



University of Massachusetts Amherst
Department of Procurement

Request for Bids:
Annual University of Massachusetts Contract
'Printing of Newsletters'
per the attached specifications

RFB# CA09-RH-2745
Bid Opening Date - May 15, 2008 @ 1:00 p.m.

FISCAL 2009 ANNUAL CONTRACT FOR PRINTING NEWSLETTERS

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 (except as noted in Additional Charges Schedule), 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.

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.

SECTION I - PREPARATION OF ARTWORK

A. SYSTEM WORK

Vendor to check/create traps on disk, at our request: \$_____ per hour OR \$_____ per trap.

Photoshop retouching (if available), hourly rate: \$_____.

B. HIGH RESOLUTION COLOR PROOFS from digital files.

Hi-Res Digital Proof
Price per side

Size

8.5" x 11" \$_____

11" x 17" \$_____

Other \$_____ Largest size: _____

Vendor Name: _____

Date: _____

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SECTION II – PRINTING

A. TWO-PAGE NEWSLETTER

Single sheet, 8-1/2” x 11”, folded to letterfold or 5-1/2” x 8-1/2”, as specified

			500	1,000	1,500	2,000	Additional 500s
NOTE: Prices are exclusive of paper. To calculate total cost, add these prices and any additional options to price of paper from list below.	Black Ink Only	1 side: 1/0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides: 1/1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	1 PMS Ink Only	1 side: 1/0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides: 1/1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Black + 1 PMS Ink	1 side: 2/0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides: 2/2	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Add'l PMS any one side	1 side:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	4/Color Process Only	1 side:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

PAPER STOCK	500	1,000	1,500	2,000	Additional 500s
Finch Opaque, 70# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cougar Opaque, 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mohawk Via (colored stock), 70# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art (gloss), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art Silk (dull), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Vendor Name: _____

Date: _____

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B. FOUR-PAGE NEWSLETTER

17" x 11" folded to 8-1/2" x 11" then to letterfold or 5-1/2" x 8-1/2", as specified.

			500	1,000	1,500	2,000	Additional 500s
NOTE: Prices are exclusive of paper. To calculate total cost, add these prices and any additional options to price of paper from list below.	Black Ink Only	1 side: 1/0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides: 1/1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	1 PMS Ink Only	1 side: 1/0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides: 1/1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Black + 1 PMS Ink	1 side: 2/0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides: 2/2	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Add'l PMS any one side	1 side:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	4/Color Process Only	1 side:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

PAPER STOCK	500	1,000	1,500	2,000	Additional 500s
Finch Opaque, 70# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cougar Opaque, 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mohawk Via (colored stock), 70# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art (gloss), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art Silk (dull), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Vendor Name: _____

Date: _____

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C. FOUR-PAGE NEWSLETTER WITH ONE INSERT

11" x 17" plus one 8-1/2" x 11" insert collated and folded to 8-1/2" x 11" then to letter fold or 5-1/2" x 8-1/2", as specified.

			500	1,000	1,500	2,000	Additional 500s
NOTE: Prices are exclusive of paper. To calculate total cost, add these prices and any additional options to price of paper from list below.	Black Ink Only	1 side: 1/0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides: 1/1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	1 PMS Ink Only	1 side: 1/0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides: 1/1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Black + 1 PMS Ink	1 side: 2/0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides: 2/2	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Add'l PMS any one side	1 side:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	4/Color Process Only	1 side:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

PAPER STOCK	500	1,000	1,500	2,000	Additional 500s
Finch Opaque, 70# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cougar Opaque, 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mohawk Via (colored stock), 70# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art (gloss), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art Silk (dull), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Vendor Name: _____

Date: _____

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D. SIX-PAGE NEWSLETTER

25-1/2" x 11" folded to 8-1/2" x 11" (minus allowances for folds) then to letter fold, or
5-1/2" x 8-1/2", as specified.

			500	1,000	1,500	2,000	Additional 500s
NOTE: Prices are exclusive of paper. To calculate total cost, add these prices and any additional options to price of paper from list below.	Black Ink Only	1 side: 1/0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides: 1/1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	1 PMS Ink Only	1 side: 1/0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides: 1/1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Black + 1 PMS Ink	1 side: 2/0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides: 2/2	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Add'l PMS any one side	1 side:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	4/Color Process Only	1 side:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

PAPER STOCK	500	1,000	1,500	2,000	Additional 500s
Finch Opaque, 70# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cougar Opaque, 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mohawk Via (colored stock), 70# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art (gloss), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art Silk (dull), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Vendor Name: _____

Date: _____

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E. EIGHT-PAGE NEWSLETTER

Two 17” x 11” spreads collated and folded to 8-1/2 “x 11”, then to letterfold or to 5-1/2” x 8-1/2”, as specified.

			500	1,000	1,500	2,000	Additional 500s
NOTE: Prices are exclusive of paper. To calculate total cost, add these prices and any additional options to price of paper from list below.	Black Ink Only	1 side: 1/0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides: 1/1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	1 PMS Ink Only	1 side: 1/0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides: 1/1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Black + 1 PMS Ink	1 side: 2/0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides: 2/2	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Add'l PMS any one side	1 side:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	4/Color Process Only	1 side:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

PLEASE NOTE: Saddle stitching is extra. Please call vendor for pricing.

PAPER STOCK	500	1,000	1,500	2,000	Additional 500s
Finch Opaque, 70# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cougar Opaque, 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mohawk Via (colored stock), 70# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art (gloss), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art Silk (dull), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____