



# UNIVERSITY OF MASSACHUSETTS-AMHERST

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

Voice: 413-545-0361 Fax: 413-545-1643

E-mail: [procurement@admin.umass.edu](mailto:procurement@admin.umass.edu) Web Page: [www.umass.edu/procurement](http://www.umass.edu/procurement)

(THIS IS NOT AN ORDER)

## REQUEST FOR BID # CA12-RH-4357

		RFB Opening Date & Time: <b>Sept. 14, 2011 @ 1:00 PM</b>	
		Requested by: Rosemary A. Hassay Department: Procurement Department Phone: 413-545-0361 Date Prepared: 8/26/2011	
	Description	Unit Price	Total Price
	<b>BIDS ARE REQUESTED TO PROVIDE THE CAMPUS CONTRACT FOR MAILING AND RELATED SERVICES PER THE ATTACHED SPECIFICATIONS OR APPROVED EQUALS FOR THE BID OPENING ON <b>SEPTEMBER 14, 2011 @ 1:00 P.M. DST</b></b>		
	<b>The University reserves the right to make partial awards for the services requested or to make an award to more than one vendor.</b>		
	<b>Contract Term: October 1, 2011 through September 30, 2013 with the option to renew for two (2) additional one-year terms.</b>		

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

### IMPORTANT INFORMATION

- It is the bidder's responsibility to insure that their bid is received in its entirety by the University of Massachusetts, Procurement Department, 407 Goodell Building, 140 Hicks Way, Amherst, MA 01003-9334 by 1:00 PM on the bid opening date specified above. Bids received after the specified date/time or at a location other than what is listed in the RFB will be rejected and placed unopened in the bid file.
- Bids may be faxed provided that they are followed up by a hard copy with written signature within 5 days of the bid date. All faxed bids must be received by the Procurement fax by the date and time of the bid above. **No electronic bids will be accepted.**
- All prices are FOB Destination, delivery free of all charges to: University of Massachusetts Amherst at a location specified on a purchase order.
- Bidders must list their Taxpayer's Identification Number here: \_\_\_\_\_ - \_\_\_\_\_
- Bid may not be materially altered after the bids have been opened. Only the Director of Procurement can determine what a material alteration is.
- All prices must be submitted on a Net Basis. Unit price shall prevail in case of mathematical error.
- Bids on items that differ from specifications will be rejected at the discretion of the Director of Procurement. Proprietary names are quoted for informational purposes only and are not meant to limit competition. The right is reserved to accept the bid deemed best for the University.
- Exceptions to any terms and conditions contained herein or in the bid specifications, must be noted by bidder in bid. The Director of Procurement reserves the right to reject any bid that does not conform to the specifications.

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



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

**Campus Contract: Mailing and Related Services  
per the attached specifications**

**RFB# AA12-RH-4357**

**Bid Opening Date – September 14, 2011 @ 1:00 p.m. DST**

The University of Massachusetts Amherst is seeking bids from qualified vendors to provide the Campus Contract for mailing and related services. The University seeks a full service vendor that is able to handle all aspects of mailing as outlined in the attached specifications. The successful bidder will advise and work with UMass Mail Services with all applicable University departments throughout the contract term. Services shall be provided on an as needed, as called for basis, at the option of the University.

It is the UNIVERSITY'S desire to minimize the time and effort spent by the various departments to obtain multiple quotes or competitive bids through Procurement each time a mailing service is required. This contract will allow a streamlined method for all UNIVERSITY departments to quickly obtain a high level of service at a reasonable cost.

**Contract Term:**

This contract shall commence from October 1, 2011 through September 30, 2013 with the option to renew for an additional two (2) one-year terms based upon the mutual agreement between the University and the awarded vendor.

1<sup>st</sup> Renewal Term: October 1, 2013 through September 30, 2014

2<sup>nd</sup> Renewal Term: October 1, 2014 through September 30, 2015

All terms and conditions will remain the same for all option periods.

Subject to the appropriation of funds, may the University extend this contract for two (2) additional one-year periods? Initial your acceptance or denial of the contract renewal option below.

Yes, I agree with the contract renewal option in this RFB: \_\_\_\_\_

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

**Contract for Services:**

The selected vendor(s) will be required to enter into the standard University Contract for Services. The successful vendor must sign the standard University Contract for Services and agree to all Terms and Conditions listed. A copy of the University Contract for Services can be viewed at:

[http://www.umass.edu/procurement/Fill-In\\_Forms/CFSL\\_RE\\_060208.pdf](http://www.umass.edu/procurement/Fill-In_Forms/CFSL_RE_060208.pdf).

Respondents must indicate in their response if they are not willing to sign the Contract for Services without exception. Any vendor indicating that they are not willing to sign the University Contract for Services may be eliminated from the process either during the review process or during the final contact negotiation process at the discretion of the University.

**Insurance and Liability:**

The awarded vendor shall purchase and maintain at its sole cost and expense throughout the term of this Agreement adequate insurance coverage necessary for the performance of the work under the Contract. Such insurance should include but not be limited to the following types and amounts of coverage:

- a. The following minimum insurance coverage is required.
  - i) Workers' Compensation Insurance in compliance with applicable federal and state laws, including Employers Liability Insurance with limits of at least one million dollars (\$1,000,000) per occurrence.
  - ii) Automobile Liability Insurance covering owned, non-owned, and hired vehicles with combined limits for bodily injury and property damage of at least one million dollars (\$1,000,000) per accident. The policy must be endorsed to include the University as an additional insured.
  - iii) Commercial General Liability Insurance including products and completed operations liability, and contractual liability coverage specifically covering this Agreement, written on an occurrence form, with combined limits for bodily injury, personal injury, and property damage of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) per aggregate. The policy must be endorsed to include the University as an additional insured.
- b. All insurance maintained by the Contractor pursuant to this Agreement shall be written by insurance companies licensed to do business in the Commonwealth of Massachusetts. If the Contractor determines that any such insurance needs to be placed with surplus lines carriers not licensed by the Commonwealth of Massachusetts, written permission from the University is required. All insurance companies to be used by the Contractor must have a Best's Rating of not less than A- and be reasonably acceptable to the University.
- c. If requested by the University in writing, the Contractor shall furnish certified copies of the aforementioned policies to the University's designated representative.
- d. All insurance maintained by the Contractor shall provide that insurance for the benefit of the University shall be primary and the University's own insurance shall be non-contributing. The Contractor shall provide the University with certificates of insurance evidencing the above referenced insurance policies within ten (10) days of the execution of this Agreement.
- e. The certificates shall contain an unequivocal provision that the University shall be given thirty (30) days prior written notice of cancellation, material change, or non-renewal of the coverage.
- f. Contractor shall cause its subcontractors to purchase, carry, and maintain all insurance coverage and coverage limits that Section requires Contractor to have.
- g. Contractor's and/or Contractor's subcontractor's failure to provide or to continue in full force the insurance that this section requires shall be a material breach of this Agreement and may, at the sole determination of the University, result in termination of this Agreement for cause.

### **Bid Evaluation and Invitation to Present**

A Selection Committee representing the University will review the bid offers and select the bid(s) whose product, pricing, services, availability, and references have the most appeal to the University. The selected bidder(s) may be invited to come to the Amherst Campus to make a formal presentation to the Selection Committee. **It is projected that the invitation will be extended within two weeks after the bid closing date. The presentation shall be made by the bidder(s) at the University within ten (10) days thereafter.** The bidder's failure to make such a timely presentation may be grounds for rejection of the bid, at the option of the University.

The award will be made to the bidder who, in the opinion of the Selection Committee, offers the best overall package. The evaluation will include, but will not necessarily be limited to, the following (in rank order of importance to the University):

- Record of demonstrated ability to successfully execute the services as specified in bid specifications.
- Cost to the UNIVERSITY.
- Conformance with bid specifications herein.
- Vendors adhere to University Data Security Policies
- Vendors that utilize PAVE®, CASS®, DPV® and LACSLink® certified software.
- Vendors must utilize Intelligent Mail Barcode (IMB) and meet Merlin eligibility requirements.

- Vendor possesses non-profit authorization for entry point drop shipment of completed mail.
- Knowledge of non-profit eligibility requirements to advise customers and assure compliance.
- Staff and resource commitment and capabilities, including resources committed to staff assistance and problem-solving.

The bids will be evaluated based on a point system. The criteria and their assigned points will be placed in a sealed envelope in the bid file prior to the bid opening date and time, for use by the Selection Committee during the award process.

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

### **Specifications:**

#### **Mail Specific Requirements:**

- Vendor possesses non-profit authorization for entry point drop shipment of completed mail.
- Mail processed to maximize automation discounts and be CASS® certified. Documentation form 3553 produced on request of UMASS.
- Must use Intelligent Mail Barcode (IMB) and meet MERLIN eligibility requirements.
- Copies of verified 3602's made available on request.

#### **Mail List Rental Requirement:**

- Lists provided by a broker must be no older than 60 days.
- Broker provided lists must have a 90 percent accuracy rate guarantee.

#### **Postage:**

Preference will be given to vendors that will process mailings and bill UMass for the postage component. (i.e., do not require a check for postage with the order). Use of the University mailing permit is not allowed.

#### **Estimated Volume/Quantities:**

It is estimated that the University will process approximately 30,000 to 500,000 pieces per year thru the vendor(s) awarded the contract. Any approximated quantity is an estimate only and is in no way to be construed as a guarantee of usage. Actual usage could vary considerably from any figures contained herein (plus or minus).

#### **Written Quotes – Valid University Purchase Order:**

The Contractor will provide a written quote to the requesting department for the particular job within 24 hours of such a request, which will be itemized based upon the postage prices, terms, and conditions contained in the response to this RFB. It is the responsibility of the Contractor to insure that they have a valid, encumbered University Purchase Order in hand to cover the job prior to the commencement of work.

#### **Bidders Exception to Contract Terms and Conditions:**

If bidder takes exception to any of the contract terms and conditions contained herein, it must be so noted in the bid. Such an exception may be grounds for rejection of the bid, at the option of the University.

#### **References:**

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.

### **Bid Rejection**

1. The University reserves the right to reject any or all bids, wholly or in part, and to request any additional information it deems necessary to support the bids, including, but not necessarily limited to, bidder's technical, service, and financial qualifications. The University further reserves the right to make the award in a manner deemed in the best interests of the University.

### **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.

### **Termination of the Contract:**

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

### **Obligations in Event of Termination:**

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.

### **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.

### **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.

### **Compensation:**

Invoices submitted to the University by the successful bidder for work done 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, Part 3, and The Bid Response.

Therefore, bids must be all inclusive. All payments shall be made in arrears, after services have been rendered to the satisfaction of the University.

**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

**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.

### **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.

### **New Vendors – W-9 Form:**

The successful bidder will be required to provide original signed W-9 form to the University if they are not already a recognized University vendor. A copy of this form can be accessed at: [www.umass.edu/procurement](http://www.umass.edu/procurement) - Click on "Forms" – Click on "University of Massachusetts Substitute W-9 Form.

### **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's Climate commitment in 2007. See link for more information: [www.presidentsclimatecommitment.org](http://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 purpose 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):**

Treasurer’s 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.

**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 their bid response to the following address by **September 14, 2011 at 1:00pm, DST at which time the bids will be opened and publicly read.** Bids shall be clearly marked and addressed to:

**University of Massachusetts  
Procurement Department  
407 Goodell Bldg. ~ 140 Hicks Way  
Amherst, MA 01003  
Fax 413-545-1643  
*Attention: RFB# AA12-RH-4357***

Only bids that are received by the bid opening date and time will be considered. The UNIVERSITY reserves the right to reject any or 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.

The bidder may not materially alter its bid response after the bids have been opened. Only the Director of Procurement may deem what constitutes a material alteration to a bid.

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. Unless otherwise specified in this RFB, all communications, responses, and documentation must be in English. All late bids will not be considered, and will be placed, unopened, in the bid file. Faxed bids will be accepted, provided the original is received within 5 working days after bid deadline submission date.

**No electronic bids will be accepted.**

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, September 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 by 5:00 pm on September 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](mailto:procurement@admin.umass.edu)**

The University will extend the due date by written addendum if such information significantly amends this request for bid or makes compliance with the original proposed due date impractical.

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 Form**

**CA12-RH-4357**

**Campus Contract: Mailing and Related Services**

**Bid Opening Date: September 14, 2011 @ 1:00 pm DST**

**I. Indicate your software used:**

- PAVE® Certified                      Yes: \_\_\_\_\_ No: \_\_\_\_\_
- CASS®, Certified                      Yes: \_\_\_\_\_ No: \_\_\_\_\_
- DPV® Certified                      Yes: \_\_\_\_\_ No: \_\_\_\_\_
- LACSlink® Certified                      Yes: \_\_\_\_\_ No: \_\_\_\_\_

**II. Does your company use Intelligent Mail Barcode (IMB):**    Yes: \_\_\_\_\_ No: \_\_\_\_\_

**III. Is the bidder prepared to pay postage up front and bill the University later:**    Yes: \_\_\_\_\_ No: \_\_\_\_\_

**IV. Are your references included with this bid response:**    Yes: \_\_\_\_\_ No: \_\_\_\_\_

**V. Have you included the certificate of insurance with your bid response:**    Yes: \_\_\_\_\_ No: \_\_\_\_\_

<b>RFB - CA12-RH-4357 - Campus Contract: Mailing &amp; Related Services - Bid Response Form</b>	
<b>Task Description</b>	<b>Bid Price</b>
<b>Pick-up of mailing from UMass or printer/vendor</b> (Hampshire, Hampden and Franklin Counties)	Cost per pick-up
Letters/cards - up to 10,000	
Letters/cards - over 10,000	
Flats - 200 - 10,000	
Flats - over 10,000	
<b>File conversion/list set-up including CASS/DPV/LACS &amp; Presort</b> (List supplied by UMass on disc or E-mail)	Cost/Piece
Letters/cards - up to 10,000	
Letters/cards - over 10,000	
Flats - 200 - 10,000	
Flats - over 10,000	
<b>NCOA Processing</b>	Cost/piece
Letters/cards - up to 10,000	
Letters/cards - over 10,000	
Flats - 200 - 10,000	
Flats - over 10,000	

<b>Creation of person greetings/salutations</b>	Cost/piece
Letters/cards - up to 10,000	
Letters/cards - over 10,000	
Flats - 200 - 10,000	
Flats - over 10,000	
<b>Postal Prep- Sorting, Banding &amp; Traying</b>	Cost/piece
Letters/cards - up to 10,000	
Letters/cards - over 10,000	
Flats - 200 - 10,000	
Flats - over 10,000	
<b>Delivery to Bulk Mail Center (BMC)</b>	Cost/piece
Letters/cards - up to 10,000	
Letters/cards - over 10,000	
Flats - 200 - 10,000	
Flats - over 10,000	
<b>Inkjet directly on piece - name, address, barcode, indicia, return address</b>	Cost/piece
Letters/cards - up to 10,000	
Letters/cards - over 10,000	
Flats - 200 - 10,000	
Flats - over 10,000	
<b>Print Paper Label: including cost of label &amp; affixing to the piece</b>	Cost/piece
Letters/cards - up to 10,000	
Letters/cards - over 10,000	
Flats - 200 - 10,000	
Flats - over 10,000	
<b>Wafer Seal - 1" - supply and affix Color: Clear</b>	Cost/piece
Letters/cards - up to 10,000	
Letters/cards - over 10,000	
Flats - 200 - 10,000	
Flats - over 10,000	
<b>Wafer Seal - 1" - supply and affix Color: White</b>	Cost/piece
Letters/cards - up to 10,000	
Letters/cards - over 10,000	
Flats - 200 - 10,000	
Flats - over 10,000	
<b>Wafer Seal - 1" - supply and affix Perforated - 8 per inch</b>	Cost/piece
Letters/cards - up to 10,000	
Letters/cards - over 10,000	
Flats - 200 - 10,000	
Flats - over 10,000	
<b>Wafer Seal - 1.5" - supply and affix Color: Clear</b>	Cost/piece
Letters/cards - up to 10,000	
Letters/cards - over 10,000	
Flats - 200 - 10,000	
Flats - over 10,000	

<b>Wafer Seal - 1.5" - supply and affix Color: White</b>	Cost/piece
Letters/cards - up to 10,000	
Letters/cards - over 10,000	
Flats - 200 - 10,000	
Flats - over 10,000	
<b>Laser Print Forms/Letters</b>	Cost per page
Letters/cards - up to 10,000	
Letters/cards - over 10,000	
<b>Inserting into envelope &amp; sealing - 1st piece - machine fed</b>	Cost/piece
Letters/cards - up to 10,000	
Letters/cards - over 10,000	
Flats - 200 - 10,000	
Flats - over 10,000	
<b>Inserting into envelope &amp; sealing - each additional piece - machine fed</b>	Cost/piece
Letters/cards - up to 10,000	
Letters/cards - over 10,000	
Flats - 200 - 10,000	
Flats - over 10,000	
<b>Inserting into envelope &amp; sealing - 1st piece - hand inserting</b>	Cost/piece
Letters/cards - up to 10,000	
Letters/cards - over 10,000	
Flats - 200 - 10,000	
Flats - over 10,000	
<b>Inserting into envelope &amp; sealing-each additional piece - hand inserting</b>	Cost/piece
Letters/cards - up to 10,000	
Letters/cards - over 10,000	
Flats - 200 - 10,000	
Flats - over 10,000	
<b>Folding - (if done separately from inserting)</b>	Cost/piece
Letters/cards - up to 10,000	
Letters/cards - over 10,000	
Flats - 200 - 10,000	
Flats - over 10,000	
<b>Sealing - End or side (if done separately from inserting)</b>	Cost/piece
Letters/cards - up to 10,000	
Letters/cards - over 10,000	
Flats - 200 - 10,000	
Flats - over 10,000	
<b>Affix Live Stamp</b>	Cost/piece
Letters/cards - up to 10,000	
Letters/cards - over 10,000	
Flats - 200 - 10,000	
Flats - over 10,000	

<b>Delivery of extra pieces to Umass or Vendors</b>	Cost / Job
Letters/cards - up to 10,000	
Letters/cards - over 10,000	
Flats - 200 - 10,000	
Flats - over 10,000	
<b>Fulfillment of orders</b> (Receive order form/ fee directly from customer - mail product - reimburse UMass - maximum 7-day turnaround)	Cost/piece
Letters/cards - up to 10,000	
Letters/cards - over 10,000	
Flats - 200 - 10,000	
Flats - over 10,000	
<b>Other services available from bidder</b> (Itemize and price out in manner similar to above)	

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

**Vendor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_

**Name of Person Submitting Bid:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

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

**Reference #1**  
**Company Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

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

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

**Reference # 2**  
**Company Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

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

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

**Reference #3**  
**Company Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

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

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

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

**Vendor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_

**Name of Person Submitting Bid:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_