REQUEST FOR BID – UMAPP15-009

To: «Name»   
«Address_1» 
«Address_2» 
«City», «State» «Zip»

RFB Opening Date & Time: 
August 20, 2014 
At 2 P.M.

Requested by: John Pepi 
Telephone: 413-577-3013 
Department: Physical Plant 
Date Prepared: 

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Unit Price</th>
<th>Total Price</th>
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<td>Campus – Toner &amp; Recycling-Income Producing</td>
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All bids must be submitted on the sheets attached hereto. THIS FORM must be submitted and signed. The bid shall incorporate all the terms and conditions of the attached sheets. Successful Bidder will be required to enter into a Contract for Services, which a link is attached.


PLEASE DIRECT ANY QUESTIONS REGARDING THIS RFB, BY EMAIL ONLY to: John Pepi EMAIL: Jrpepi@admin.umass.edu

All questions must be submitted by.________________

IMPORTANT INFORMATION

• It is the bidder’s responsibility to ensure that their bid is received in its entirety by the University of Massachusetts, Procurement Department, 407 Goodell Building, 140 Hicks Way, Amherst, MA 01003-9334

By 2:00 PM on the bid opening date specified above. Bids received after the specified date/time or at a Location other than what is listed in the RFB will be rejected and placed unopened in the bid file.

• All prices are FOB Destination, delivery free of all charges to: University of Massachusetts Amherst at a location specified on a purchase order.

• Bidders must list their Taxpayer’s Identification Number here: __ __ __ __ __ __ __ __ __ __

• Bid may not be materially altered after the bids have been opened. Only the Director of Procurement can determine what a material alteration is.

• All prices must be submitted on a Net Basis. Unit price shall prevail in case of mathematical error.

• Bids on items that differ from specifications will be rejected at the discretion of the Director of Procurement. Proprietary names are quoted for informational purposes only and are not meant to limit competition. The right is reserved to accept the bid deemed best for the University.

• Exceptions to any terms and conditions contained herein or in the bid specifications, must be noted by bidder in bid. The Director of Procurement reserves the right to reject any bid that does not conform to the specifications.

• All/Any Addenda which has been posted on the Procurement Website, http://www.umass.edu/procurement/bidsopen.htm, must be acknowledged below by filling in each Addendum #. (Example: *Acknowledge Addendum: #1, #2, #3, etc.)

Acknowledge Addendum: __________________________________________

Vendor Name: ________________________________Telephone: ________________Fax: __________

Name of Person Submitting Bid: ________________________________Authorized Signature: ________________

Address: __________________________________________________________________________

Email Address: ________________________________________________________________________
Bid Request: Purchase of Toner Cartridges

Scope of Services

The successful bidder shall be responsible for the recycling or reuse of spent ink jet and laser toner cartridges. These materials will become the property of the successful bidder upon removal from the University. Bidders are required to accept all spent ink jet and laser toner cartridges, virgin and non-virgin, for a single per cartridge price. (see Bid Response Section of this bid)

All materials in this contract will be stored at the University's Waste Recovery and Transfer Facility (WRTF) until a sufficient quantity is accumulated for pickup by the successful bidder. Bidder must specify in Bid Response section the minimum quantity required for pickup. Toner cartridges will be placed in gaylords. University personnel will assist in loading the materials into the successful bidder's truck.

The successful bidder will be required to respond to any University request for removal of materials included in this contract within one week of initial notification from the UMass Office of Waste Management. Failure to meet this requirement may result in cancellation of this contract.

Weight Records

All incoming and outgoing loads hauled by the successful bidder must be weighed on the truck scale facilities at the WRTF. The successful bidder's truck driver will be required to sign a Bill of Lading listing the recycled material(s) being removed before leaving campus.

Past Generation History

Approximately 2 tons of toner cartridges were recycled in fiscal year 2014. No guarantee is made as to the actual volume to be generated in fiscal year 2015.

Payments

Monthly payments due to the University for material in this contract must be received by the University no later than 30 days after the date of each pick-up. Payments must be made in the form of a Certified Check, or Bank Treasurer's or Cashier's Check, or Money Order made payable to the University of Massachusetts, and submitted to the Office of Waste Management, University of Massachusetts, 151 Tillson Farm Road, Amherst, MA 01003.

Payments must be accompanied by copies of Bills of Lading and official weigh slips for all materials. Failure to provide payments under the terms of this contract may result in the termination of this contract by the University.
General Conditions

Bid price shall remain firm throughout the term of the contract. The University reserves the right to reject any or all bids, wholly or in part, and to make the awards in a manner deemed to be in the University's best interest. Questions concerning this bid specification should be directed to John Pepi, OWM Supervisor, at (413) 577 - 3013.

Contract Period

The initial contract period is for one year from the date of contract award with an option to renew for two additional 1 year renewal.

Bid Response Section

The successful vendor will pay the University the stated price per cartridge regardless of cartridge brand or model.

Price paid University per cartridge supplied:

$______/OEM ink jet cartridge
$______/ Remanufactured ink jet cartridge
$______/OEM laser cartridge
$______/ Remanufactured laser cartridge

Additional Vendor Information: (minimum quantities vendor will pick up, packaging and preparation requirements, etc.)

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
**Contract Renewal**

Would you be willing to extend the contract, at the option of the University, for an additional one year period, with all prices, terms, and conditions to remain the same?  

Yes  No

If the University elects to extend, the Contractor will be so notified by the University’s Waste Manager at least 30 days prior to the expiration of the original term.

Company name:  
Address:  

Telephone:  
FAX:  

Signature:  
Print or Type Name and Title:  
Date:  