



**University of Massachusetts Amherst
Department of Procurement**

**Request for Bids:
Canvas Tote Bags with UMass Logo
per the attached specifications**

**RFB# AA08-RH-2709
Bid Opening Date – April 8, 2008 @ 2:00 p.m.**

New Student Orientation - 2008

- **White or natural canvas tote bags with maroon handles and outside pocket.**
- **Quantity: 2,300 bags**
- **Size: approximately 16" x 12" x 5"**
- **Imprinted with the University of Massachusetts seal in maroon ink. (artwork attached)**
- **All prices are FOB Destination, delivery free of all charges to: University of Massachusetts, Amherst at the location specified on the purchase order.**
- **Delivery: must deliver no later than June 5, 2008 and not before June 2, 2008. Future delivery information will be given to the awarded vendor by Jeanne Horrigan, Director of New Student Orientation – Phone: 1-413-545-2621.**
- **Samples: Quality will be an important consideration in selecting the successful bidder. Please submit one (1) samples of your best work on same or similar quality / grade fabric as specified. Identify fabric stock on samples. Sample of tote bags is required with the bid submission.**
- **References: At lease three (3) references (past and present clients with similar requirements), including the company name, telephone number and contact person. By submitting this information, bidder authorizes the University to contact these or other clients for purposes consistent with the review of this proposal.**

