



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 # CA09-RH-2754

		RFB Opening Date & Time: May 22, 2008 @ 1:00 PM	
		Requested by: Rita Campbell / Steve Robbins Telephone: 413-545-0123 Department: Creative Services Date Prepared: 4/18/2008	
	Description	Unit Price	Total Price
	BIDS ARE REQUESTED FOR THE UNIVERSITY OF MASSACHUSETTS ANNUAL CONTRACT FOR THE PRINTING FOR 4-COLOR PROCESS POSTERS PER THE ATTACHED SPECIFICATIONS FOR THE BID OPENING ON MAY 22, 2008 AT 1:00 P.M.		
	The University reserves the right to make partial awards for the services requested or to make an award to more than one vendor.		
	Contract Term: July 1, 2008 through June 30, 2009.		
	Total Bid Price>>>>>>>>		

PLEASE DIRECT ANY QUESTIONS REGARDING THIS RFB TO: ROSEMARY A. 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. No electronic bids will be accepted.
- 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: _____ E-Mail Address: _____



**University of Massachusetts Amherst
Department of Procurement**

**Request for Bids:
University of Massachusetts Annual Contract
for the Printing of 4-Color Process Posters
per the attached specifications**

**RFB# CA09-RH-2754
Bid Opening Date – May 22, 2008 @ 1:00 p.m.**

FISCAL 2009 ANNUAL CONTRACT FOR 4-COLOR PROCESS POSTERS

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), high resolution digital proof for approval, collating, trimming, packaging, and delivery as noted below in Delivery Schedule.

Unless otherwise specified, deliver posters FLAT. 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 high resolution digital proof 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 are *exclusive of paper stock*.

To calculate total cost, vendor must *add* price of paper to the printing charges.

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: _____

RFB# CA09-RH-2754–FY 2009 Annual Contract for Printing 4-Color Process Posters

11”x 17”

I. SIZE: 11” x 17” Full bleed, heavy ink coverage, printed one side

	100	500	1,000	2,000	Additional 500s
4/Color Process	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
One Additional PMS Ink	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Two Additional PMS Inks	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Varnish	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Black Only Second Side	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
One PMS Ink Second Side	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Black & One PMS Second Side	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

PAPER STOCK	100	500	1,000	2,000	Additional 500s
Chorus Art (gloss), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art Silk (dull), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art (gloss), 63# cover	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mohawk Via, 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mohawk Via, 65# cover	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cougar Opaque, 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cougar Opaque, 65# cover	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

OPTION

Folding to 8-1/2” x 11”

If text weight	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
If cover weight (score included)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

See Additional Charges Schedule for Business reply Cards and Perforations.

Vendor Name: _____

Date: _____

RFB# CA09-RH-2754–FY 2009 Annual Contract for Printing 4-Color Process Posters

17” x 22”

II. SIZE: 17” x 22” NO bleeds or 16-1/2"x 21-1/2" FULL bleed, heavy ink coverage, printed one side

	100	500	1,000	2,000	Additional 500s
4/Color Process	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
One Additional PMS Ink	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Two Additional PMS Inks	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Varnish	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Black Only Second Side	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
One PMS Ink Second Side	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Black & One PMS Second Side	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

PAPER STOCK	100	500	1,000	2,000	Additional 500s
Chorus Art (gloss), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art Silk (dull), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art (gloss), 63# cover	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mohawk Via, 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mohawk Via, 65# cover	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cougar Opaque, 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cougar Opaque, 65# cover	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

OPTION

Folding to 8-1/2” x 11” or 8-1/4” x 10-3/4” if full bleed

If text weight	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
If cover weight (score included)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

See Additional Charges Schedule for Business reply Cards and Perforations.

Vendor Name: _____

Date: _____

RFB# CA09-RH-2754–FY 2009 Annual Contract for Printing 4-Color Process Posters

19" x 25"

III.SIZE: 19"x 25"NObleeds or 18-1/2"x 24-1/2" FULL bleed, heavy ink coverage, printed one side

	100	500	1,000	2,000	Additional 500s
4/Color Process	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
One Additional PMS Ink	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Two Additional PMS Inks	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Varnish	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Black Only Second Side	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
One PMS Ink Second Side	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Black & One PMS Second Side	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

PAPER STOCK	100	500	1,000	2,000	Additional 500s
Chorus Art (gloss), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art Silk (dull), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art (gloss), 63# cover	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mohawk Via, 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mohawk Via, 65# cover	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cougar Opaque, 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cougar Opaque, 65# cover	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

OPTION

Folding to 9-1/2" x 12-1/2" or 9-1/4" x 12-1/4" if full bleed

If text weight	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
If cover weight (score included)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

See Additional Charges Schedule for Business reply Cards and Perforations.

Vendor Name: _____

Date: _____

RFB# CA09-RH-2754–FY 2009 Annual Contract for Printing 4-Color Process Posters

25" x 38"

IV. SIZE: 25" x 38" NO bleeds, or 24-1/2"x 37-1/2" FULL bleed; heavy ink coverage, printed one side

	100	500	1,000	2,000	Additional 500s
4/Color Process	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
One Additional PMS Ink	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Two Additional PMS Inks	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Varnish	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Black Only Second Side	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
One PMS Ink Second Side	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Black & One PMS Second Side	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

PAPER STOCK	100	500	1,000	2,000	Additional 500s
Chorus Art (gloss), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art Silk (dull), 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chorus Art (gloss), 63# cover	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mohawk Via, 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mohawk Via, 65# cover	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cougar Opaque, 80# text	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cougar Opaque, 65# cover	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>Full Bleed</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

OPTION

Folding to 9-1/2" X 12-1/2" OR 9-3/8" X 12-1/4" if full bleed

If text weight	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
If cover weight (score included)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

See Additional Charges Schedule for Business reply Cards and Perforations.

Vendor Name: _____

Date: _____

RFB# CA09-RH-2754–FY 2009 Annual Contract for Printing 4-Color Process Posters

V. ADDITIONAL CHARGES

A. BUSINESS REPLY CARDS (BRC)

Card Size: 3-1/2" x 5-1/2"

Print 2 sides in one color ink only. Pad 10 cards and glue to poster.

	Per 100 Posters	Per 500 Posters	Per 1,000 Posters	Per 2,000 Posters	Additional 500s
65# cover house white	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
80# cover house white	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

B. PERFORATIONS: Horizontal (maximum 19") and vertical (maximum 3-1/2") along bottom of poster

100	Additional 100s	500	Additional 100s	1,000	Additional 100s
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

C. SCORING

100	Additional 100s	500	Additional 100s	1,000	Additional 100s
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

D. SYSTEM WORK

Vendor to **check/create traps on disk**, at our request: \$ _____ per hour OR \$ _____ per trap.

Photoshop retouching (if available), hourly rate: \$ _____.

E. HIGH RESOLUTION COLOR PROOFS from digital files

<u>Size</u>	Hi-Res Digital Proof Price per side
10" x 12"	\$ _____
12" x 18"	\$ _____
20" x 24"	\$ _____
Other	\$ _____ Largest size: _____