



UNIVERSITY OF MASSACHUSETTS-AMHERST

Procurement Department
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Amherst, MA 01003-9334

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(THIS IS NOT AN ORDER)

REQUEST FOR BID # AA12-RH-4459

«Name» «Address_1» «Address_2» «City», «State» «Zip»	RFB Opening Date & Time: December 22, 2011 @ 1:00 PM EST		
	Requested by: Sharon Kennedy Telephone: 413-545-6588 Department: Parking Services Date Prepared: 12/9/2011		
	Description	Unit Price	Total Price
	BIDS ARE REQUESTED TO PROVIDE THE CONTRACT: PARKING PERMITS PER THE ATTACHED SPECIFICATIONS OR APPROVED EQUAL FOR THE BID OPENING ON: DECEMBER 22, 2011 @ 1:00 P.M. EST		
	Contract Term: January 1, 2012 through December 31, 2013 with the option to renew for an additional two (2) one-year terms.		

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 Due 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.

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: _____

R# 124711



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

**Contract: Parking Permits
per the following specifications or approved equal**

RFB# AA12-RH-4459

Bid Opening Date – December 22, 2011 @ 1:00 p.m. EST

The Department of Parking Services at the University of Massachusetts Amherst is seeking bids to provide the Contract for Parking Permits per the following specifications or approved equal.

**SPECIFICATION FOR UNIVERSITY OF MASSACHUSETTS AMHERST
PARKING PERMITS 2012**

PERMIT SPECIFICATIONS – GENERAL

This bid contains four sections:

- (1) Basic specifications
- (2) Listing sheet of lot number, quantities, colors – Exhibits A-S
- (3) Text Exhibits for reverse side of Permits
- (4) Specifications for Temporary Parking Permits

DELIVERY DUE ON or before August 1, 2012

COLORS

Background colors on the basis numerical/letter permits shall match color chips of the Rustoleum Corp., Vernon Hills, IL 60061 as follows:

Yellow – Process Yellow
Purple – PMS266
Blue – PMS2717
Red – PMS1797
Mint Green – PMS3375C
Teal – PMS321
Tan – PMS125
Green – PMS3435
Lavender – PMS5295C
Orange – PMS172
Pink – PMS243
Silver – PMS429
Gold – PMS124
Black – No Chip #

SIZES

Adhesive permits – 3 11/16” x 3 3/16” at widest point (Exception: Motorcycle permit is scaled down Version 2 3/16” x 2 3/16”).

Hanging permits – 2-3/4” x 4-3/4” at widest point.

Hanging permits – M1s – 2 3/4 x 5 3/4 .

QUANTITIES, COLORS AND DESIGNS

Permits shall be in the numbered amounts and colors described in the attached listing sheet.

Designs shall be as illustrated on the attached exhibits.

NUMBERING

Consecutive numbering per listing sheet to be supplied at time of order production.

The permit number shall be black print and placed in the space shown on the exhibits.

The lot letter/number shall be as large as can be inserted in the box or available space. Wording in this same location on other permits must be adjusted to fit in the space provided. On certain permits, there will be no lot specification.

ERASURE, STRIKE-OVERS, AND MISPRINTS WILL NOT BE ACCEPTABLE.

REQUIRED GUARANTEE: NO MISSING OR DUPLICATE NUMBERS.

PACKAGING

ADHESIVE PERMITS: must be packaged in continuous poly packaging (similar to Weldon, Williams, and Lick “Lickety-Split”) in convenient sized boxes.

Please bid additions cost to provide peel off numbered labels on the outside of the poly bags similar to Weldon, Williams, and Lick’s “Piggy Back Labels” complete with barcode of permit number. This label, when removed from the poly bag, must have adhesive to adhere to our paperwork.

Please bid additional cost to provide 4000-8000 parking permits pre-stuffed into a number 10 business size envelope with the University Parking Regulations inserted and sealed. Packaging must be able to determine permit number. The adhesive and plastic permits will be packaged.

HANGING PERMITS: must be packaged in a conventional security packaging.

All boxes must be identified with the lot number, quantity of permits and the serial number within.

Cost to package with regulations and providing envelope needed for mailing to meet postal specifications.

All Permit boxes must be packed in cartons of convenient size with the contents properly indicated on the outside, to include designations, quantity of permits, and the lowest and highest serial numbers within. All Boxes and Cartons must be sealed with safety tape.

HANGTAGS: Our design on hangtags of non-tearing material that is durable, sunlight resistant, .023” filled polypropylene. Material that will not change color for three (3) years after placed on vehicle.

The size should be 2 ¾" x 4 ¾" with four rounded corners and a special dye cut for easy application, to hang from rearview mirror. All printing and numbering on permit shall be done using fade resistant inks that will remain in good legible condition for a period of three (3) years after permit has been in use on vehicle.

Bar codes encoding the permit number will be added to the front of the permits.

Numbering permits shall be consecutively on the face in accurate sequence using numbers as large as can fit in the circle. Erasures, strike-overs and misprints will not be acceptable. **Vendor must guarantee no missing or duplicate numbers.**

Permits must be packaged in a durable chipboard box. Boxes shall be of sufficient depth to be flush with the level of permits contained therein. The boxes shall bear a printed label with the beginning and ending number of permits contained in the box. All inside boxes and shipping containers are to be sealed with safety tape imprinted with the name of the permit manufacturer.

PERMIT ASSIGNMENTS:

A collation of pre-assigned parking permit numbers to permit customers based on numbering system containing lot number, permit number, and color shall be provided. The assigned parking permits will then be mailed back to Parking Services or direct mailed to the permit customers. Parking Services will provide information concerning delivery method to permit customers at a later date.

Names, addresses, ID's and Lot #'s and assigned permit # for the collation process to be supplied by Parking Services. Parking Services will provide information either on paper or in a delimited ASCII file on diskette.

ALTERNATE PERMIT ASSIGNMENT (To be bid as a separate item)

The University of Massachusetts seeks the following services for a permit fulfillment system that is integrated into their T2 PowerPark/T2 PermitDirect® parking management system.

This service will require that registration for parking can be done on the University web site and the sale of the permits on line will follow the university business rules for registration. This service will allow the purchase of parking permits and the system will operate in conjunction with a fulfillment system. The web site registration information will update the university's system, but at the same time will download the necessary data needed to the service fulfillment house which will complete the following process.

Issue the assigned decal number that the web site issued by inserting that permit into number 10 business envelope, having the University of Massachusetts return address. Along with this permit would be the necessary maps and instructional inserts to be given to the permit customer. This envelope would be sealed and labeled with the correct mailing address and this envelop will be mailed First Class Mail to the permit customer who registered on the web site.

The permit fulfillment house must have direct contact with T2's Power Park/T2 PermitDirect® system and will keep constantly updated the status of each order received and when it is shipped. This shipment method will be done on a daily basis and the mailing process will be done by First Class Mail. The permit fulfillment house must store all necessary permits issued to them by the University of Massachusetts and adequately manage and inventory all of these permits in a manner that is satisfactory to the University of Massachusetts auditing operations.

It is required that the service fulfillment house that stores these permits must also be the company that prints the University of Massachusetts parking permit. The permit fulfillment house shall provide references and examples of jobs of fulfillment of similar size and complexity for the university's evaluation. It will be imperative that the

fulfillment house have an account representative that will work closely with T2 Power Park/T2 PermitDirect® system and the University of Massachusetts Parking Department.

ADHESIVE WINDOW DECALS – EXHIBITS A-E

MATERIAL – The base material is to be an opaque white book, 50# (basis 25 x 38-500), with optical character recognition quality surfaces. Normally invisible integral properties formulated in this paper include a chemical indicator for counterfeit protection and detection. Both sides readily accept all printing writing with typewriter, ball point pen, ink pen and pencil.

Physical characteristic include the following target attributes:

Basis weight	50.8 lbs. (25 x38-500)
Caliper	3.8 mils
Smoothness, both sides	27 Mullen
Tear, MD and CD	50
Porosity, minimum	10 sec/100c
Opacity	85
Stiffness MD and CD	50
Pick	14 Dennison wax
Formation	14
Dirt per MM parts	3

ADHESIVE – A crystal clear, non-yellowing firm acrylic pressure sensitive .001 inches thick with high peel and good shear strength. The adhesive must be long aging giving a permanent bond to a flat or curved glass surface. The adhesive must be applied during the printing process to uncured sun resistant inks so that a portion of the ink pigments will migrate into the adhesive, effectively making the inks an integral part of both the base material and the adhesive to further prevent unauthorized transfer. The adhesive must have excellent initial tack and high solvent resistance. The adhesive is to be placed over the sticker portion only.

RELEASE LINER – The protective liner which is placed over the adhesive is to be an easy release, silicone treated Kraft. Liner must have low elongation and high strength. Liner must be translucent so that all fact printing, number and colors can be easily read without removing or lifting the liner. An opaque liner is not acceptable. The liner as well as the base material must not wrinkle in changing humidity and will stay flat at all times. Liner and adhesive must cover entire face of the sticker portion. Liner and base material are to stay flat at all times and corners must not curl when liner is removed. **The liner must be furnished cleanly slit for easy removal.**

INKS – All printing, numbers and design work on the stickers shall be done using sun resistant inks which will stay in good legible condition for a minimum of one year after application.

DESTRUCTIBILITY – The stickers furnished must be destructible type. Once properly applied, the stickers must attain a tight enough bond to windshield that it will remain affixed for three years or until it is intentionally or manually removed. After the sticker had been applied and reasonable set-up times had lapsed, the sticker must provide a durable bond to a curved windshield and resist illegal transfer to the satisfaction of the using agency.

HANGING PERMITS – EXHIBITS G - S

These permits will NOT have adhesive but will be laminate-sealed with a minimum thickness after lamination of 18/1000”. Laminate seal must be positive without peeling after use.

NOTE: Some lots will have two types, some adhesive and some hanging permits. (See attached listing sheet).

MOTORCYCLE PERMITS – EXHIBIT F

Permits shall be for exterior use of surfaces of bare or painted metal, vitreous enamel, glass and painted wood. Permits shall be manufactured from 0.0025 destructible vinyl sheeting.

Adhesive shall be on the back of the permits, and shall be of a special formulated pressure sensitive adhesive which requires no water, solvent, or other wetting agent for activation. The adhesive shall be of a permanent type and not affected by extreme heat or cold. The pressure sensitive adhesive shall have a protective liner placed over it which shall also serve as a carrier sheet.

ADDITIONAL REQUIREMENTS:

1. Vendor must specify pricing for subsequent orders of each type permit. Parking Services may place sub orders anytime during the permit year. Orders will be in quantities of 100 per kind of individual permit.
2. All bidders must furnish with their bid evidence of capacity and experience for completing the job.
3. All bidders must submit 10 completed numbered permits that the bidder had produced for other users as evidence of material and quality. Sample must include example of the hanging permit type.
4. References: The bidder must submit, with the bid, a list of three users for whom the vendor has produced parking permits for similar complexity and quantity. The list must include the name and phone number of a person we can contact for verification their satisfaction with the vendors' product and service.
5. The successful bidder must have an assigned account representative available to assist the University in coordination all phases of the production and delivery of these permits. This representative may be required to travel to the University for any meetings, transporting of proofs, sample test and/or any additional services which are in direct relation to the printing of these permits. This travel shall be at no additional cost to the University.

PROOFS – REQUIRED

The successful vendor shall submit samples (proofs) of all items including color plus complete, intact, typical permits called for in these specifications, and in exhibits to the University of Massachusetts Amherst Parking Services for approval prior to production of the order. **Failure to secure such approval will result in the rejection of the delivered product.**

All permit quantities will be subject to change +/- 10%

TEMPORARY PERMIT SPECIFICATIONS – GENERAL

COLORS

Yellow – Canary

Pink – Cherry

SIZE: 3.75 X 6.75”

MATERIAL & DESIGN

100# Tag Stock. Prints 2 sides. 1 color front, 1 color back. Special Repeat Logos. Numbered in 2 places on front. Partial lamination with release liner.

BACK PLATE #1

TEXT FOR BACK OF HANGER TYPE PERMITS
ALL HANGER PERMITS (INCLUDING CARPOOL) **EXCEPT**
FIVE COLLEGE, MOBILE, CHILDCARE AND TRUSTEE PERMITS

HANG FROM REARVIEW MIRROR
OR
PLACE IN PLASTIC POUCH ON DRIVER'S SIDE
UPPER LEFT HAND CORNER OF REAR WINDOW
WHEN PARKED.
LOCK DOOR TO PREVENT THEFT.
NOT VALID FOR METERED OR RESERVED SPACES
OR
THE CAMPUS PARKING GARAGE.
THEFT OF PERMIT WILL RESULT IN FINE
AND/OR PROSECUTION.

The University is not responsible for theft of or damage to vehicles occurring on University property.

PLEASE REMOVE BEFORE VEHICLE IS IN MOTION.

Permit must be clearly displayed on rear view mirror or in a properly affixed plastic pocket which is available through Parking Services. The use of this permit by anyone other than the registered permit holder is prohibited. The permit **MUST** be displayed on vehicles displaying the license plate numbers submitted and on file with the application, renewal or change form. Permits are non-transferable between persons or vehicle plate numbers. Please contact Parking Services at 413-545-0065 or www-parking.admin.umass.edu with any questions or information you may need.

BACK PLATE #2

TEXT FOR HANGER TYPE PERMITS

TEXT FOR **GOLDEN MOBILE (M4)** AND **TRUSTEE** HANGER TYPE PERMITS ONLY

HANG FROM REARVIEW MIRROR
OR
PLACE IN PLASTIC POUCH ON DRIVER'S SIDE
UPPER LEFT HAND CORNER OF REAR WINDOW
WHEN PARKED.

LOCK DOOR TO PREVENT THEFT.
VALID IN UPPER LEVELS (2-6) OF THE PARKING GARAGE
AND AT METERED SPACES.
NOT VALID IN RESERVED SPACES.
THEFT OF PERMIT WILL RESULT IN FINE
AND/OR PROSECUTION.

The University is not responsible for theft of or damage to vehicles occurring on University property.

PLEASE REMOVE BEFORE VEHICLE IS IN MOTION.

Permit must be clearly displayed on rear view mirror or in a properly affixed plastic pocket which is available through Parking Services. The use of this permit by anyone other than the registered permit holder is prohibited. The permit **MUST** be displayed on vehicles displaying the license plate numbers submitted and on file with the application, renewal or change form. Permits are non-transferable between persons or vehicle plate numbers. Please contact Parking Services at 413-545-0065 or www-parking.admin.umass.edu with any questions or information you may need.

BACK PLATE #3

TEXT FOR HANGER TYPE PERMITS

TEXT FOR **SILVER MOBILE (M1)** HANGER TYPE PERMITS ONLY

This permit must be displayed with another valid UMass lot permit to be valid for all area parking. It may not be used to "UPGRADE" a lot assignment for all-day parking.
Abuse may result in permit restriction.

HANG FROM REARVIEW MIRROR

OR

PLACE IN PLASTIC POUCH ON DRIVER'S SIDE
UPPER LEFT HAND CORNER OF REAR WINDOW
WHEN PARKED.

LOCK DOOR TO PREVENT THEFT.

VALID IN UPPER LEVELS (2-6) OF THE PARKING GARAGE.

NOT VALID FOR METERED OR RESERVED SPACES.

THEFT OF PERMIT WILL RESULT IN FINE
AND/OR PROSECUTION.

The University is not responsible for theft of or damage to vehicles occurring on University property.

PLEASE REMOVE BEFORE VEHICLE IS IN MOTION.

Permit must be clearly displayed on rear view mirror or in a properly affixed plastic pocket which is available through Parking Services. It is the responsibility of the Department to maintain a daily use log indicating the date, time and person using the permit. In the event permit is lost or stolen, the Department must notify Parking Services immediately. To obtain replacement permit, the Department must pay the current prorated cost of the permit. Please contact Parking Services at 413-545-0065 or www-parking.admin.umass.edu with any questions or information you may need.

BACK PLATE #4

TEXT FOR HANGER TYPE PERMITS

TEXT FOR **RED MOBILE (M2)** HANGER TYPE PERMITS ONLY

HANG FROM REARVIEW MIRROR
OR
PLACE IN PLASTIC POUCH ON DRIVER'S SIDE
UPPER LEFT HAND CORNER OF REAR WINDOW
WHEN PARKED.
LOCK DOOR TO PREVENT THEFT.
VALID IN UPPER LEVELS (2-6) OF THE PARKING GARAGE.
NOT VALID FOR METERED SPACES OR RESERVED SPACES.
THEFT OF PERMIT WILL RESULT IN FINE
AND/OR PROSECUTION.

The University is not responsible for theft of or damage to vehicles occurring on University property.

PLEASE REMOVE BEFORE VEHICLE IS IN MOTION.

Permit must be clearly displayed on rear view mirror or in a properly affixed plastic pocket which is available through Parking Services. The use of this permit by anyone other than the registered permit holder is prohibited. The permit **MUST** be displayed on vehicles displaying the license plate numbers submitted and on file with the application, renewal or change form. Permits are non-transferable between persons or vehicle plate numbers. Please contact Parking Services at 413-545-0065 or www-parking.admin.umass.edu with any questions or information you may need.

BACK PLATE #5

TEXT FOR HANGER TYPE PERMITS

TEXT FOR **CHILDCARE** HANGER TYPE PERMITS ONLY

VALID IN THE LOADING AREA NEAR CHILDCARE
FACILITIES FOR 15 MINUTES ONLY.

HANG FROM REARVIEW MIRROR

OR

PLACE IN PLASTIC POUCH ON DRIVER'S SIDE
UPPER LEFT HAND CORNER OF REAR WINDOW
WHEN PARKED.

LOCK DOOR TO PREVENT THEFT.
THEFT OF PERMIT WILL RESULT IN FINE
AND/OR PROSECUTION.

The University is not responsible for theft of or damage to vehicles occurring on University property.

PLEASE REMOVE BEFORE VEHICLE IS IN MOTION.

Permit must be clearly displayed on rear view mirror or in a properly affixed plastic pocket which is available through Parking Services. The use of this permit by anyone other than the registered permit holder is prohibited. The permit **MUST** be displayed on vehicles displaying the license plate numbers submitted and on file with the application, renewal or change form. Permits are non-transferable between persons or vehicle plate numbers. Please contact Parking Services at 413-545-0065 or www-parking.admin.umass.edu with any questions or information you may need.

BACK PLATE #6

TEXT FOR BACK OF HANGER TYPE PERMITS

TEXT FOR FIVE COLLEGE (M5) HANGER TYPE PERMITS ONLY

HANG FROM REARVIEW MIRROR
OR
PLACE IN PLASTIC POUCH ON DRIVER'S SIDE
UPPER LEFT HAND CORNER OF REAR WINDOW
WHEN PARKED.

LOCK DOOR TO PREVENT THEFT.
NOT VALID IN THE PARKING GARAGE,
LOTS 62, 63, 65, OR AT METERED SPACES.
NOT VALID IN RESERVED SPACES.
THEFT OF PERMIT WILL RESULT IN FINE
AND/OR PROSECUTION.

The University is not responsible for theft of or damage to vehicles occurring on University property.

PLEASE REMOVE BEFORE VEHICLE IS IN MOTION.

Permit must be clearly displayed on rear view mirror or in a properly affixed plastic pocket which is available through Parking Services. The use of this permit by anyone other than the registered permit holder is prohibited. The permit MUST be displayed on vehicles displaying the license plate numbers submitted and on file with the application, renewal or change form. Permits are non-transferable between persons or vehicle plate numbers. Please contact Parking Services at 413-545-0065 or www-parking.admin.umass.edu with any questions or information you may need.

ADHESIVE PERMITS 2012-2013

EXHIBIT A

ADHESIVE FACE

Monday through Friday 7am - 5pm

Expires: 8/31/2013

Back Plate: Adhesive

Extra Text: None

Quantity	Color	Lot	Type	Begin #	End#
1000	YELLOW	11	ALL	13A110001	13A111000
1000	YELLOW	12	ALL	13A120001	13A121000
225	YELLOW	13	ALL	13A130001	13A130225
2225					

EXHIBIT B

ADHESIVE FACE

Monday 7am through Friday 5pm

Expires: 8/31/2013

Back Plate: Adhesive

Extra Text: None

Quantity	Color	Lot	Type	Begin #	End#
1100	PURPLE	22	ALL	13A220001	13A221100
1300	PURPLE	44	ALL	13A440001	13A441300
1500	PURPLE	49	ALL	13A490001	13A491500
3900					

ADHESIVE PERMITS 2012-2013

EXHIBIT C

ADHESIVE FACE

24 Hours

Expires: 8/31/2013

Back Plate: Adhesive

Extra Text: None

Quantity	Color	Lot	Type	Begin#	End#
70	BLUE	21	ALL	13A210001	13A210070
100	BLUE	29	ALL	13A290001	13A290100
15	RED	39	ALL	13A390001	13A3900015
120	BLUE	46	ALL	13A460001	13A460120
30	BLUE	47	ALL	13A470001	13A470030
20	BLUE	50	ALL	13A500001	13A500020
15	RED	54	ALL	13A540001	13A540015
50	RED	67	ALL	13A670001	13A670050
50	Mint Green - 3375C	RES STAFF	ALL	13ARS0001	13ARS0050
75	TEAL	LEVELS 2-6	ALL	13AUG0001	13AUG0075
50	TEAL	LEVEL 6	ALL	13AUG6001	13AUG6050
200	Teal - 1555C	NV	ALL	13ANV0001	13ANV0200
75	Teal 1555C	L	ALL	13ALI0001	13ALI0075
870					

ADHESIVE PERMITS 2012-2013

EXHIBIT D

ADHESIVE FACE

Monday through Friday 7am - 5pm

Expires: 8/31/2013

Back Plate: Adhesive

Extra Text: None

Quantity	Color	Lot	Type	Begin#	End#
75	BLUE	24	ALL	13A240001	13A240075
600	GREEN	25	ALL	13A250001	13A250600
450	GREEN	26	ALL	13A260001	13A260450
200	GREEN	27	ALL	13A270001	13A270200
75	RED	30	ALL	13A300001	13A300075
200	BLUE	31	ALL	13A310001	13A310200
225	BLUE	32	ALL	13A320001	13A320225
750	GREEN	33	ALL	13A330001	13A330750
200	GREEN	34	ALL	13A340001	13A340200
20	BLUE	35	ALL	13A350001	13A350020
75	RED	41	ALL	13A410001	13A410075
80	RED	42	ALL	13A420001	13A420080
125	RED	43	ALL	13A430001	13A430125
250	RED	45	ALL	13A450001	13A450250
40	RED	52	ALL	13A520001	13A520040
100	RED	62	ALL	13A620001	13A620100
75	RED	63	ALL	13A630001	13A630075
100	RED	64	ALL	13A640001	13A640100
120	RED	65	ALL	13A650001	13A650120
60	RED	66	ALL	13A660001	13A660060
80	RED	68	ALL	13A680001	13A680080
75	RED	71	ALL	13A710001	13A710075
3075					

ADHESIVE PERMITS 2012-2013

EXHIBIT E

ADHESIVE FACE

Monday through Friday 3pm - 8am

Expires: 8/31/2013

Back Plate: Adhesive

Extra Text: None

Quantity	Color	Lot	Type	Begin #	End #
75	Lavender - 5295C	NIGHT	ALL	13ANI0001	13ANI0075
75					

EXHIBIT F

ADHESIVE BACK

Monday through Friday 7am - 5pm

Expires: 8/31/2013

Back Plate: None

Extra Text: None

Quantity	Color	Lot	Type	Begin #	End#
125	YELLOW	CYCLE	ALL	13ACY0001	13ACY0125
125					

EXHIBIT G

HANGER

Monday through Friday 7am - 5pm

Expires: 8/31/2013

Back Plate: #1

Extra Text: None

Quantity	Color	Lot	Type	Begin #	End#
40	YELLOW	11	ALL	13P110001	13P110040
200	YELLOW	12	ALL	13P120001	13P120200
30	YELLOW	13	ALL	13P130001	13P130030
270					

PORTABLE PERMITS 2012-2013

EXHIBIT H

HANGER

Monday 7am through Friday 5pm

Expires: 8/31/2013

Back Plate: #1

Extra Text: None

Quantity	Color	Lot	Type	Begin #	End #
30	PURPLE	22	ALL	13P220001	13P220030
40	PURPLE	44	ALL	13P440001	13P440040
20	PURPLE	49	ALL	13P490001	13P490020
90					

EXHIBIT I

HANGER

Monday through Friday 7am - 5pm

Expires: 8/31/2013

Back Plate: #1

Extra Text: None

Quantity	Color	Lot	Type	Begin #	End#
300	BLUE	24	ALL	13P240001	13P240300
550	GREEN	25	ALL	13P250001	13P250550
150	GREEN	26	ALL	13P260001	13P260150
175	GREEN	27	ALL	13P270001	13P270175
50	RED	30	ALL	13P300001	13P300050
150	BLUE	31	ALL	13P310001	13P310150
500	BLUE	32	ALL	13P320001	13P320500
350	GREEN	33	ALL	13P330001	13P330350
300	GREEN	34	ALL	13P340001	13P340300
35	BLUE	35	ALL	13P350001	13P350035
175	RED	41	ALL	13P410001	13P410175
150	RED	42	ALL	13P420001	13P420150
170	RED	43	ALL	13P430001	13P430170
150	RED	45	ALL	13P450001	13P450150
80	RED	52	ALL	13P520001	13P520080
200	RED	62	ALL	13P620001	13P620200
200	RED	63	ALL	13P630001	13P630200
100	RED	64	ALL	13P640001	13P640100
325	RED	65	ALL	13P650001	13P650325
50	RED	66	ALL	13P660001	13P660050
80	RED	68	ALL	13P680001	13P680080
150	RED	71	ALL	13P710001	13P710150
30	BLACK	IN	ALL	13PIN0001	13PIN0030
4420					

PORTABLE PERMITS 2012-2013

EXHIBIT J

HANGER 24 HOURS

Expires: 8/31/2013
Back Plate: #1
Extra Text: None

Quantity	Color	Lot	Type	Begin #	End #
70	BLUE	21	ALL	13P210001	13P210070
100	BLUE	23	ALL	13P230001	13P230100
125	BLUE	29	ALL	13P290001	13P290125
35	BLUE	36	ALL	13P360001	13P360035
15	RED	39	ALL	13P390001	13P390015
175	BLUE	46	ALL	13P460001	13P460175
30	BLUE	47	ALL	13P470001	13P470030
20	BLUE	50	ALL	13P500001	13P500020
40	RED	54	ALL	13P540001	13P540040
75	RED	67	ALL	13P670001	13P670075
684	BLACK	RESERVED LOWER GARAGE	ALL	13PLG0001	13PLG0684
70	MINT GREEN	RES STAFF	ALL	13PRS0001	13PRS0070
250	TEAL	LEVELS 2-6	ALL	13PUG0001	13PUG0250
75	TEAL	LEVEL 6	ALL	13PUG6001	13PUG6075
75	TAN	WHEELCHAIR	ALL	13PSN0001	13PSN0075
40	TEAL	NV	ALL	13PNV0001	13PNV0040
30	TEAL	L	ALL	13PLI0001	13PLI0030
100	ORANGE	VENDOR	ALL	13PVE0001	13PVE0100
2009					

PORTABLE PERMITS 2012-2013

EXHIBIT K

HANGER

Monday through Friday 3pm-8am

Expires: 8/31/2013

Back Plate: #1

Extra Text: None

Quantity	Color	Lot	Type	Begin #	End#
50	LAVENDER	NIGHT	ALL	13PNI0001	13PNI0050
50					

EXHIBIT L

HANGER

Monday through Friday - 15 Minutes Only

Expires: 8/31/2013

Back Plate: #5

Extra Text: None

Quantity	Color	Lot	Type	Begin #	End#
60	PINK	CHILD CARE	ALL	13PCC0001	13PCC0060
60					

EXHIBIT M

HANGER

24 HOURS

Expires: 8/31/2013

Back Plate: #1

Extra Text: Snow Exempt

Quantity	Color	Lot	Type	Begin #	End #
125	BLUE	TRANSIT	ALL	13PTN0001	13PTN0125
125					

PORTABLE PERMITS 2012-2013

EXHIBIT N

HANGER

24 HOURS

Expires: 8/31/2013

Back Plate: #6

Extra Text: Five College

Quantity	Color	Lot	Type	Begin #	End #
25	MAROON	M5	ALL	13PM50001	13PM50025
25					

Note: Use alternate permit design #1

EXHIBIT O

HANGER

24 HOURS

Expires: 8/31/2013

Back Plate: #2

Extra Text: None

Quantity	Color	Lot	Type	Begin #	End #
100	PURPLE	TRUSTEE	ALL	13PTR0001	13PTR0100
100					

EXHIBIT P

HANGER

24 HOURS

Expires: Never

Back Plate: #2

Extra Text: None

Quantity	Color	Lot	Type	Begin #	End #
2	GOLD	M4	ALL	13PM40001	13PM40002
2					

PORTABLE PERMITS 2012-2013

EXHIBIT Q

**HANGER
24 HOURS**

**Expires: 8/31/2013
Back Plate: #3
Extra Text: None**

Quantity	Color	Lot	Type	Begin #	End #
200	SILVER	M1	ALL	13PM10001	13PM10200
200					

EXHIBIT R

**HANGER
24 HOURS**

**Expires: 8/31/2013
Back Plate: #4
Extra Text: None**

Quantity	Color	Lot	Type	Begin #	End #
25	SILVER	M2	ALL	13PM2001	13PM0025
25					

EXHIBIT S

**HANGER
24 HOURS**

**Expires: 8/31/2013
Back Plate: #1
Extra Text: CARPOOL**

Quantity	Color	Lot	Type	Begin #	End #
100	TEAL	<BLANK>	CARPOOL	13PCP0001	13PCP0100
100					

Contract Term:

This contract shall commence from January 1, 2012 through December 31, 2013 with the option to renew for an additional two (2) one-year terms based upon the mutual agreement of the awarded vendor.

1st Renewal Term: January 1, 2014 through December 31, 2014
2nd Renewal Term: January 1, 2015 through December 31, 2015

Subject to the appropriation of funds, may the University extend this contract for two (2) additional one-year periods. The adjustment(s) shall be based on the Consumer Price Index based upon mutual agreement of both parties. The adjusted contract unit price(s) or service price(s) shall not exceed five percent (5%) for any yearly renewal. The vendor shall notify UMass Parking Services ninety (90) days prior to any anniversary date for contract renewal of any anticipated increase exceeding said five percent (5%).

Initial your acceptance or denial of the contract renewal option below.

Yes, I agree with the contract renewal option on this RFB: _____

No, I choose not to do a contract renewal option on this RFB: _____

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.

Parking Regulations & Use of Walkways, etc.

All contractors’ vehicles and those of its employees working on those projects not involving contract limit lines shall be charged a fee for on-campus parking. On campus registration at the Parking Office shall be the responsibility of the Contractor. Unregistered vehicles not parked at a parking meter or in the Campus Center Garage are subject to a parking violation ticket and/or towing off-campus. Contractors are cautioned that parking regulations are strictly enforced by campus police. All costs, including fines and towing fees are the responsibility of the Contractor.

Vehicular traffic and parking on campus walkways, lawns and gardens is restricted. It shall be the responsibility of the Contractor(s) to request the proper permits from the Parking Office. Unauthorized vehicles will be ticketed and towed.

University Building:

The Contractor and his employees are prohibited from entering, using or being in any University building except for authorized business. Toilet facilities will be designated by the respective ordering department.

Nuisances Prohibited:

The committing of any nuisance on the land of the Commonwealth and adjacent property shall be rigorously prohibited and adequate steps taken to prevent it.

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.

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.

Invoices submitted to the University by the successful bidder for acquisitions under the contract will be itemized and priced out by the successful bidder in accordance with the figures contained in the bidder's response to this RFB. Therefore, bids must be inclusive. All payment shall be made in arrears, after services have been rendered to the satisfaction of the University.

W-9:

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".

Massachusetts Freedom of Information Law:

All bids and related documents submitted in response to this RFB are subject to the Massachusetts Freedom of Information Law, M.G.L. Chapter 66, and Section 10 and to M.G.L. Chapter 4, Section 7, Subsection 26, regarding public access to such documents. Statements in the bid response that are inconsistent with those statutes will be disregarded.

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:

The University of Massachusetts signed the President Obama'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.

Receipt of RFB from a Source Other than Issuing Office – WARNING:

Prospective bidders who have received this document from a source other than the Issuing Office should be aware that all official documents, including amendments, are posted on the University of Massachusetts Amherst Procurement web-site at: <http://www.umass.edu/procurement/bidsopen>

Bidders assume complete responsibility for obtaining all amendments, and will be bound by the terms of all amendments, even in the event that they do not receive direct communications from the Issuing Office prior to the closing date. It is the vendor's responsibility to check the University of Massachusetts Amherst Procurement web-site.

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 22, 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-4459***

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 14, 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 15, 2011. The contact information for this individual is:

<p style="text-align: center;">University of Massachusetts Amherst Rosemary A. Hassay, Purchasing Manager Fax: (413) 545-1643 Email: procurement@admin.umass.edu</p>

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.

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:** _____

Vendor Name: _____

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

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

Name of Person Submitting Bid: _____

Authorized Signature: _____