



**University of Massachusetts Amherst
Department of Procurement
Request for Bids:
Bi-Annual Paper Stock Contract
per the attached specifications or approved equal**

**RFB# AA09-RH-2811
Bid Opening Date – June 19, 2008 @ 1:00 p.m.**

**TERMS AND CONDITIONS
For the Period of July 1, 2008 through December 31, 2008**

Bids are required for the paper stock items on the attached sheets, to be ordered on “as required” basis by the University of Massachusetts/Amherst Print Services Department, and to be subject to the following.

- (1) Bids shall be submitted on a net price basis, with prices to remain firm for the six month duration of the contract. Bids indicating that they are subject to prices prevailing at time of shipment will be rejected.
- (2) This contract will be rebid semiannually, with bid documents mailed to prospective vendors at least three weeks prior to expiration on current contract.
- (3) Quantities indicated are strictly estimates based on past usage figures. No guarantee of volume is made by the University.
- (4) The paper stock utilized by Print Services must be capable of running on printing and collating equipment of different manufacture without constant adjustment. Acceptable substitutes are indicated on the attached bid sheets where they have been tested and approved. Vendors interested in offering substitutes not listed, may arrange to have their product tested by contacting, Bette Norton, Print Services, Whitmore Administration Building, at (413) 545-2719. Substitutes not listed are deemed unacceptable until they have passed the extensive testing procedure.
- (5) 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 its best interest.
- (6) A multi-vendor contract may be awarded to allow the University access to complete product lines, freedom of choice to match standardization plans, to insure continuity of quality and alternative source of supply in case of shortages, and proximity to dealers and service.
- (7) The successful vendors are expected to maintain a reasonable supply of stock for the items they are awarded in order to insure rapid response for orders placed. In most cases, successful bidders should be prepared to deliver stock within two days of the date an order is placed.
- (8) The University will place orders against the contract for quantities not less than 10 junior cartons of assorted product. Bid prices must include delivery and should be based on the assorted stock, 10 junior carton minimum.
- (9) In order to avoid confusion, bidders must indicate the brand being offered in the space provided, for each item listed.
- (10) Successful bidders should mark each ream individually as well as marking the inside contents on the outside of each junior carton.
- (11) The vendors are expected to wrap each ream of paper individually. Wrapper must be printed by manufacturer. If stock is not available at requested size, vendor is responsible for cutting to size, wrapping each ream individually, and marking wrapped reams. Any charge for these services should be reflected in the bid price.
- (12) No private labels will be accepted.
- (13) Must be delivered to Print Services via the loading dock area of the Whitmore Administration Building. Loading dock area has permanent bollards which restrict the size of pallets and their delivery to 50” or smaller.

UNIVERSITY OF MASSACHUSETTS / AMHERST

Print Services - - - Biannual Paper Stock Contract

The following quantities represent estimated semiannual usage. No guarantee of volume is made. Orders will be placed against the Contract for quantities of not less than 10 junior cartons of assorted products. Bid prices must include delivery on the assorted stock, 10 junior carton minimum.

EST. QUANTITY		SIZE	DESCRIPTION	BRAND NAME	UNIT PRICE	EXTENDED TOTAL
CARBONLESS: #20 Black Print						
60,000	sets	8½x11	2 Part Pre-Collated NCR rev. sets	NCR Superior		
40,000	sets	8½x11	3 Part Pre-Collated NCR rev. sets	NCR Superior		
30,000	sets	8½x11	4 Part Pre-Collated NCR rev. sets	NCR Superior		
14,000	sets	8½x11	5 Part Pre-Collated NCR rev. sets	NCR Superior		
40,000	sheets	8½x11	NCR Superior – White CFB	NCR Superior		
25,000	sheets	8½x11	NCR Superior – Colors CFB	NCR Superior		
30,000	sheets	8½x11	NCR Superior – White CF	NCR Superior		
20,000	sheets	8½x11	NCR Superior – Colors CF	NCR Superior		
35,000	sheets	8½x11	NCR Superior – White CB	NCR Superior		
30,000	sheets	8½x11	NCR Superior – Colors CB	NCR Superior		
15,000	sheets	8½x11	NCR Premium 7½ Pt tag White CF	NCR Superior		
10,000	sets	17½x22½	2 Part Pre-Collated NCR rev. sets	NCR Superior		
5,000	sets	17½x22½	3 Part Pre-Collated NCR rev. sets	NCR Superior		
20,000	sets	8½x11	2 Part Pre-Collated Straight Xerographic sets			
20,000	sets	8½x11	3 Part Pre-Collated Straight Xerographic sets			
20,000	sets	8½x11	4 Part Pre-Collated Straight Xerographic sets			

MISCELLANEOUS

200	boxes	11¼x9½x12	RSC 200# test corrugated boxes			
5	cartons	8½x11x2 ½	Letterhead boxes RA-1 200/ctn			
3	cartons	4¾x3½x2	Business card folding boxes BCF-23			
3	cartons	6x3½x2	Business card folding boxes BCF-25			
48	rolls	2" x 110 yd.	Heavy wgt. clear sealing tape (cartons over 40 lb.)			
5	cartons	11x17	Chipboard .040			
10	qts.		White padding compound			
10	qts.		N.C.R. padding compound			
2000	sheets	8½x11	60# White Wove Uncoated Offset Perm. Crack & Peel			

BOND & WRITING: No substitutes accepted

1,000,000	shts	8½x11"	20# White Bond, Recycled, Ream Wrapped	Great White		
25,000	shts	8½x14"	20# White Bond, Recycled	Great White		
20,000	shts	11x17"	20# White Bond, Recycled	Great White		
300,000	shts	8½x11"	20# White Bond, Recycled, 3HP	Great White		
500,000	shts	8½x11"	20# Colored Bond, Recycled	Hammermill Fore MP		
25,000	shts	8½x14"	20# Colored Bond, Recycled	Hammermill Fore MP		
75,000	shts	11x17"	20# Colored Bond, Recycled	Hammermill Fore MP		
300,000	sheets	8½x11	24# Recycled Bright White Imaging	Atlas Bond		
40,000	sheets	8½x11	24# Writing Bright White Wove	Strathmore		
40,000	sheets	8½x11	24# Writing Bright White Laid	Strathmore		
15,000	sheets	8½x11	24# Writing Natural White Wove	Strathmore		
25,000	sheets	8½x11	24# Writing Natural White Laid	Strathmore		

EST. QUANTITY		SIZE	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
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EXPRESS PACKS: Great White preferred. Please list brand offered

1,000,000	shts	8½x11	20# White Bond		
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OFFSET: Please list brand offered

100,000	shts	8½x11"	60# Offset – White		
30,000	shts	9x12"	60# Offset – White		
10,000	shts	8½x14"	60# Offset – White		
50,000	shts	8½x11"	70# Offset – White		
50,000	shts	11x17"	60# Offset – White		
50,000	shts	11x17"	70# Offset – White		
10,000	shts	11x17"	80# Offset – White		

COLORED OFFSET: No substitutes

30,000	shts	8½x11"	60# Opaque Offset – Colors	Springhill	
20,000	shts	8½x14"	60# Opaque Offset – Colors	Springhill	
60,000	shts	11x17"	60# Opaque Offset – Colors	Springhill	
20,000	shts	11x17"	70# Opaque Offset – Colors	Springhill	

VELLUM BRISTOL: No substitutes

25,000	shts	8½x11"	67# Vellum Bristol – White	Springhill	
40,000	shts	8½x11"	67# Vellum Bristol – Colors	Springhill	
10,000	shts	11x17"	67# Vellum Bristol – White	Springhill	
20,000	shts	11x17"	67# Vellum Bristol – Color	Springhill	

DIGITAL COLOR COVER AND TEXT: No Substitutes

12,000	shts	8½x11"	28# Brilliant White Smooth Text	Mohawk Navajo	
6,000	shts	11x17"	28# Brilliant White Smooth Text	Mohawk Navajo	
3,000	shts	12"x18"	28# Brilliant White Smooth Text	Mohawk Navajo	
6,000	shts	11x17"	32# Brilliant White Smooth Text	Mohawk Navajo	
4,000	shts	12"x18"	32# Brilliant White Smooth Text	Mohawk Navajo	
5,000	shts	11x17"	65# Brilliant White Smooth Cover	Mohawk Navajo	
3,000	shts	12x18"	65# Brilliant White Smooth Cover	Mohawk Navajo	
3,000	shts	11x17"	90# Brilliant White Smooth Cover	Mohawk Navajo	
3,000	shts	12x18"	90# Brilliant White Smooth Cover	Mohawk Navajo	

Alternative to above. Please list brand and supply sample

12,000	shts	8½x11"	28# Brite White Smooth Text		
6,000	shts	11x17"	28# Brite White Smooth Text		
3,000	shts	12"x18"	28# Brite White Smooth Text		
6,000	shts	11x17"	32# Brite White Smooth Text		
4,000	shts	12"x18"	32# Brite White Smooth Text		
5,000	shts	11x17"	65# Brite White Smooth Cover		
3,000	shts	12x18"	65# Brite White Smooth Cover		
3,000	shts	11x17"	80# Brite White Smooth Cover		
3,000	shts	12x18"	80# Brite White Smooth Cover		
3,000	shts	11x17"	100# Brite White Smooth Cover		
3,000	shts	12x18"	100# Brite White Smooth Cover		

EST. QUANTITY		SIZE	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
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COATED STOCK: Sterling Ultra or equivalent. Please list brand and supply sample

10,000	shts	11x17"	80# Gloss Text		
10,000	shts	12x18"	80# Gloss Text		
10,000	shts	11x17"	100# Gloss Text		
10,000	shts	12x18"	100# Gloss Text		
10,000	shts	11x17"	80# Gloss Cover		
10,000	shts	18x12"	80# Gloss Cover		
10,000	shts	11x17"	100# Gloss Cover		
10,000	shts	18x12"	100# Gloss Cover		
3,000	shts	20x26"	80# Gloss Cover		
6,000	shts	11x17"	100# Dull Text		
6,000	shts	12x18"	100# Dull Text		
10,000	shts	18x12"	100# Dull Cover		
10,000	shts	18x12"	100# Dull Cover		
2,000	shts	18x12"	10 pt. Cast Coated Gloss Cover C1S		
4,000	shts	18x12"	10 pt. Cover C1S		

TEXT & COVER: No substitutes

5,000	shts	12x18"	80# Cover – Smooth	Mohawk Superfine	
5,000	shts	11x17"	80# Cover – Smooth	Mohawk Superfine	
5,000	shts	12x18"	65# Cover – Smooth	Mohawk Superfine	
5,000	shts	11x17"	65# Cover – Smooth	Mohawk Superfine	
5,000	shts	8½x11"	65# Smooth Cover – Solar White	Classic Crest	
5,000	shts	8½x11"	80# Smooth Cover – Solar White	Classic Crest	
5,000	shts	8½x11"	80# Smooth Cover – Natural White	Classic Crest	
5000	sheets	8½x11"	80# Supersmooth Cover - Solar White	Classic Crest	

15,000	shts	11x17"	65# Cover - 17 Colors	Brite Hue	
275,000	shts	8½x11"	60# Text - 17 Colors	Brite Hue	
25,000	shts	11x17"	60# Text - 17 Colors	Brite Hue	

15,000	shts	11x17"	80# Smooth Cover – White	Cougar Opaque	
20,000	shts	8½x11"	80# Smooth Cover – White	Cougar Opaque	
10,000	shts	23x35"	100# Smooth Text – Bright White	Finch Fine	

COVER AND TEXT: Fraser Passport - acceptable substitutes include Crushed Leaf, Royal Fiber

20,000	shts	23x35"	80# Smooth Cover - All colors		
30,000	shts	8½"x11"	80# Smooth Cover - All colors		
20,000	shts	11x17"	70# Smooth Text - All colors		
20,000	shts	11x17"	24# Smooth Writing - All colors		
20,000	shts	8½"x11"	24# Smooth Writing - All colors		

EST. QUANTITY		SIZE	DESCRIPTION		UNIT PRICE	EXTENDED TOTAL
ENVELOPES: No substitutes						
250,000	env	#10	24# White Wove Window	Printmaster		
300,000	env	#10	24# White Wove Recycled	Printmaster		
150,000	env	#9	24# White Wove	Printmaster		
10,000	env	#6½ (6 x 9)	28# White catalog envelopes	Printmaster		
10,000	env	#10½ (9 x 12)	28# White catalog envelopes	Printmaster		
10,000	env	#9½ (9 x 12)	28# White booklet envelopes	Printmaster		
10,000	env	#13½ (10 x 13)	28# White catalog envelopes	Printmaster		
10,000	env	#13 (10 x 13)	28# White booklet envelopes	Printmaster		
30,000	env	#10	24# Writing wove (Bright & Nat. White)	Strathmore		
25,000	env	#10	24# Writing laid (Bright & Nat. White)	Strathmore		
130,000	env	#10	24# Recycled Bright White Imaging	Atlas		
ANNOUNCEMENTS: No substitutes						
2,500	env	#4 Baronial	Envelopes - Solar White	Classic Crest		
2,500	env	#5 Baronial	Envelopes - Solar White	Classic Crest		
10,000	env	#5½ Baronial	Envelopes - Solar White	Classic Crest		
2,500	env	#6 Baronial	Envelopes - Solar White	Classic Crest		
7,500	env	#4 Baronial	Envelopes - Classic Cream	Classic Crest		
10,000	env	#5 Baronial	Envelopes - Classic Cream	Classic Crest		
5,000	env	#5½ Baronial	Envelopes - Classic Cream	Classic Crest		
20,000	env	#6 Baronial	Envelopes - Classic Cream	Classic Crest		
2,500	shts	#4 Baronial Paneled	Paneled Cards - Solar White	Classic Crest		
2,500	shts	#5 Baronial	Paneled Cards Solar White	Classic Crest		
2,500	shts	#5½ Baronial	Paneled Cards Solar White	Classic Crest		
5,000	shts	#6 Baronial	Paneled Cards Solar White	Classic Crest		
2,500	shts	#6 Baronial	Paneled Folders Solar White	Classic Crest		
7,500	shts	#4 Baronial	Paneled Cards Classic Cream	Classic Crest		
5,000	shts	#5 Baronial	Paneled Cards Classic Cream	Classic Crest		
5,000	shts	#5½ Baronial	Paneled Cards Classic Cream	Classic Crest		
10,000	shts	#6 Baronial	Paneled Cards Classic Cream	Classic Crest		
2,500	shts	#6 Baronial Paneled	Paneled Folders Classic Cream	Classic Crest		
5,000	env.	A-6	Envelopes - Solar White	Classic Crest		
5,000	env.	A-7	Envelopes - Solar White	Classic Crest		
3,000	env.	A-7	Envelopes - 70# Smooth – Soft white	Mohawk Superfine		
3,000	env.	A-6	Envelopes – 70# Smooth - Soft White	Mohawk Superfine		
5,000	env.	Lee	Envelopes - Solar White	Classic Crest		
5,000	env.	Lee	Envelopes - Classic Cream	Classic Crest		
			TOTAL COST			