



**University of Massachusetts Amherst
Department of Procurement**

**Request for Bids:
Annual University of Massachusetts Contract
“Printing of Brochures and Flyers”
per the attached specifications**

**RFB# CA09-RH-2747
Bid Opening Date – May 15, 2008 @ 1:00 p.m.**

FISCAL 2009 ANNUAL CONTRACT FOR BROCHURES & FLYERS

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.

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

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.

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 costs.

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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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		
<u>Size</u>			
8.5" x 11"	\$ _____		
11" x 17"	\$ _____		
Other	\$ _____	Largest size: _____	

C. HIGH-RESOLUTION DRUM SCANS(vendor to also supply low-resolution scans on disk, to be used for position only.

Low-resolution scans are to be replaced with high-res scans prior to ripping files for proofing.

Screens to be available in 150, 175 and 200 line.

PRICE PER SCAN from transparency or scannable reflective copy; 35 mm to 8"x10" originals

	Final Size		Final Size	
	up to:		up to:	
	4 x 5	\$ _____	10 x 12	\$ _____
	5 x 7	\$ _____	11 x 14	\$ _____
	8 x 10	\$ _____	12 x 18	\$ _____

D. PRESSROOM

SPLIT FOUNTAIN: 1 split \$_____ 2 splits \$_____ each additional split \$_____

PERFORATIONS: Horizontal or vertical (based on 8.5" x 11")

	100	250	500	1,000	Additional 1000:
Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

SCORING:

	100	250	500	1,000	Additional 1000:
Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Vendor Name: _____

Date: _____

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SECTION II – PRINTING

A. BROCHURE FORMAT: 8-1/2" X 11" FOLDED TO LETTERFOLD

			100	250	500	1,000	Additional 1,000s
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	100	250	500	1,000	Additional 1,000s
Finch Opaque, 70# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cougar Opaque, 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mohawk Via (colored stock), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art (gloss), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art Silk (dull), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art (gloss), 63# cover	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Finch Opaque, 65# cover	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Vendor Name: _____

Date: _____

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B. BROCHURE FORMAT: 8-1/2" x 14-5/8" WITH DOUBLE PARALLEL FOLD (8 PANELS)

(Formatted to fit No. 10 envelope. Gatefolds and barrefolds may be extra. Call vendor for price)

			100	250	500	1,000	Additional 1,000s
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'1 PMS any one side	1 side:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	4/Color Process Only	1 side:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		2 sides:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

PAPER STOCK

	100	250	500	1,000	Additional 1,000s
Finch Opaque, 70# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cougar Opaque, 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mohawk Via (colored stock), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art (gloss), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art Silk (dull), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art (gloss), 63# cover	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Finch Opaque, 65# cover	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Vendor Name: _____

Date: _____

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C. BROCHURE FORMAT: 8-1/2" x 18-1/4" FOLDED TO 8-1/2" X 3-5/8" (10 PANELS)

(Formatted to fit No. 10 envelope. Gatefolds and barrel folds may be extra. Call vendor for price)

			100	250	500	1,000	Additional 1,000s
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

	100	250	500	1,000	Additional 1,000s
Finch Opaque, 70# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cougar Opaque, 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mohawk Via (colored stock), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art (gloss), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art Silk (dull), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art (gloss), 63# cover	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Finch Opaque, 65# cover	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Vendor Name: _____

Date: _____

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D. BROCHURE FORMAT: 11" x 17" FOLDED TO 8-1/2" x 11" then to 8-1/2" x 3-5/8" or 5-1/2" x 8-1/2"
 (Gatefolds are extra. Call vendor for price.)

			100	250	500	1,000	Additional 1,000s
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	100	250	500	1,000	Additional 1,000s
Finch Opaque, 70# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cougar Opaque, 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mohawk Via (colored stock), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art (gloss), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art Silk (dull), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art (gloss), 63# cover	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Finch Opaque, 65# cover	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____