



**University of Massachusetts Amherst
Department of Procurement
Request for Bids:
University of Massachusetts Annual Contract
to provide Per Call Typewriter Repair for University Departments
per the attached specifications**

**RFB# CA09-RH-2775
Bid Opening Date – May 27, 2008 @ 1:00 p.m.**

Bids are requested to furnish all departments located at the University of Massachusetts, Amherst, MA with “Per Call” service for the maintenance and repair of IBM Brand Typewriters, and for the Brother, Canon, Adler-Royal, Olympia and Smith Corona lines of electronic typewriters, as may be required. Vendors may bid on servicing one or more of these lines, at their option, in accordance with the following terms and conditions:

1. This contract shall cover the period of July 1, 2008 through June 30, 2011 with the option to renew for two (2) one-year additional terms.
2. The bid prices shall remain firm throughout the term of the contract.
3. Various types of purchase orders may be issued against the contract by each respective department, at their discretion, for per call service as required. Use of the contract shall be left to the discretion of each respective department.
4. Using departments will be encouraged to issue blanket orders to cover their per call service needs. Billing shall be done in arrears. Each purchase order will require separate invoicing to the respective department, referencing the respective purchase order number.
5. The contract will be awarded as a multi-vendor contract, if necessary, to those regional vendors who offer the best combination of price, capability, and carried service options and equipment, as determined by the Director of the Procurement Department, UMass/Amherst. The University 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 best interest of the University.
6. Prime consideration will be given to those bidders who have a local office and service personnel in place at the time of the bid opening.
7. All maintenance service shall be available Monday through Friday during normal working hours, 8:00 a.m. to 5:00 p.m.
8. On the attached sheet, indicate the following information:
 - Complete name and address of the office that would service the University.
 - The number of service people at the office who are manufacturer trained to repair the respective typewriter brands and a list of the brands and models for which they are trained.
 - The extent of your repair shop(s) machines, rolling stock and the dollar volume of your parts inventory.
 - The availability of your parts inventory.
9. Following are the options on which we ask you to bid. The specifications under each option are the minimum required.

