



**University of Massachusetts Amherst
Department of Procurement**

**Request for Bids:
University of Massachusetts Annual Contract
for Incidental Printing
per the attached specifications**

**RFB# CA09-RH-2753
Bid Opening Date – May 22, 2008 @ 1:00 p.m.**

FISCAL 2009 ANNUAL CONTRACT FOR INCIDENTAL PRINTING

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), 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 *include paper stock.*

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. ANNOUNCEMENT

Stock: 10 pt. Carolina, coated one side (C1S). Price includes paper stock.

9” x 6-1/4” folded to 4-1/2” x 6-1/4”

	100	250	500	1,000	Additional 1,000s
1 side, 1 color	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2 sides, 1 color	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Add'l color per side_	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1 side 4/C Process	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Add varnish 1 side	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Bleeds	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

8-1/2” x 11”

	100	250	500	1,000	Additional 1,000s
1 side, 1 color	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2 sides, 1 color	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Add'l color per side_	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1 side 4/C Process	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Add varnish 1 side	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Bleeds	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Vendor Name: _____

Date: _____

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II. BARONIAL PANEL CARDS AND ENVELOPES: One color ink. Prices include paper stock.

BARONIAL CARD SIZE NO. 4:(3-1/2" x 4-7/8") AND ENVELOPES (3-5/8" x 5-1/8")

	500	750	1,000	1,250	1,500	Additional 250s
Cards	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Envelopes	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

BARONIAL CARD SIZE NO. 5:(4" x 5-1/4") AND ENVELOPES (4-1/8" x 5-1/2")

	500	750	1,000	1,250	1,500	Additional 250s
Cards	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Envelopes	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

BARONIAL CARD SIZE NO. 5-1/2: (4-1/4" x 5-1/2") AND ENVELOPES (4-3/8" x 5-3/4")

	500	750	1,000	1,250	1,500	Additional 250s
Cards	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Envelopes	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

BARONIAL CARD SIZE NO. 6: (4-5/8" x 6-1/4") AND ENVELOPES (4-3/4" x 6-1/2")

	500	750	1,000	1,250	1,500	Additional 250s
Cards	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Envelopes	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Vendor Name: _____

Date: _____

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III. LETTERHEAD

A. 24 lb. Atlas Bond, 25 Cotton, Recycled Bright White, wove finish.

		250	500	750	1,000	Additional 1,000s
8-1/2" x 11"	Black Only	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	1 PMS Only	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Black + 1 PMS	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Blank 2 nd Sheet	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

		250	500	750	1,000	Additional 1,000s
5-1/2" x 8-1/2"	Black Only	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	1 PMS Only	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Black + 1 PMS	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Blank 2 nd Sheet	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

B. 20 lb. white bond, recycled sheet.

Stock name: _____.

Please submit sample.

		250	500	750	1,000	Additional 1,000s
8-1/2" x 11"	Black Only	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	1 PMS Only	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Black + 1 PMS	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Blank 2 nd Sheet	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

		250	500	750	1,000	Additional 1,000s
5-1/2" x 8-1/2"	Black Only	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	1 PMS Only	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Black + 1 PMS	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Blank 2 nd Sheet	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Vendor Name: _____

Date: _____

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IV. BUSINESS ENVELOPES (#6-3/4, #9, #100)

A. 24 lb. Bond, 25% Cotton Recycled Bright White, woven finish.

		250	500	750	1,000	Additional 1,000s
#6-3/4 3-5/8 x 6-1/2	Black Only	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	1 PMS Only	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Black + 1 PMS	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Blank 2 nd Sheet	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

		250	500	750	1,000	Additional 1,000s
#9 3-7/8 x 8-7/8	Black Only	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	1 PMS Only	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Black + 1 PMS	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Blank 2 nd Sheet	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

		250	500	750	1,000	Additional 1,000s
#10 4-1/8 x 9-1/2 (Business)	Black Only	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	1 PMS Only	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Black + 1 PMS	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Blank 2 nd Sheet	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

B. 24 lb. White Bond, Recycled Sheet. Name: _____ . Please submit sample.

		250	500	750	1,000	Additional 1,000s
#6-3/4 3-5/8 x 6-1/2	Black Only	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	1 PMS Only	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Black + 1 PMS	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Blank 2 nd Sheet	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

		250	500	750	1,000	Additional 1,000s
#9 3-7/8 x 8-7/8	Black Only	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	1 PMS Only	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Black + 1 PMS	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Blank 2 nd Sheet	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

		250	500	750	1,000	Additional 1,000s
#10 4-1/8 x 9-1/2 (Business)	Black Only	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	1 PMS Only	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Black + 1 PMS	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Blank 2 nd Sheet	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Vendor Name: _____

Date: _____

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V. BOOKLET AND CATALOG ENVELOPES, white stock.
 Printed one side, one PMS color; from camera-ready art or file on disk.

		250	500	750	1,000	Additional 1,000s
9 x 12 Open End #10-1/2 Catalog Env.	Black Only	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	1 PMS Only	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Black + 1 PMS	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		<hr/>				
		250	500	750	1,000	Additional 1,000s
6 x 9 #6-1/2 Booklet Envelope	Black Only	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	1 PMS Only	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Black + 1 PMS	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		<hr/>				
		250	500	750	1,000	Additional 1,000s
6-1/4 x 9-5/8 #7 Booklet Envelope	Black Only	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	1 PMS Only	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Black + 1 PMS	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

VI. PRESSURE-SENSITIVE LABELS, label-quality paper stock.

Printed one PMS color; camera ready art or disk supplied.

Minimum Size Available:	_____	\$ _____	\$ _____
2-1/2" x 3-1/2"		\$ _____	\$ _____
3" x 4-1/2"		\$ _____	\$ _____
Additional charge for rounded die-cut corners, per 1,000		\$ _____	