



**University of Massachusetts Amherst
Department of Procurement**

**Request for Bids:
Annual University of Massachusetts Contract
“Binding and Finishing”
per the attached specifications**

**RFB# CA09-RH-2744
Bid Opening Date – May 15, 2008 @ 1:00 p.m.**

FISCAL 2009 ANNUAL CONTRACT FOR BINDING AND FINISHING

NOTICE: Successful vendor shall not accept any job without first receiving a hard copy purchase order, electronic or actual, that bears the signature of the Director of Procurement, University of Massachusetts.

Please submit bids based on specifications provided. Actual jobs may vary; specifications are to insure equality of bid basis. All prices include pick-ups and deliveries by vendor at UMass, Amherst. Third party pickups and deliveries by mutual consent only. Press checks by UMass personnel, beyond 90-mile radius of Amherst will be at vendor’s expense.

CONTRACT TERM: July 1, 2008 through June 30, 2009.

BASIC JOB includes standard pre-press services, low resolution digital proof for approval (high resolution digital proof on 4/C Process work), collating, folding, trimming, packaging, and delivery as noted below in Delivery Schedule. **Please read all information before figuring prices.**

DISK. Jobs are ordinarily supplied on CD. Normal output required is 2540 dpi.

DELIVERY SCHEDULE. Average publications will require a low resolution digital proof (plus a high resolution digital proof on 4/C Process work) within three (3) working days from receipt of files, followed by printing and delivery within five (5) working days of approval of final proof. More extensive publications will require a mutually agreed upon schedule arranged through Creative Services.

Delivery will be to the Receiving Room, Physical Plant Bldg., or another designated building, at the University of Massachusetts, Amherst. Return CD and/or all artwork plus 20 samples of each job to the Creative Services, Munson Hall, University of Massachusetts, Amherst, MA 01003.

PRICING. *Please read all information before figuring prices.* All prices are *exclusive of paper stock and cost of die.*
To calculate total cost, vendor must *add* price of paper to the printing charges.

FILES/ARTWORK. Digital files created by printer become the property of UMass.
Printer to archive a copy of files for a minimum of three (3) years.

Please advise of any additional charges which could be incurred, but are not specifically requested on these pages.

INVOICES must be itemized according to specifications. Invoices not itemized may be returned to vendor for clarification.

OVERRUNS/UNDERRUNS. The University will accept no more than 3% Overs/Unders.

Inquiries on clarification of the printing and production specifications should be directed to CREATIVE SERVICES at 413.545.0123.

Vendor Name: _____

Date: _____

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I. DIE CUT OR EMBOSS COVER (and print, if specified, **one side only**).

Page size: **8-1/2" x 11" with 4-1/2" x 2-1/2" round corner die cut window.**

Placement of die on cover may vary.

	100	200	300	Add'l 100s (up to 1,000)	Add'l 500s (over 1,000)
Die Cut Only No Printing	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Die Cut and Print	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Print Only No Die Cut	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Add'l Cost to Emboss*	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

*Exclusive of cost to produce die. The cost of a die varies greatly due to changes in size, complexity and other factors. Prices for embossing dies are to be quoted based on actual specifications at or before time of order.

PAPER STOCK	100	200	300	Add'l 100s (Up to 1,000)	Add'l 500s (over 1,000)
Carolina 12 pt. C1S	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cougar Opaque, 80# cover	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mohawk Via, 80# cover	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mohawk Vellum, 65# cover	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Paper prices will also apply if blank stock only is ordered (e.g., back covers; no print, no die-cut). Please attach price schedule, if available, for various standard sizes and styles of embossing dies.

Vendor Name: _____

Date: _____

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II. POCKET FOLDERS

Size (flat): 19-3/4" x 11-3/4" with two 4-1/2" high or 5" high pockets. No Bleeds.

(Folders to be printed flat, one side, and die cut, scored, glued, and fabricated.)

	100	200	300	Add'l 100s (up to 1,000)	Add'l 500s (over 1,000)
Black Ink Only	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1 PMS Ink Only	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Black plus one PMS Ink	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Two PMS Inks	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4/C Process	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Varnish	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Additional for Business Card Slits in One Pocket	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

PAPER STOCK	100	200	300	Add'l 100s (Up to 1,000)	Add'l 500s (over 1,000)
Carolina 12 pt. C1S	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cougar Opaque, 80# cover	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mohawk Via, 80# cover	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mohawk Vellum, 65# cover	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____