



UNIVERSITY OF MASSACHUSETTS-AMHERST

Procurement Department

407 Goodell Bldg., 140 Hicks Way

Amherst, MA 01003-9334

voice: 413-545-0361

fax: 413-545-1643

email: procurement@admin.umass.edu Web Page: www.umass.edu/procurement

(THIS IS NOT AN ORDER)

REQUEST FOR BID # AA09-RH-2908

To: Name Address City, Zip		RFB Opening Date& Time: August 12, 2008 @ 1:00 PM	
		Requested by: Lou Wigdor Telephone: 413-545-5580 Department: Isenberg School of Management Date Prepared: 7/29/2008	
Quantity	Description	Unit Price	Total Price
	Bids are requested to provide 2008 Isenberg School of Management Annual Report per the attached specifications for a bid opening on 08/12/2008 @ 1:00 P.M.		
	Total Bid Price>>>>>>>>		

PLEASE DIRECT ANY QUESTIONS REGARDING THIS RFB TO: ROSEMARY HASSAY @ 413-545-1094

IMPORTANT INFORMATION

- It is the bidder's responsibility to insure 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 1:00 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.
- Bids may be faxed provided that they are followed up by a hard copy with written signature within 5 days of the bid date. All faxed bids must be received by the Procurement fax by the date and time of the bid above.
- 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.

Vendor Name: _____ Telephone: _____ Fax: _____

Name of Person Submitting Bid: _____ Authorized Signature: _____

Address: _____

BID SPECIFICATIONS

July 21, 2008

Isenberg School of Management
University of Massachusetts
Amherst, MA 01003

Contact: Lou Wigdor
Phone: 413-545-5580

DEPARTMENT: ISENBURG SCHOOL OF MANAGEMENT

JOB NAME: 2008 ISENBURG SCHOOL OF MANAGEMENT ANNUAL REPORT

PAGE SIZE: 8-1/2" x 11" finished

NO. OF PAGES: 28 pp + cover; 32 pp + cover; 36 pp + cover; 40 pp + cover

QUANTITY: Bid on 5,200; 6,200; 7,200; 8,200; 9,200

STOCK: Cover: 80# Euro Art cover, dull, white.
Text: 80# Euro Art text, gloss, white.

INK: Covers: 4/4 plus spot varnish
Text: 4/4

BLEEDS: Full.

BINDERY: Saddle stitch.

PREPARATION: Indesign file provided to printer.
Disk ready on or about August 18, 2008.

DELIVERY: Must be delivered 10 working days after receipt of originals.
Physical Plant Receiving Room,
University of Massachusetts, Amherst, MA.
Att: Lou Wigdor, Isenberg School of Management.
Phone: 413-545-5580

OTHER: **PLEASE SUBMIT QUOTE ON ATTACHED ADDENDUM.**
Prices include all pickups and deliveries at UMass Amherst.

For questions concerning these bid specifications, contact either Lou Wigdor 545-5580 or Brian Jenk
545-6560

2008 ISENBERG SCHOOL OF MANAGEMENT ANNUAL REPORT

IMPORTANT: FILL IN YOUR QUOTE ON THIS FORM.

VENDOR NAME: _____ DATE: _____

RFB NO. _____

<i>Quantity</i>	<i>28 pp + cover</i>	<i>32 pp + cover</i>	<i>36 pp + cover</i>	<i>40 pp + cover</i>
5,200	\$ _____	\$ _____	\$ _____	\$ _____
6,200	\$ _____	\$ _____	\$ _____	\$ _____
7,200	\$ _____	\$ _____	\$ _____	\$ _____
8,200	\$ _____	\$ _____	\$ _____	\$ _____
9,200	\$ _____	\$ _____	\$ _____	\$ _____

