security Standard):

Treasurers Office required language:

Service Providers and third-party providers and the “UMASS merchant” represent and warrant to the other party that it is Payment Card Industry Data Security Standard (PCI-DSS) compliant and shall remain compliant during the term of the Agreement. In the case of a third-party application, the applications will be listed as PA DSS compliant at the time of implementation by the University. In either situation, should either party become non-compliant during the term, the non-compliant party shall promptly notify the other party of its non-compliance status. Both parties are responsible for the security of the cardholder data that is in such party’s control or possession, as mandated by PCI DSS in the performance of their individual and mutual responsibilities under this Agreement.

Service Providers must be listed on the Visa Global List of PCI DSS Validated Service Providers. Third-party applications must be listed on the PCI Security Standards Council List of Validated Payment Applications (PA-DSS). Should the Service Provider or Third Party Application not be listed, a letter from a Qualified Security Assessor stating compliance must be submitted.

Bid Response Sheet:

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.

Submission of a Bid:

Submission of a bid indicates that the bidder has read, completely understands and agrees with this Request for Bid document. If the bidder takes exception to any of the contract terms and conditions contained herein, the bidder shall so note it as an exception in this Bid Response, referencing the section and item number and giving a complete explanation for the exception. The University reserves the right to use any such exception as grounds for rejection of the bid.

Bid Opening Time and Date:

Bidders shall deliver **two (2) copies** of their bid response in its entirety including all requested samples and/or supporting documentation as required in the bid specifications to the following address by **Thursday, December 15, 2011 at 1:00 pm, EST** 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 AA12-RH-4450***

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.

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 or bids delivered to an incorrect location 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.

Only bids that are received by the bid opening date and time will be considered. The UNIVERSITY reserves the right to reject any of all bids, wholly or in part and to make an award in a manner deemed by the Director of Procurement at the Amherst Campus to be in the University's best interest. The UNIVERSITY reserves the right to make a partial award for the services requested, or to make an award to more than one vendor.

If, at the time of the scheduled bid opening the University of Massachusetts Amherst is closed due to inclement weather or another unforeseeable event, the bid opening will be extended until 1:00 pm on the next normal business day. Bids will be accepted until that date and time.

No electronic bids will be accepted.

Any samples and/or supporting documentation that is required in the bid specifications must be delivered at the time of bid opening.

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, December 6, 2011 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 December 7, 2011. 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.

Minority-Owned Business Enterprises (MBE) or Woman-Owned Business Enterprises (WBE) is strongly encouraged to submit proposals in response to this request for bid. For the purposes of this RFB the term MBE or WBE shall mean a consultant who is certified as a minority business enterprise by the State Office of Minority and Women-Owned Business Assistance (SOMWBA), and who is still certified at the time the Respondent's Qualifications are submitted. All minority owned businesses are encouraged to apply for SOMWBA certification. For further information on SOMWBA qualifications, or access to vendor lists, contact the State Office of Minority and Woman-Owned Business Assistance at (617) 727-8692 or go to <http://www.somwba.state.ma.us> for more information.

The University of Massachusetts is an Affirmative Action, Equal Opportunity Employer.

UNIVERSITY OF MASSACHUSETTS / AMHERST

Bid Response Sheet – AA12-RH-4450
Print Services – Bi-annual Paper Stock Contract

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The following quantities represent estimated semiannual usage. No guarantee of volume is made. Orders will be placed against the contract for quantities of not less than 10 junior cartons of assorted products. Bid prices must include delivery on the assorted stock, 10 junior carton minimum.

EST. QUANTITY	UNIT OF MEASURE	SIZE	DESCRIPTION	BRAND NAME	UNIT PRICE	EXTENDED TOTAL
<i>CARBONLESS: #20 Black Print for Offset and Digital</i>						
25,000	Sets	8-1/2 x 11	2-Part Pre-Collated NCR rev. sets			
25,000	Sets	8-1/2 x 11	3-Part Pre-Collated NCR rev. sets			
25,000	Sets	8-1/2 x 11	4-Part Pre-Collated NCR rev. sets			
10,000	Sets	8-1/2 x 11	5-Part Pre-Collated NCR rev. sets			
25,000	Sets	8-1/2 x 11	2-Part Pre-Collated NCR straight sets			
25,000	Sets	8-1/2 x 11	3-Part Pre-Collated NCR straight sets			
10,000	Sets	8-1/2 x 11	4-Part Pre-Collated NCR straight sets			
25,000	Sheets	8-1/2 x 11	NCR Superior – White CFB	NCR Superior		
25,000	Sheets	8-1/2 x 11	NCR Superior – Colors CFB	NCR Superior		
25,000	Sheets	8-1/2 x 11	NCR Superior – White CF	NCR Superior		
25,000	Sheets	8-1/2 x 11	NCR Superior – Colors CF	NCR Superior		
35,000	Sheets	8-1/2 x 11	NCR Superior – White CB	NCR Superior		
25,000	Sheets	8-1/2 x 11	NCR Superior – Colors CB	NCR Superior		
15,000	Sheets	8-1/2 x 11	NCR Premium 7-1/2 Pt tag – White CF	NCR Superior		
10,000	Sets	17-1/2 x 22-1/2	2-Part Pre- Collated NCR rev. sets	NCR Superior		
5,000	Sets	17-1/2 x 22-1/2	3-Part Pre-Collated NCR rev. sets	NCR Superior		

MISCELLANEOUS

10	bdl	12x9x9	Corrugated Boxes - 200# test (25/bdl)			
10	bdl	11x9x6	Corrugated Boxes - 200# test (25/bdl)			
10	bdl	17¼x11¼x9¼	Corrugated Boxes - 200# test (25/bdl)			
5	cartons	8½x11x2 ½	Letterhead boxes RA-1 200/ctn			
3	cartons	4¾x3½x2	Business card folding boxes BCF-23			
3	cartons	6x3½x2	Business card folding boxes BCF-25			
48	rolls	2" x 110 yd.	Heavy wgt. clear sealing tape (cartons over 40 lb.)			
5	cartons	11x17	Chipboard .040			
10	qts.		White padding compound			
10	qts.		N.C.R. padding compound			
2000	sheets	8½x11	60# White Wove Uncoated Offset Perm. Crack & Peel			
2000	sheets	8½x11	60# White Matte Perm. Crack & Peel			

UNIVERSITY OF MASSACHUSETTS / AMHERST

Bid Response Sheet – AA12-RH-4450
Print Services – Bi-annual Paper Stock Contract

The following quantities represent estimated semiannual usage. No guarantee of volume is made. Orders will be placed against the Contract for quantities of not less than 10 junior cartons of assorted products. Bid prices must include delivery on the assorted stock. 10 junior carton minimum.

EST. QUANTITY	UNIT OF MEASURE	SIZE	DESCRIPTION	BRAND NAME	UNIT PRICE	EXTENDED TOTAL
BOND: Great White preferred for Express Packs. Please list brand offered						
1,000,000	Sheets	8½x11	20# White Bond, Express Packs			
25,000	Sheets	8½x11	20# White Bond, 100% Recycled			

BOND & WRITING: No substitutes accepted

1,000,000	sheets	8½x11"	20# White Bond, Recycled, Ream Wrapped	Great White		
25,000	sheets	8½x14"	20# White Bond, Recycled	Great White		
20,000	sheets	11x17"	20# White Bond, Recycled	Great White		
300,000	sheets	8½x11"	20# White Bond, Recycled, 3HP	Great White		

BOND & WRITING: No substitutes accepted

500,000	sheets	8½x11"	20# Colored Bond, Recycled	Hammermill Fore MP		
25,000	sheets	8½x14"	20# Colored Bond, Recycled	Hammermill Fore MP		
75,000	sheets	11x17"	20# Colored Bond, Recycled	Hammermill Fore MP		
100,000	sheets	8½x11	24# Recycled Bright White Imaging	Atlas Bond		
25,000	sheets	8½x11	24# Writing Bright White Wove	Strathmore		
25,000	sheets	8½x11	24# Writing Bright White Laid	Strathmore		
15,000	sheets	8½x11	24# Writing Natural White Wove	Strathmore		
25,000	sheets	8½x11	24# Writing Natural White Laid	Strathmore		
7,500	sheets	8½x11	24# Bond Blue Screen Medical Safety	Docugard		

OFFSET: Please list brand offered

100,000	sheets	8½x11"	60# Offset – White			
15,000	sheets	12x18"	60# Offset – White			
10,000	sheets	8½x14"	60# Offset – White			
50,000	sheets	8½x11"	70# Offset – White			
50,000	sheets	11x17"	60# Offset – White			
50,000	sheets	11x17"	70# Offset – White			
10,000	sheets	11x17"	80# Offset – White			

COLORED OFFSET: No substitutes

30,000	sheets	8½x11"	60# Opaque Offset – Colors	Springhill		
20,000	sheets	8½x14"	60# Opaque Offset – Colors	Springhill		
60,000	sheets	11x17"	60# Opaque Offset – Colors	Springhill		
20,000	sheets	11x17"	70# Opaque Offset – Colors	Springhill		

UNIVERSITY OF MASSACHUSETTS / AMHERST

Bid Response Sheet – AA12-RH-4450
Print Services – Bi-annual Paper Stock Contract

The following quantities represent estimated semiannual usage. No guarantee of volume is made. Orders will be placed against the Contract for quantities of not less than 10 junior cartons of assorted products. Bid prices must include delivery on the assorted stock. 10 junior carton minimum.

EST. QUANTITY	UNIT OF MEASURE	SIZE	DESCRIPTION	BRAND NAME	UNIT PRICE	EXTENDED TOTAL
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VELLUM BRISTOL: No substitutes

10,000	sheets	8½x11"	67# Vellum Bristol - White	Springhill		
10,000	sheets	8½x11"	67# Vellum Bristol - Colors	Springhill		
10,000	sheets	11x17"	67# Vellum Bristol - White	Springhill		
10,000	sheets	11x17"	67# Vellum Bristol - Colors	Springhill		

DIGITAL/COLOR COPY COVER & TEXT – Xerox Color Expressions preferred – acceptable substitutes include Finch Color Copy; Mohawk Color Copy. Please list brand.

16,000	sheets	8½x11"	24# Brite White Smooth Text			
10,000	sheets	11x17"	24# Brite White Smooth Text			
12,000	sheets	8½x11"	28# Brite White Smooth Text			
6,000	sheets	11x17"	28# Brite White Smooth Text			
8,000	sheets	12"x18"	28# Brite White Smooth Text			
6,000	sheets	11x17"	32# Brite White Smooth Text			
6,000	sheets	12"x18"	32# Brite White Smooth Text			
10,000	sheets	11x17"	60# or 65# Brite White Smooth Cover			
15,000	sheets	12x18"	60# or 65# Brite White Smooth Cover			
6,000	sheets	11x17"	80# Brite White Smooth Cover			
6,000	sheets	12x18"	80# Brite White Smooth Cover			
12,000	sheets	8.5 x 11"	100# Brite White Smooth Cover			
6,000	sheets	11x17"	100# Brite White Smooth Cover			
6,000	sheets	12x18"	100# Brite White Smooth Cover			

COATED STOCK: Sterling Ultra or equivalent. Please list brand and supply sample

15,000	sheets	11x17"	80# Gloss Text			
10,000	sheets	12x18"	80# Gloss Text			
3,000	sheets	14x20"	80# Gloss Text			
10,000	sheets	11x17"	100# Gloss Text			
10,000	sheets	12x18"	100# Gloss Text			
3,000	sheets	14x20"	100# Gloss Text			
3,000	sheets	11x17"	80# Gloss Cover			
10,000	sheets	18x12"	80# Gloss Cover			
3,000	sheets	14x20"	80# Gloss Cover			
10,000	sheets	11x17"	100# Gloss Cover			
10,000	sheets	18x12"	100# Gloss Cover			
3,000	sheets	14x20"	100# Gloss Cover			

UNIVERSITY OF MASSACHUSETTS / AMHERST

Bid Response Sheet – AA12-RH-4450
Print Services – Bi-annual Paper Stock Contract

The following quantities represent estimated semiannual usage. No guarantee of volume is made. Orders will be placed against the Contract for quantities of not less than 10 junior cartons of assorted products. Bid prices must include delivery on the assorted stock. 10 junior carton minimum.

EST. QUANTITY	UNIT OF MEASURE	SIZE	DESCRIPTION	BRAND NAME	UNIT PRICE	EXTENDED TOTAL
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COATED STOCK Cont'd: Sterling Ultra or equivalent. Please list brand and supply sample

3,000	Sheets	11x17	100# Dull Text			
3,000	Sheets	12x18	100# Dull Text			
3,000	Sheets	14x20	100# Dull Text			
10,000	Sheets	11x17	100# Dull Cover			
15,000	Sheets	18x12	100# Dull Cover			
3,000	Sheets	14x20	100# Dull Cover			
2,000	Sheets	18x12	10 pt. Cover C1S			
4,000	Sheets	18x12	12 pt. Over C1S			

TEXT & COVER: No Substitutes

10,000	sheets	23x35"	80# Text Smooth - Colors	Mohawk Via		
10,000	sheets	23x35"	80# Cover Smooth - Colors	Mohawk Via		
5,000	sheets	12x18"	80# Cover – Smooth	Mohawk Superfine		
5,000	sheets	11x17"	80# Cover – Smooth	Mohawk Superfine		
5,000	sheets	12x18"	65# Cover – Smooth	Mohawk Superfine		
5,000	sheets	11x17"	65# Cover – Smooth	Mohawk Superfine		
5,000	sheets	8½x11"	65# Smooth Cover – Solar White	Classic Crest		
5,000	sheets	8½x11"	80# Smooth Cover – Solar White	Classic Crest		
5,000	sheets	8½x11"	80# Smooth Cover – Natural White	Classic Crest		
5,000	sheets	8½x11"	80# Super smooth Cover - Solar White	Classic Crest		
15,000	sheets	11x17"	65# Cover - 17 Colors	Brite Hue		
275,000	sheets	8½x11"	60# Text - 17 Colors	Brite Hue		
25,000	sheets	11x17"	60# Text - 17 Colors	Brite Hue		
15000	sheets	11x17"	70# Smooth Text – White	Finch Opaque Digital		
10000	sheets	11x17"	65# Smooth Cover – White	Finch Opaque Digital		
10,000	sheets	23x35"	70# Smooth Text – Bright White	Finch Fine Digital		
10,000	sheets	23x35"	80# Smooth Text – Bright White	Finch Fine Digital		
10,000	sheets	23x35"	100# Smooth Text – Bright White	Finch Fine Digital		

5,000	sheets	23x35"	80# Text – Smooth	Cougar		
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UNIVERSITY OF MASSACHUSETTS / AMHERST

Bid Response Sheet – AA12-RH-4450
Print Services – Bi-annual Paper Stock Contract

The following quantities represent estimated semiannual usage. No guarantee of volume is made. Orders will be placed against the Contract for quantities of not less than 10 junior cartons of assorted products. Bid prices must include delivery on the assorted stock. 10 junior carton minimum.

EST. QUANTITY	UNIT OF MEASURE	SIZE	DESCRIPTION	BRAND NAME	UNIT PRICE	EXTENDED TOTAL
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COVER AND TEXT: Loop Smooth – acceptable substitutes include Crushed Leaf, Royal Fiber

20,000	Sheets	23x25"	80# Smooth Cover – All colors			
30,000	Sheets	8½"x11"	80# Smooth Cover – All colors			
20,000	Sheets	11x17	70# Smooth Text – All colors			
20,000	Sheets	11x17	24# Smooth Writing – All colors			
20,000	Sheets	8½"x11"	24# Smooth Writing – All colors			

ENVELOPES: No substitutes

200,000	env	#10	24# White Wove Window	Printmaster		
200,000	env	#10	24# White Wove Recycled	Printmaster		
150,000	env	#9	24# White Wove	Printmaster		
10,000	env	#6½ (6 x 9)	28# White catalog envelopes	Printmaster		
10,000	env	#10½ (9 x 12)	28# White catalog envelopes	Printmaster		
10,000	env	#9½ (9 x 12)	28# White booklet envelopes	Printmaster		
10,000	env	#13½ (10 x 13)	28# White catalog envelopes	Printmaster		
10,000	env	#13 (10 x 13)	28# White booklet envelopes	Printmaster		
10,000	env	#10½ (9 x 12)	28# White catalog env. - peel & seal	Printmaster		
10,000	env	#9½ (9 x 12)	28# White booklet env. - peel & seal	Printmaster		
10,000	env	#13½ (10 x 13)	28# White catalog env. - peel & seal	Printmaster		
25,000	env	#13 (10 x 13)	28# White booklet env. - peel & seal	Printmaster		
30,000	env	#10	24# Writing wove (Bright & Nat. White)	Strathmore		
25,000	env	#10	24# Writing laid (Bright & Nat. White)	Strathmore		
100,000	env	#10	24# Recycled Bright White Imaging	Atlas		

ANNOUNCEMENTS & ENV.: No substitutes

2,500	env	#4 Baronial	Envelopes - Solar White	Classic Crest		
10,000	env	#5½ Baronial	Envelopes - Solar White	Classic Crest		
2,500	env	#6 Baronial	Envelopes - Solar White	Classic Crest		
7,500	env	#4 Baronial	Envelopes - Classic Cream	Classic Crest		
5,000	env	#5½ Baronial	Envelopes - Classic Cream	Classic Crest		
20,000	env	#6 Baronial	Envelopes - Classic Cream	Classic Crest		
2,500	sheets	#4 Bar	Paneled Cards - Solar White	Classic Crest		
2,500	sheets	#5½ Bar	Paneled Cards - Solar White	Classic Crest		
5,000	sheets	#6 Bar	Paneled Cards - Solar White	Classic Crest		
2,500	sheets	#6 Bar	Paneled Folders - Solar White	Classic Crest		

