



University of Massachusetts Amherst
Department of Procurement
Request for Bids:
Printing of the “Peer Mentor Handbook”
per the attached specifications

RFB# AA08-RH-2762
Bid Opening Date – May 20, 2008 @ 1:00 p.m.

Housing and Residence Life at the University of Massachusetts Amherst is requesting bids for the *Peer Mentor Handbook*, specifications attached herewith. These materials are being designed by Adrienne Cremins, Multimedia Designer for Housing and Residence Life.

Size: 112 pages + Front and back covers + 6 tabbed dividers, with tabs cut on 11” side

Dimensions: Final size of cover and dividers is 9” wide x 11” deep
Final size of inside pages is 8 ½” x 11”

Binding: White wire-o binding on 11” side

Color: Four-color throughout, no bleeds

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

Tabbed Dividers: International Paper Accent Opaque Smooth Cover White 80# or approved equivalent

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

Please provide additional pricing and samples for equivalent submissions.

Quantity: 100

Deliver FOB Amherst, MA no later than July 15, 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.