Listed below are vendor questions that were received prior to the requested deadline and the corresponding answers for RFB# AA17-RH-5150 – Dilution Refrigerator for the TolTEC Project per the following specifications or approved equal.

The original bid opening date will remain as scheduled for November 23, 2016 @ 1:00 pm EDT

Question #1: I am a little confused…In the BID it has the following statement highlighted in yellow although the address is not? Do I also have to submit a hard copy to the University along with the electronic copy of [1]? All by November 23, 2016 @ 1:00 pm EDT.

“Bidders shall deliver one (1) copy of their bid response in its entirely including supporting documentation as required in the bid specifications to Bid Express via: [1] by November 23, 2016 @ 1:00 pm EST at which time the bids will be opened and publically read. Bids shall be clearly marked and addressed via Bid Express…”

Answer # 1:

All bid responses are to be submitted to Bid Express.

The reason for the wording below is that some vendors have submitted multiple copies of their bid response to Bid Express. The University asks that vendors submit only one copy of their bid response to Bid Express.

Introducing Bid Express

The University of Massachusetts Amherst is accepting electronic bids via www.bidexpress.com website. All bidders must first register on the bidexpress.com website and create an Info Tech Digital ID. Registration and Digital ID creation are free.

It can take up to five (5) business days to process your Digital ID and it is highly recommended that a Digital ID be enabled 48 hours in advance of submitting an electronic bid.

Please plan accordingly.

Exceptions to submitting thru Bid Express will only be made in extenuating circumstances as deemed appropriate by the Director of Procurement and Campus Services, John O. Martin. Note that failure of the vendor to allow enough time to register, get a digital I.D. or meet other required steps will NOT be considered as an extenuating circumstance.

A fee of $25 will be incurred for those who wish to bid electronically on a pay-per solicitation basis; alternatively, you may subscribe for $50 per month to have access to bid on all solicitations and email notifications. Learn more in this vendor overview

For additional guidance, please contact the Bid Express team at toll free (888) 352-2439 (select option 1) or at support@bidexpress.com
Question #2: Is there more terms and conditions I should be aware of other than those listed in the RFQ. PART II – TERMS AND CONDITIONS page 11.

Answer #2: Before any vendor submits a bid response it is important that the entire RFB be read and understood. The entire bid document, which consists of 25 pages and any links noted are the terms and conditions of the RFB.

Question #3: I looked for this form on the WEB location in 1.6.1 University Contract for Services? Please guide me in or send me the .pdf. I cannot find it? Does this need to be signed and submitted with the RFB?

Answer #3: To access the University Contract for Services please go to: http://www.umass.edu/procurement

This should bring you to the UMass Procurement & Campus Services Home Page

In the left hand column, lay your cursor over the fourth item down entitled: “Forms”

In the drop box – Click on “Purchasing”

This should bring you to a page entitled: “Purchasing Forms”

There is a hyperlink entitled: “Contract for Services-Long Form” - click on the hyperlink to view the CFS-Long Form and its contents.

No, you do not need to sign this document with your bid response.

It is important, though, for you to be aware and understand this document. Please review Section 1.6 of the RFB which is listed below on the details for the Contract for Services in relationship to this Request for Bids.

1.6 **Contract for Services:**

1.6.1 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. Reference Forms – Contract for Services – Long Form.

1.6.2 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.

1.6.3 Submit as part of your Bid Response – Appendix A – any proposed Amendments to the University’s Contract for Services and the proposed Scope of Services to be included as an Amendment to this Agreement.