



**University of Massachusetts Amherst
Department of Procurement**

**Request for Bids:
Printing of the University of Massachusetts
“Living in Community” Booklet
per the attached specifications**

**RFB# AA08-RH-2740
Bid Opening Date – April 29, 2008 @ 1:00 p.m.**

Housing and Residence Life at the University of Massachusetts Amherst is requesting bids for the *Living in Community Booklet*, specifications attached herewith.

These materials are being designed by Adrienne Cremins, Multimedia Designer for Housing and Residence Life.

BOOKLET - Size: 44 pages + cover

Dimensions: Final size is 8 ½” wide x 11” deep

Binding: White wire-o binding on 11” side

Color: Four color throughout - No bleeds

Stock: Cover: International Paper Carolina C2S 9 PT or approved equivalent with aqueous coating on both sides

Inside pages: International Paper Accent Opaque White Text 70# smooth or approved equivalent

Please provide additional pricing and samples for equivalent submissions.

Quantity: 500 copies

FOB: Amherst, MA

Delivery no later than June 1, 2008.

Please include two rounds of proofs.

- It is expected that the printer will work closely with Adrienne Cremins, and the printer shall know that all required reviews and press checks will be performed by Ms. Cremins.
- Printers will be responsible for absorbing all delivery costs associated with the production of this piece, not to be limited to routing proofs, draw downs, and other pertinent materials, to and from the designer.
- When providing your pricing, the instructions on the cover memo and printing specifications must be followed exactly, with no substitutions or omissions, or you may be disqualified for an incomplete response.
- Bidders are responsible for the completeness and accuracy of their bid responses. The University will not increase the Purchase Order to the successful vendor for omissions or oversights that are not the fault of the University or its agents.
- Author’s alterations and any other additional costs that may arise during the pre-press or on-press stages must be negotiated with Housing and Residence Life, or our designee, at the time of occurrence. No author’s alterations or other additional charges will be paid by Housing and Residence Life that have not been confirmed, in writing, and accepted by both parties *prior to performance of this service* and submission of a final invoice.
- All bidders shall be advised that Housing and Residence Life will not accept more than three percent (3%) over run for this project. There shall be no under runs.
- The successful bidder will have ten (10) working days from receipt of the job for delivery to campus.

The University reserves the right to reject any or all bids, in whole or in part and to make an award in a manner deemed to be in the University’s best interest.