





**University of Massachusetts Amherst  
Department of Procurement**

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

**RFB# CA09-RH-2751  
Bid Opening Date – May 22, 2008 @ 1:00 p.m.**

**FISCAL 2009 ANNUAL PHOTOCOPYING CONTRACT**

**NOTE:** Prices do not include royalties or charges for securing copyright permissions. Call vendor for quotes on a job-by-job basis. All copy supplied to vendor camera-ready.

**Vendor Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**RFB# CA09-RH-2751 – Fiscal 2009 Annual Contract for Photocopying**

**I. BLACK COPIES**

**A. 20# standard recycled white bond.**

Please identify paper: \_\_\_\_\_

% recycled: \_\_\_\_\_

% post-consumer waste: \_\_\_\_\_

**8-1/2” x 11”**

Quantity	One Side Printed (Unit Cost)	Two Sides Printed (Unit Cost)	Auto feed copies totaling 1,000 will be priced at (Unit Cost)
1-4 copies	\$ _____	\$ _____	
5-49 copies	\$ _____	\$ _____	\$ _____ single-sided
Price per copy thereafter	\$ _____	\$ _____	\$ _____ double-sided

**8-1/2” x 14”**

Quantity	One Side Printed (Unit Cost)	Two Sides Printed (Unit Cost)	Auto feed copies totaling 1,000 will be priced at (Unit Cost)
1-4 copies	\$ _____	\$ _____	
5-49 copies	\$ _____	\$ _____	\$ _____ single-sided
Price per copy thereafter	\$ _____	\$ _____	\$ _____ double-sided

**11” x 17”**

Quantity	One Side Printed (Unit Cost)	Two Sides Printed (Unit Cost)	Overnight 11” x 17” jobs 1,000 will be priced at (Unit Cost)
1-4 copies	\$ _____	\$ _____	
5-49 copies	\$ _____	\$ _____	\$ _____ single-sided
Price per copy thereafter	\$ _____	\$ _____	\$ _____ double-sided



**Vendor Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**RFB# CA09-RH-2751 – Fiscal 2009 Annual Contract for Photocopying**

**III. OTHER CHARGES AND OPTIONS:**

A. Give up charge (if any) to the above unit prices for originals that require special handling; i.e., originals that must be hand-fed for special placement on the copier: \$ \_\_\_\_\_ surcharge per original put in position.

B. Delivery:  
Maximum number of copies per order for same day delivery at no additional charge: \_\_\_\_\_ copies  
At what quantity break would there be an up charge (if any) for same day delivery: \_\_\_\_\_ copies. Please indicate up charge: \$ \_\_\_\_\_

C. For the most part, originals will be dropped off and picked up at the vendor's location by the requesting department.

Would there be an additional charge for copies that are to be delivered to the requesting department at the University?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please indicate the charge per delivery: \$ \_\_\_\_\_

D. Bindery Work:

Collating (machine): \$ \_\_\_\_\_ per 100 Collating (hand): \$ \_\_\_\_\_ per 100.

Folding: 1 fold \$ \_\_\_\_\_ per 100; 2 folds \$ \_\_\_\_\_ per 100. Min. charge: \$ \_\_\_\_\_

Cutting: \$ \_\_\_\_\_ per cut per 1,000 sheets or less. Min. charge \$ \_\_\_\_\_

3-hole drilling: \$ \_\_\_\_\_ per set of \_\_\_\_\_ pages. Min. charge \$ \_\_\_\_\_

Stapling: 1 staple \$ \_\_\_\_\_ per set Hand Stapling:

2 staples \$ \_\_\_\_\_ per set \$ \_\_\_\_\_ per staple

3 staples \$ \_\_\_\_\_ per set

Maximum number of sheets that can be stapled: \_\_\_\_\_ per set

Padding: \$ \_\_\_\_\_ each pad. Maximum sheets per pad: \_\_\_\_\_ Min. charge \$ \_\_\_\_\_

Plastic Comb Bind, per set: ≤ 1/2" \$ \_\_\_\_\_ ≤ 3/4" \$ \_\_\_\_\_ ≤ 1" \$ \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Date: \_\_\_\_\_

**RFB# CA09-RH-2751 – Fiscal 2009 Annual Contract for Photocopying**

**IV. OTHER PAPER CHOICES (*Extra Charge – add to Standard copy prices from Section I*):**

	8 1/2" x 11"	8 1/2" x 14"	11" x 17"
Colored 20# bond			
Per Sheet	\$ _____	\$ _____	\$ _____
Per 100 Sheets	\$ _____	\$ _____	\$ _____
24 # Atlas Bond, 25 Cotton; Recycled Bright White			
Per Sheet	\$ _____	\$ _____	\$ _____
Per 100 Sheets	\$ _____	\$ _____	\$ _____
24# Strathmore Writing Recycled, or equal, white or colors			
Per Sheet	\$ _____	\$ _____	\$ _____
Per 100 Sheets	\$ _____	\$ _____	\$ _____
60# Offset, uncoated, white			
Per Sheet	\$ _____	\$ _____	\$ _____
Per 100 Sheets	\$ _____	\$ _____	\$ _____
70# Offset, uncoated, white			
Per Sheet	\$ _____	\$ _____	\$ _____
Per 100 Sheets	\$ _____	\$ _____	\$ _____
67# Vellum Bristol, white or colors			
Per Sheet	\$ _____	\$ _____	\$ _____
Per 100 Sheets	\$ _____	\$ _____	\$ _____
65# Cover stock, white			
Per Sheet	\$ _____	\$ _____	\$ _____
Per 100 Sheets	\$ _____	\$ _____	\$ _____

**Vendor Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**V. MISCELLANEOUS**

A. Bidder's Physical Location: Describe your physical location; i.e., location of office, the floor on which office is located, availability of free parking in proximity to your office, handicapped accessibility to your office, availability of handicapped parking, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. List procedures and services that require additional time (specify) to produce:

- Hand Collating                       Folding                       Stapling                       Binding
- Special Order Paper                       Printing from Disks                       Special Handling of Originals
- Other \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

C. Bid prices shall apply to all copying equipment at vendor's location, regardless of the circumstances.

List manufacturers' names, models, and types of all copying equipment at your location:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Invoices shall be itemized according to bid prices so that it is clear to the University, and to its auditors, how vendor arrived at the total. If it is unclear as to exactly how vendor arrived at the respective total, processing of the bill in question will be delayed until such clarification has been furnished by the vendor.

E. Indicate your business hours: Monday-Friday: \_\_\_\_\_

Saturday: \_\_\_\_\_ Sunday: \_\_\_\_\_

F. Prices shall remain firm throughout the term of the contract.

G. No single job issued against this contract may exceed \$5,000.

H. Any additions/exceptions to the bid terms and conditions as contained herein must be so noted in vendor's bid

I. The University of Massachusetts Amherst reserves the right to reject any or all bids, wholly or in part, and to make the award in a manner deemed to be in the University's best interest.

J. A multi-vendor contract may be awarded.

**Vendor Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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K. Based on your bid prices, please cost out the following typical jobs. In order that bids can be fairly evaluated, bidder shall use the math formulas shown to cost out these jobs, as well as any similar jobs that bidder might be awarded under the contract.

(1) 21 plastic comb bound sets of 314 hand-placed originals, printed both sides, on 8 1/2" x 11",  
20# white, recycled bond paper, collated, **next day delivery:**

Formula: 314 hand-placed originals x \$ \_\_\_\_\_/ea = \$ \_\_\_\_\_

157 sheets x 21 = 3,297 sheets,  
printed 2 sides x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

3,297 sheets collated x \$ \_\_\_\_\_/C = \$ \_\_\_\_\_

21 sets, bound x \$ \_\_\_\_\_/set = \$ \_\_\_\_\_

Total Cost for Job \$ \_\_\_\_\_

Up charge for same day delivery (if applicable): = \$ \_\_\_\_\_

(2) 500 sets of 30 originals, printed both sides, collated and stapled (one upper left), on  
8 1/2" x 11", 20# white, recycled bond paper, **next day delivery:**

Formula: 15 sheets x 500 = 7,500 sheets,  
printed 2 sides x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

7,500 sheets collated x \$ \_\_\_\_\_/C = \$ \_\_\_\_\_

500 sets, stapled x \$ \_\_\_\_\_/set = \$ \_\_\_\_\_

Total Cost for Job \$ \_\_\_\_\_

Up charge for same day delivery (if applicable): = \$ \_\_\_\_\_

L. The successful bidder(s) shall design a cost sheet, which shall be provided to the University prior to the award of this contract. The cost sheet shall be subject to the University's approval, and shall be used by the successful bidder to cost out all University jobs against the contract.