



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-3206

		RFB Opening Date & Time: February 17, 2009 @ 1:00 PM Eastern Time	
		Requested by: Rita Campbell / Gloria Fox Telephone: 413-545-0123 / 413-545-4203 Department: Office of Pubic Affairs / Commencement Date Prepared: 2/3/2009	
	Description	Unit Price	Total Price
	BIDS ARE REQUESTED FOR THE PRINTING OF THE UNIVERSITY OF MASSACHUSETTS 2009 UNDERGRADUATE COMMENCEMENT ANNOUNCEMENTS PER THE ATTACHED SPECIFICATIONS FOR THE BID OPENING ON FEBRUARY 17, 2009 @ 1:00 P.M.		
	Contract Term: date of award – June 1, 2009 with the option to renew for one (1) additional one-year term.		
	Total Bid Price >>>>>>		
	DELIVERY LEAD-TIME AFTER RECEIPT OF ORDER _____		

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.
- 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. Payment Terms: 30 Days.
- 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: _____
R# - 55560



**University of Massachusetts Amherst
Department of Procurement
Request for Bids:**

**Printing of the 2009 Undergraduate
Commencement Announcements
per the attached specifications**

**RFB# AA09-RH-3206
Bid Opening Date – February 17, 2009 @ 1:00 p.m.**

Specifications:

Quantity: 4,000 sets of 4 each including envelopes.

Text:

- a. Electronic mechanical will be provided.
- b. An engraving die of the Amherst seal (embossed, burnished gold with scalloped edge) will be provided to the successful bidder. *It is the property of and owned by the University of Massachusetts. Vendor must return it immediately following printing.*

Stock: Announcements: #6 Ivory, Baronial, paneled card stock
Envelopes: #6 Ivory, Baronial, gummed flap (4 3/4" X 6 2")

Ink: Seal: 1 color engraved (gold) - die provided or will be made (see #2b)
Other: 1 color thermography PMS 201 (maroon)

Other Specifications:

- a. Each set of four (including four envelopes) to be clear plastic wrapped.
- b. Do NOT include inner envelopes.
- c. Do NOT include "graduation etiquette" or similar mailing instructions.
- d. One sample of a similar job must be submitted along with the bid response.

Other:

- a. Quality of samples, past performance and/or reputation of the vendor will be considered when awarding this bid.
- b. Bidders may, at their option, offer to extend this bid for one (1) additional year with all the same terms, conditions, and price.

This contract shall commence from the date of award through June 1, 2009, with the option for one (1) additional one-year period with the mutual agreement of both the University and Vendor.

Prices for the one-option period may increase by _____% (Bidder to fill in percentage).

All terms and conditions shall remain the same for all option periods.

If no percentage is filled in, it is agreed that a zero percent rate will apply.

Future commencement date is: May 15, 2010.

All prices are FOB Destination. Prices are to include shipping to Amherst, MA.

Deliver entire quantity to:

University of Massachusetts Amherst
Attn: Scott Wrigley / Rita Campbell
Text Book Annex / Physical Plant
1 Campus Center Way
Amherst, MA 01003
Phone: 413-545-0123

Bid Opening Time and Date: Bidders shall deliver their bid response to the following address by **February 17, 2009 at 1:00pm, Eastern Time at which time the bids will be opened and publicly read.** Bids shall be clearly marked and addressed to:

**University of Massachusetts
Procurement Department
407 Goodell Building; 140 Hicks Way
Amherst, MA 01003
Fax 413-545-1643
*Attention: RFB AA09-RH-3206***

It is the sole responsibility of the bidder to insure that its bid is delivered to the Procurement Department in its entirety by the due date and time. Late bids will not be considered, and will be placed, unopened, in the bid file. Faxed bids will be accepted, provided the original is received within 5 working days after bid deadline submission date. All questions from prospective vendors regarding this Request for Bid shall be referred to the Purchasing Manager in the Procurement Department by email or fax only, February 10, 2009 at 2:00 PM. No telephone calls will be entertained. Inquiries received after the specified date and time will not be accepted. The University will E-Mail its response to all questions to all bidders of record by formal addendum by 5:00 pm on February 11, 2009. The contact information for this individual is:

**University of Massachusetts Amherst
Rosemary A. Hassay, Purchasing Manager
Fax: (413) 545-1643
Email: procurement@admin.umass.edu**

The University will extend the due date by written addendum if such information significantly amends this request for bid or makes compliance with the original proposed due date impractical.