



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

**Printing of the Undergraduate Admissions Three (3) Book Series
per the attached specifications**

**RFB# AA08-RH-2808
Bid Opening Date – June 17, 2008 @ 1:00 p.m.**

SECTION 1 - GENERAL INFORMATION

1.1 INVITATION

The Office of Student Affairs and Campus Life at the University of Massachusetts Amherst hereafter referred to as the UNIVERSITY, requests bids on the printing of the Undergraduate Admissions Three (3) Book Series. These are critical documents used by the University to recruit new students and as such must be of the highest quality possible. Because of this any vendors bidding on this project must be able to meet all the criteria listed in this RFB.

1.2 BID EVALUATION CRITERIA

The following factors will be used by the UNIVERSITY, in the evaluation and selection of the vendor, ranked in order of importance:

1. Bidder's ability to meet the qualifications listed in this RFB
2. Bidder's references – including past work for the University
3. Bidder's samples of similar product (as described in Section 3)
4. Cost to the UNIVERSITY
5. Bidder's ability to meet the University's delivery schedule

A complete set of criteria is sealed and placed in the RFB folder for future use in case of any bid protests. The committee will read the bids and score them based on values assigned to each criterion. The points assigned to each criterion are not made public until after the bid is awarded to preserve the integrity of the bid process. Please note that some criteria may be assigned values equal to other criteria.

SECTION 2 – SPECIFICATIONS

The product consists of three separate, different books.

Each of the three books consists of 12 pages in length, plus cover.

2.1 Quantity

Please provide bids for three possible quantities, three (3) lots of each:

50,000 + 5% maximum

75,000 + 5% maximum

100,000 + 5% maximum

2.2 Number of Pages

12 pages + 8 panel cover (full pages fold-off of the inside front and back covers)

2.3 Trim Size

7.5 x 10.5" finished

2.4 Stock – no substitutions allowed

100# Cougar Opaque Cover

80# Cougar Opaque Text

2.5 Art Work

UMass Amherst will provide photographic prints as well as artwork on disk. Documents will be delivered as Adobe InDesign CS3 files. All artwork will remain the property of the University of Massachusetts Amherst.

2.6 Preparation and Proofing

Process & trap files, 2 rounds loose color (includes one full round of color correction), 1 full Large Format Inkjet (LFI), 1 full Color Approval proof.

Four-color images: (for each of three books)

4 full spread

4 full page

4 quarter page or smaller

All pictures will be provided as photographic prints to be scanned by the printer.

It will be the responsibility of the printer to produce accurate color proofs at no additional charge to the University no matter how many proofs and color correction comments are required to achieve a level of quality which is satisfactory to the University.

If the University requests any photo retouching (for instance, if the University asks to remove a logo from an image), this work must be quoted and approved before the printer moves forward with the request. Work done without the written permission of the University will not be paid for.

2.7 Presswork

4C + 3PMS + Satin Aqueous//2 sides - Important - no substitutions of materials or process.

2.8 Bindery

Letterpress score cover, fold, stitch, trim, bulk pack in cartons

2.9 Delivery

- a. Location: All delivery and handling costs are to be included in bid. Delivery will be made to the University of Massachusetts Amherst Campus, Amherst, MA 01003. Multiple campus delivery sites may be required.
- b. Date: The full quantity of books must be delivered no later than 30 calendar days after receipt of the files. By submitting a bid vendor agrees that this delivery date will be met.

SECTION 3 – MISCELLANEOUS

3.1 Samples

All vendors must submit at least 5 samples of comparable printing jobs to this RFB (7 color + satin aqueous coating on uncoated paper, images scanned from photographic prints.) Failure to submit samples may disqualify vendor's bid.

3.2 Accuracy of Bid 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 due to the fault of the University or its agents. All changes must be approved in writing.

SECTION 4 - BID RESPONSE

4.1 Background Information

Bidders shall submit a detailed proposal that includes the following information:

- a. A history of the company
- b. At least five samples of similar work (7 color + satin aqueous coating on uncoated paper, images scanned from photographic prints.) Please forward these samples *by the bid opening date* with your bid response. Please mark your company's name and the bid number on the samples you provide.
- c. A paper dummy of the books specified in this RFB. (Because the three (3) books in this series are identical in construction, vendors need only submit one (1) paper dummy. Please clearly mark the name of your company on the front of the paper dummy.)
- d. At least three references (past and present clients with similar requirements), including the company name, address, telephone number, contact person and E-mail address. Supporting documentation must be included with the bid, either in the form of a list of clients with contact information, and/or letters of recommendation on client letterhead. By submitting this information, bidder authorizes the UNIVERSITY to contact these or other clients for purposes consistent with the review of this proposal.

4.2 Cost

- a. Any additional charges must be so noted and returned with this bid otherwise no other costs will be considered or allowed.
- b. Vendors may fill in their complete cost on the cover sheet of this RFB or include a separate cost sheet with full breakdown of all costs with their bid response.

4.3 Bidder's 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 proposal. Such an exception may be grounds for rejection of the proposal, at the option of the University.

4.4 Bid delivery and opening Location

All bids must be delivered to the following location prior to the bid opening date specified below. Bidders shall deliver one (1) original and *four (4)* copies of their bid to the following address by **1:00pm EDT on June 17, 2008** at which time the bids will be publicly opened and read:

University of Massachusetts Procurement Department 407 Goodell Building 140 Hicks Way Amherst, MA 01003-9334 Attn: RFB# AA09-RH-2808
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It is the sole responsibility of the bidder to ensure that its bid is delivered to the Procurement Department in its entirety by the due date and time. Late bids, or bids delivered to other than the location stated above will not be considered and will be placed, unopened, in the bid file.

The successful vendor must:

1. Provide a plant tour if requested by the University,
2. Utilize an 8-unit sheet-fed press such as the MAN Roland 700 series w/Inline Aqueous Coating Unit.
3. Complete all printing in three business days. This job requires onsite supervision. The university has allotted 3 days of resources for press supervision.
4. Print and coat in one pass to insure the highest quality product.
5. No substitutions or alternative approaches accepted
6. Guarantee accurate color by matching proofs to press sheets
7. Letterpress score to maintain the highest quality product.
8. Bind and finish in house to insure quality control.
9. Important Note: If the vendor does not have the equipment listed in any of the items above and wishes to submit an alternate they must note the specific section of the RFB and submit a complete list of the equipment that they wish to substitute. The substituted equipment must produce the high quality standards that the University requires. The University reserves the right to reject alternate equipment if it is deemed in the best interests of the University.

In order to insure quality, except for shipping, no part of this job may be brokered out to another vendor.

Contractor Name:

Bid Submitted By: _____
Signature and Title

Print Name: _____

Bidder's Contact Person's Name Title for Questions or Points of Clarification:

Telephone No. (toll free number, if available)

Fax No.

E-Mail Address: